



# 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, April 11, 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) Committee Updates

The Chairperson for 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 – March 28, 2024

7.2 Accept Budget and Finance Committee Minutes – March 19, 2024

7.3 Accept Facility and Development Committee Minutes – March 26, 2024

7.4 Accept Sports Center Committee Minutes – March 26, 2024



**8) Discussion and Action Items:**

Public Comment

**8.1** Discussion and Possible Action on Budget Priorities for Recreation Programs Versus Recreation Events (Lanusse)

**8.2** Update Regarding Pending General Manager Projects (Lanusse)

**8.3** Discussion and Possible Action on Staff Reporting and Updates for the Board of Directors (Lanusse)

**8.4** Discussion and Possible Action on General Manager Evaluation Process (Legal Counsel)

**9) Financials:**

Public Comment

**9.1** Accept Finance Statement through 2/29/2024 (Parkhurst)

**9.2** Accept Payment of Bills 3/1/2024 through 3/31/2024 (Parkhurst)

**10) Staff Updates**

Public Comment

**10.1** General Manager

**10.2** Recreation Services Director

**10.3** Parks and Facilities Director

**10.4** Human Resources Director

**10.5** Finance Director

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

**12) Executive Session**

Public Comment

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

Title: General Manager

**13) Meeting Adjourn**



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## Greater Vallejo Recreation District Board of Directors

### MINUTES

March 28, 2024 – 401 Amador Street

6:30 p.m.

#### 1) Call to Order

Chairperson Aliga called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., March 28, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

#### 2) Pledge of Allegiance

Chairperson Aliga led the pledge.

#### 3) Roll Call

**Present:** Chairperson Rizal Aliga; Vice-Chair Stacey Kennington; Directors Thomas Judt, Robert Briseño

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Parks and Facilities Director, Salvador Nuño; Finance Director, Noel Parkhurst; Board Clerk, Kimberly Pierson

**Excused:** Secretary Tom Starnes

#### 4) Approval of Agenda

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

#### 5) Public Comment: - No Speakers

(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-None

The Chairperson for 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 – March 14, 2024

7.2 Approve Board Minutes -Special Meeting March 21, 2024

7.3 Accept Programs and Publicity Committee Minutes – March 12, 2024

Director Judt offered the motion, seconded by Director Kennington to approve the consent calendar. Motion passed. Secretary Starnes Absent

**8) Discussion and Action Items:**

Public Comment

**8.1 Discussion and Possible Action on Impact Fee Requests (Lanusse)**

The General Manager reported that City of Vallejo Staff would like to have a long and flexible conversation between their staff, and the GVRD Legal Counsel, and General Manager to clarify the process.

The General Manager will attend an upcoming city council meeting. Director Kennington would like an actual phone call placed to city staff.

**8.2 Discussion of District Communication Policies (Lanusse)**

a. Policy 4015: Board/Staff Communications

b. Policy 1035 & RR 1035: Reporting to the Press

The General Manager did a brief review of board policies regarding staff, board, and press communication.

**9) Financials:**

Public Comment

**9.1 Approve Fiscal Year 2024-2025 Fee Schedule (Parkhurst)**

Director Briseño offered the motion, seconded by Director Aliga to approve Fiscal Year 2024-2024 Fee Schedule. The motion passed: Director Aliga: Yes; Director Briseño: Yes; Director Kennington: Yes; Director Judt: No; Director Starnes: Absent.

**9.2 Fiscal Year 2024-2025 Budget Calendar-Informational Item (Parkhurst)**

There was a brief discussion regarding approving the budget in the next fiscal year. Information was provided that there is a district policy that allows the practice.

**10) Staff Updates**

Public Comment-None

**10.1 General Manager**

- Attended the 2+2 meeting at City Hall.
- Gave an update on the 2 new temporary part-time employees in the finance department.
- Announced that GVRD made the top 100 in a social media national engagement Listing.





### **10.2 Recreation Services Director**

- Gave an update on the recent fishing in the city event and thanked Directors Briseño, Aliga and Starnes for attending.
- Provided an update on hours and events happening at the sports gym.
- Announced that GVRD made the front page of the Times Herald for the recent prom dress and Suit boutique event.

### **10.3 Parks and Facilities Director**

- Announced the upcoming Visitor Services orientation on April 5<sup>th</sup>.
- Announced Special Events happening in the parks this weekend.
- Provided updates on Terrace Park, Cunningham Pool and 395 Amador projects.

### **10.4 Human Resources Director-Given by General Manager**

- Provided an update on upcoming training that will be provided by the Solano Sheriff's Department.
- Announced there are currently no open full-time positions.
- Gave an update on the compensation study.

### **10.5 Finance Director**

- Provided an update on the FY 21/22 Audit. Estimate May-June completion. Will plan for a management meeting.
- Provided an update on the budget process-making edits to the budget calendar and budget worksheets.
- Provided an update on the status of the software replacement. Estimated timeline of 1 ½- 2 years to complete the process.

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

Director Judt announced that he recently spoke with a couple city council members regarding outreach. He asked if the chair had any opposition based on the communication polices.

Chairperson Aliga announced recent meetings and events he attended: Air Show, Hall of Fame, VCUSD Board of Trustees meeting, follow up meeting with Director Judt regarding marketing, California Forever Representative, MV Delphinus Ferry christening. Also announced no plans for a skateboarding event at this year's Pista sa Nayon event.

## **12) Executive Session** - at 7:51pm Chairperson Aliga convened to executive session.

### **Public Comment**

**12.1 CONFERENCE WITH LABOR NEGOTIATOR:** Government Code section 54957.6

**Agency designated representative:** General Manager



Employee organizations: SEIU 1021, IBEW 1245, Unrepresented Staff (Directors, Board Clerk, and HR Coordinator)

**12.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

Government Code section 54956.8

Property: Crest Ranch Property Lot 647, known as “County Club Crest Unit 8”

Agency Negotiator(s): General Manager, Legal Counsel, Directors Aliga and Briseño

Negotiating Parties: Vallejo City Unified School District and City of Vallejo

Under Negotiation: Price and/or terms of payment

at 8:27pm Chairperson Aliga re-convened to regular session and reported the following: **Item 12.1-After discussion, direction given. Item 12.2-After discussion, direction given.**

**13) Meeting Adjourn**

Director Briseño offered the motion, seconded by Director Aliga to adjourn the meeting at 8:27p.m. Motion passed. Secretary Starnes absent.

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**Tom Starnes, Board Secretary**



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### Budget and Finance Committee – Meeting Minutes Monday, March 19, 2024 1:00 p.m. Administrative Office – Board Room 401 Amador Street

**In attendance:** Director Starnes, Director Briseño  
General Manager Lanusse, Finance Director Parkhurst

#### **Meeting began: 1:00 P.M.**

#### **1. Public Comment**

There was no public attendance/ Comment at this meeting.

#### **2. FY 24/25 Budget Calendar**

Finance Director Parkhurst presented the FY 24/25 final version of budget calendar.

#### **3. Finance & HRIS Software RFP Update**

Director Parkhurst updated the committee on upcoming meeting with different ERP vendors and the progress of the RFP process.

#### **4. Cash Flow Projection**

Finance Director Parkhurst discussed multiple tasks that must be completed to purge incorrect GL and Fund balances to be able to project forward. Also, informed and reminded committee members that there is no evidence that a Cash Flow Hasn't been done at the District historically so this is a pioneered path.

#### **5. FY 24/25 Fee Schedule**

Finance Director Parkhurst Presented updated version of 24/25 fee schedule. Received comments and suggestions from the committee and will make revisions as suggested. Updated Fee Schedule to be presented to board at next Board meeting for approval.

#### **Adjourned 1:45 p.m.**



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### Facility and Development Committee Minutes Directors: Briseño and Starnes Tuesday, March 26, 2024 – 1:30 p.m. Administrative Office-Board Room, 401 Amador Street

**In attendance:** Director Briseño, Director Starnes, General Manager Gabe Lanusse, Parks and Facilities Director Nuño

Meeting began: 1:30 PM

#### 1. Public Comment

No public comment.

#### 2. 395/401 Amador Street Upgrades:

Parks and Facilities Director Nuño reported that the 395 offices are close for completion, and staff is working with the Recreation department on a moving date. The opening day for registration is scheduled for April 15<sup>th</sup>. The committee asked about ribbon cutting for the reopening of the offices. General Manager Lanusse mentioned that we will be having a grand opening of the offices.

#### 3. Cunningham Aquatic Complex Restroom Improvements:

Parks and Facilities Director Nuño reported that the contractor continues making progress on the construction of the new additional restrooms. There was an inspection on the plumbing and the framing and everything passed. The Contractor also completed the ADA parking. The Committee asked about the bleachers shade structure. Parks and Facilities Director Nuño reported that the design was approved by the City and will be working with the engineering of the plans starting in July with the new fiscal year budget.

#### 4. Lake Dalwigk Park Improvements:

Parks and Facilities Director Nuño reported that the City received the bids for the construction of this project; the cost came about 20% higher than was expected from the engineer's cost estimate. Therefore, some of the alternatives that were included in the bid will not be able to be completed. Some of the items that would be eliminated are the shade structure and reducing the number of lights. A recommendation from the committee is to add distance makers/signage along the trail.



**5. Terrace Park Playground Replacement-Prop. 68:**

Parks and Facilities Director Nuño reported that the playground company is making progress on the installation on the new playground. All the base rock was installed, and now they have begun the installation of the new playground. Once this is completed, they will install the pour in place surfacing. Staff will be working on planning for the ribbon cutting.

**6. Request to rename Sheveland Park Garden:**

General Manger Lanusse presented a letter that was sent to staff requesting to honor the memory of Patricia Gatz by having the Vallejo Highs Neighborhood Association garden rededicated to Patricia Gatz, and her name added to the current VHNA signage. The Committee would like to know who would be paying for the sign.

**7. Setterquist Park Ribbon Cutting:**

General Manager Lanusse reported that staff will be scheduling a ribbon cutting event. The park is a GVRD own park land that received funding from Prop 68 to do improvements on adding basketball courts, fixing the fence on the courts, and adding bleachers along with other improvements.

**8. Colusa Building Update:**

Parks and Facilities Director Nuño reported that had a meeting with the City planning department to ask about what is needed to use the building for recreation programs. There is a pickleball facility in Richmond and the recommendation from the board was to check out the Facility and see how it's running. The committee recommends having a breakdown of the options for this facility and evaluating how it could generate revenue.

**9. Land Use Request:**

General Manager Lanusse presented to the Committee a proposal received looking for space for a Fam Business Plan. Comments from the Committee is that would be needed a policy on how people can use a facility, and the Committee doesn't believe it would fit since is a business.

**10. Terrace Park Playground Replacement-Prop. 68:**

Parks and Facilities Nuño reported that the contractor is making progress and has begun the installation of the new playground, after this the Pour in Place surfacing will be installed. Staff will coordinate the ribbon cutting after this is completed.

Adjourned at 2:34 PM



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### Sports Center Committee Minutes Directors: Kennington and Judt Tuesday, March 26, 2024 – 6:00 p.m. Administrative Office-Board Room, 401 Amador Street

**In attendance:** Directors Kennington, Director Judt, General Manager Gabe Lanusse

Meeting began: 6:00pm

**1. Public Comment- None**

**2. Assign Committee Chairperson-** It was determined that Director Judt will chair this committee.

**3. Define Criteria for scheduling Sports Center Committee Meetings-**

Discussion between the Directors and staff focused on what meetings will look at the definition of what is a sports center, or do we create sport centers throughout the district. Do sports centers need to be stand alone, or connected to community centers? The Franklin Gym could be a complex later down the road, with other amenities in the unused buildings. Such as the theatre, lunchroom, and music building. The music building has had people ask to repurpose it into a ceramic studio. An aspect of activities and where they are held is an item to do a deeper dive. Do we look specifically at one sport, or multiple sports, in one location or even enrichment classes. Should there be other activities such as job skill training and development.

**4. Define Needs-**

Discussion occurred regarding In order to define needs, we will need to look at previous data and research and conduct more recent community engagement, information ballot, public transportation to and from. Mail in questionnaires, online surveys, or other forms to gather data. Community outreach at different ages and demographics. Expand at current sites, i.e. North Vallejo had designs to have a gym connected to the community center with an expansion of the parking lot., Dan Foley. Not everyone plays sports, develops the whole person. What are the demographics, and what are the trends? Do we need to receive directions from the board in detail, or at what point does this go to facilities committee?



**5. Possible Funding Sources-**Discussion occurred regarding how much, what will we fund, Bond needs, bond measure. Are people willing to pay for this? Additional property tax?

**6. Future Topics-**

Colusa building and uses.

Centralize or decentralize amenities.

Working with City to obtain data through Recreation Coordinator at COV with their study.

Various methods to obtain data.

Meeting Adjourn 7:30pm



# BOARD GM PROJECTS UPDATE



		Date	4/11/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
<b>Annual Performance Goals</b>					
<b>Reduce Vacancies</b>					
Increase percentage of occupied FT Positions			100%	<input checked="" type="checkbox"/>	As of March 28, 2024-All Full Time Positions Filled
<b>Financial Education-Board &amp; Staff</b>					
How to Read Budgets			0%	<input type="checkbox"/>	
How does the Budget Process Work			0%	<input type="checkbox"/>	
Role of Staff With Budgets			0%	<input type="checkbox"/>	
Role of Board with Budgets			0%	<input type="checkbox"/>	
Budget Reports			0%	<input type="checkbox"/>	
Income Net vs. Gross			0%	<input type="checkbox"/>	
Other Topics			0%	<input type="checkbox"/>	
<b>Succession Planning</b>					
Hire Consultant			100%	<input checked="" type="checkbox"/>	
Plan Finalized			100%	<input checked="" type="checkbox"/>	
<b>Master Lease</b>					
Define areas that need clarification			100%	<input checked="" type="checkbox"/>	
Staff Review			100%	<input checked="" type="checkbox"/>	
Legal Counsel Draft			50%	<input type="checkbox"/>	
Present to City of Vallejo			0%	<input type="checkbox"/>	
<b>VCUSD Use Agreements</b>					
Update Use Agreements			50%	<input type="checkbox"/>	
Update Fence Locations			50%	<input type="checkbox"/>	

# BOARD GM PROJECTS UPDATE



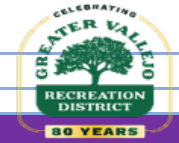
		Date	4/11/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
Update EXLP Agreements			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	
Update Kids Club Agreements			<div style="width: 25%; background-color: green;">25%</div>	<input type="radio"/>	
<b>Task Tracking</b>					
Task and Objectives Spreadsheet			<div style="width: 90%; background-color: green;">90%</div>	<input type="radio"/>	Tracks ongoing projects
<b>Update Marketing Plan</b>					
Meet with Board to clarify goals			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Special Board Meeting held on March 21, 2024
Develop plan, staff?, identify which staff will have designated assignments.			<div style="width: 0%; background-color: green;">0%</div>	<input type="radio"/>	
Work with Finance to budget			<div style="width: 0%; background-color: green;">0%</div>	<input type="radio"/>	
Implement			<div style="width: 0%; background-color: green;">0%</div>	<input type="radio"/>	
<b>Increase Utilization of Community Centers</b>					
<b>South Vallejo Contract Use</b>					
RFQ			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Interviews			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Contracts			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Legal review			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Sign Contract			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Press Release			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Services Begin			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
<b>Youth Center At North Vallejo</b>					
Develop goals/location/ 3rd party			<div style="width: 90%; background-color: green;">90%</div>	<input type="radio"/>	
Determine funding			<div style="width: 60%; background-color: green;">60%</div>	<input type="radio"/>	
Begin programs			<div style="width: 0%; background-color: green;">0%</div>	<input type="radio"/>	

# BOARD GM PROJECTS UPDATE



		Date	4/11/2024			
TASK	START	END	% COMPLETE	DONE	NOTES	
Review progress			0%	<input type="radio"/>		
Adapt			0%	<input type="radio"/>		
Review progress			0%	<input type="radio"/>		
<b>Ongoing Projects</b>				<input type="radio"/>		
<b>ADA 395 and 401 Amador</b>				<input type="radio"/>		
395 Amador			<div style="width: 80%;"><div style="width: 80%;"></div></div> 80%	<input type="radio"/>	Plans ok, bid process received, construction phase	
401 Amador			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="radio"/>		
<b>ADA Upgrades to BRS</b>						
Design Plan			<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	<input checked="" type="radio"/>		
Construction Documents/permits			0%	<input type="radio"/>		
Construction			0%	<input type="radio"/>		
<b>Annual Priority retreat</b>						
Goal setting to be part of Board training. Plan for fall	1/1/2024		0%	<input type="radio"/>		
<b>Annual Retreats- Executive staff and/with board</b>						
Determine team building activity			<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	<input type="radio"/>		
Determine date			0%	<input type="radio"/>		
Determine agenda for retreat			0%	<input type="radio"/>		
<b>Board Tour of Facilities</b>						
Determine Interested Directors			<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	<input type="radio"/>		
Determine dates			<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	<input type="radio"/>		
Determine locations			<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	<input type="radio"/>		

# BOARD GM PROJECTS UPDATE



		Date	4/11/2024			
TASK	START	END	% COMPLETE	DONE	NOTES	
<b>Board Training</b>						
Determine needs	1/1/2024		<div style="width: 50%; background-color: green;">50%</div>	<input type="radio"/>		
Board trainings, set date			0%	<input type="radio"/>		
Review other training			0%	<input type="radio"/>		
Schedule training			0%	<input type="radio"/>		
<b>City Park Master Plan</b>						
Community Outreach			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>		
Work with architects for community design			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>		
Get costs, permits, etc.,			0%	<input type="radio"/>		
Bidding Process			0%	<input type="radio"/>		
Construct			0%	<input type="radio"/>		
Ribbon cutting			0%	<input type="radio"/>		
<b>Classification Study</b>						
Job classification redone			<div style="width: 90%; background-color: green;">90%</div>	<input type="radio"/>	SEIU in progress, Supervisors to review, then goes to employees	
Brought in new consultant			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>		
IBEW			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>		
<b>Compensation Study</b>						
Develop and post RFP			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>		
Interview Companies			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>		
Determine Best Fit and Cost			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>		
Conduct Study			<div style="width: 25%; background-color: green;">25%</div>	<input type="radio"/>		
Board Review of Results			0%	<input type="radio"/>		

# BOARD GM PROJECTS UPDATE



		Date	4/11/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
<b>Hanns Park Disc Golf</b>					
Part of Master Plan			100%	<input checked="" type="checkbox"/>	
Get cost estimate, find funding source			100%	<input checked="" type="checkbox"/>	
Meet with stakeholders to design			100%	<input checked="" type="checkbox"/>	
Work with City			100%	<input checked="" type="checkbox"/>	
Order materials, install			90%	<input type="checkbox"/>	
Signage			25%	<input type="checkbox"/>	Waiting on Disc Golf Group
Staircase Project			100%	<input checked="" type="checkbox"/>	Getting approval from planning department
<b>Impact Fee Request</b>					
Requested Impact Fees	1/23/2021		100%	<input checked="" type="checkbox"/>	Projects identified i.e. pool
Discuss with City Staff			75%	<input type="checkbox"/>	Issue with COV accounting
Approved by Appropriate City Staff			100%	<input checked="" type="checkbox"/>	
Place into budget			0%	<input type="checkbox"/>	
Receive funds			0%	<input type="checkbox"/>	
<b>Master Plan BRS</b>					
Survey site			100%	<input checked="" type="checkbox"/>	
Meet standards			100%	<input checked="" type="checkbox"/>	
Develop draft, review at committee			90%	<input type="checkbox"/>	
Community Outreach			25%	<input type="checkbox"/>	
Construction Documents/permits			0%	<input type="checkbox"/>	
Construction			0%	<input type="checkbox"/>	
<b>McIntyre Ranch-Surplus Land Act</b>					
Board Resolution			100%	<input checked="" type="checkbox"/>	11/9/2023

# BOARD GM PROJECTS UPDATE



		Date	4/11/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
Issue Notice of Availability			100%	<input checked="" type="checkbox"/>	12/13/2023
60 Day Notice Period			100%	<input checked="" type="checkbox"/>	
90 day Good Faith Negotiaion Period			50%	<input type="checkbox"/>	
<b>McIntyre Ranch Survey</b>					
Check records and hire surveyor			100%	<input checked="" type="checkbox"/>	
File completed survey			90%	<input type="checkbox"/>	
Move fencing if needed				<input type="checkbox"/>	
<b>New Finance/HR software</b>					
Develop RFP			100%	<input checked="" type="checkbox"/>	
Interview Companies			25%	<input type="checkbox"/>	
Determine best fit and cost			25%	<input type="checkbox"/>	
Implement			0%	<input type="checkbox"/>	
<b>Outdoor Equity Grant</b>					
Identify Project		Due 12-14-23	100%	<input checked="" type="checkbox"/>	COV has shown interest to work together
Submit Application			100%	<input checked="" type="checkbox"/>	
Response Received			0%	<input type="checkbox"/>	
<b>OPEB</b>					
Consultant drafted policy			100%	<input checked="" type="checkbox"/>	
Review by Finance committee (2)			66%	<input type="checkbox"/>	
Consultant brought in to work with finance Dept.			50%	<input type="checkbox"/>	
Board approval			0%	<input type="checkbox"/>	

# BOARD GM PROJECTS UPDATE



		Date	4/11/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
<b>PB Projects-Exercise Equipment at Setterquist</b>					
Get a contract from COV	1/1/2021		<div style="width: 50%; background-color: green;">50%</div>	<input type="radio"/>	Waiting
Budget and develop			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Reimbursement			0%	<input type="radio"/>	
<b>Planning department changed zoning in parks</b>					
Review and propose changes			<div style="width: 15%; background-color: green;">15%</div>	<input type="radio"/>	
<b>Present update to City Council</b>					
Schedule for 2024			<div style="width: 25%; background-color: green;">25%</div>	<input type="radio"/>	Scheduled to update in 2023, process still going on in 2024
<b>Sister City Project</b>					
Develop Plans, Location and Goals			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	
Sister City to fund			0%	<input type="radio"/>	
Blue prints, permits, etc.,			0%	<input type="radio"/>	
Build Process			0%	<input type="radio"/>	
<b>Records Rentention</b>					
Hire Consultant			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="radio"/>	
Phase 1-RIM Policy and Retention Schedule Updates			<div style="width: 40%; background-color: green;">40%</div>	<input type="radio"/>	
Phase 2-Training			0%	<input type="radio"/>	
Phase 3-Electronic Records Management Assessment			0%	<input type="radio"/>	



# BOARD GM PROJECTS UPDATE



		Date	4/11/2024			
TASK	START	END	% COMPLETE	DONE	NOTES	
<b>Utilities Solar</b>						
City states they will upgrade their buildings			100%	<input checked="" type="checkbox"/>		
<b>VallejoNET</b>						
Update and Reduce Internet Costs			100%	<input checked="" type="checkbox"/>		
Install new internet			20%	<input type="checkbox"/>		
<b>2+2 Committee</b>						
Develop Committee Functions			0%	<input type="checkbox"/>		
Coordinate with other agency			0%	<input type="checkbox"/>		
Set up meeting specs			0%	<input type="checkbox"/>		
Board decide members, other agency decide members and begin meetings.			0%	<input type="checkbox"/>		

## Memorandum

**To:** Board of Directors  
Greater Vallejo Recreation District

**From:** Andrew Shen, Legal Counsel

**Date:** April 5, 2024

**Re:** General Manager Evaluation Process

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I write to provide the Board of Directors with brief background regarding the General Manager evaluation process.

The Greater Vallejo Recreation District's ("District's") agreement with the General Manager has a four-year term, commencing July 1, 2022 and ending June 30, 2026. This employment agreement provides for evaluations of the General Manager's performance. For reference, a copy of the agreement is attached.

Section 6 of this employment agreement sets forth the following:

- a. The Board of Directors ("Board") and General Manager shall annually develop and agree upon performance goals and objectives that shall serve as the basis for the annual evaluation. The goals and objectives shall be those as specified in the Strategic Action Plan, as well as additional objectives as specified and agreed to by the Parties hereto. The Board, or its designee, and General Manager may also meet as needed to make modifications to the goals and objectives.
- b. The Board and General Manager shall agree upon a written evaluation format which shall be used for reporting the results of the evaluation.
- c. If the majority of the Board concludes that the performance of General Manager is unsatisfactory in any particulars, the Board shall then identify in writing the specific areas of concern and provide written recommendations for improvement. The Board will then set a date within six (6) months of the date of the written recommendations for another evaluation of General Manager.

Related to this evaluation, Section 4 of the employment agreement provides:

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

Memo to: Board of Directors  
April 5, 2024  
Page 2

In 2023, consistent with the above provisions, the Board took the following steps:

- In April, the Board selected two of its members to serve on an evaluation committee (Directors Aliga and Briseño).
- In May, the full Board considered the committee's proposed evaluation.
- In June-July, the Board approved its final evaluation and held further discussions with the General Manager regarding his evaluation.

Thank you for your consideration.

## EMPLOYMENT MEMORANDUM OF UNDERSTANDING

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

The MOU is made with reference to the following particulars:

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

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

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

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

### **IT IS THEREFORE AGREED:**

#### **1. TERM AND NATURE OF EMPLOYMENT:**

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

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

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

#### **2. GENERAL DUTIES:**

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

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

### **3. FULL-TIME DEVOTION TO BUSINESS:**

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

### **4. RATE OF COMPENSATION:**

(a) General Manager shall be compensated as follows:

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

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

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

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

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



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

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

## **5. GENERAL MANAGER BENEFITS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

## **6. EVALUATION OF GENERAL MANAGER:**

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

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

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

## **7. TERMINATION OF EMPLOYMENT:**

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

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

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

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

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

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

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

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

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

## **8. MEDIATION:**

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



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

**9. ARBITRATION:**

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

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

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

**10. ENTIRE AGREEMENT:**

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

**11. MODIFICATIONS:**

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

**12. EFFECT OF WAIVER:**

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

**13. PARTIAL INVALIDITY:**

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

**14. LAW GOVERNING MOU:**

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

**15. NOTICES:**

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

**If to District:**

Clerk of the Board  
Greater Vallejo Recreation District  
395 Amador Street  
Vallejo CA 94590, and  
[kpierson@gvrd.org](mailto:kpierson@gvrd.org)  
[BoardofDirectors@gvrd.org](mailto:BoardofDirectors@gvrd.org)

**With copy to:**

Gary Heppell  
Favaro, Lavezzo, Gill Caretti & Heppell  
300 Tuolumne Street,  
Vallejo CA 94590, and  
[garyheppell@flgch.com](mailto:garyheppell@flgch.com)

**If to General Manager:**

Gabriel Lanusse  
Greater Vallejo Recreation District  
395 Amador Street  
Vallejo CA 94590, and  
[glanusse@gvrd.org](mailto:glanusse@gvrd.org)

**With copy to:**

Gary Heppell  
Favaro, Lavezzo, Gill Caretti & Heppell  
300 Tuolumne Street,  
Vallejo CA 94590, and  
[garyheppell@flgch.com](mailto:garyheppell@flgch.com)

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

**16. EFFECTIVE DATES:**

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

**17. RIGHT TO ATTORNEY:**

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


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

Dated: June 23, 2020

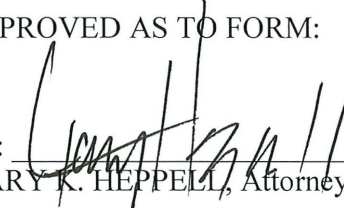
GREATER VALLEJO RECREATION DISTRICT

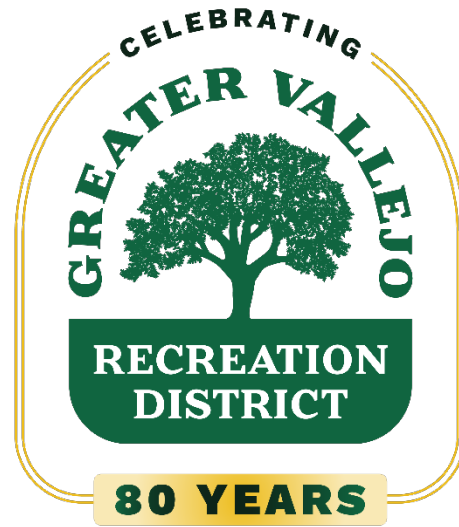
By:   
\_\_\_\_\_  
RON C. BOWEN  
Chairperson, Board of Directors

Dated: June 24, 2020

By:   
\_\_\_\_\_  
GABRIEL LANUSSE, General Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
GARY K. HEPELL, Attorney for District



**GREATER VALLEJO RECREATION DISTRICT**

**FINANCIAL REPORT**

**AS OF**

**FEBRUARY 29, 2024**



**Greater Vallejo Recreation District**  
**Budget to Actuals by Category**  
**General Fund and Measure K Combined**  
**As of February 29, 2024**  
**67% of Fiscal Year**

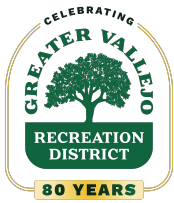
Revenue/ Expense Category	FY 22/23 Year- End Actual (Unaudited)	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 02/29/24	FY 23/24 Budget Remaining	FY 23/24 Budget % Rcvd/Used
<b>General Fund Revenue</b>							
Property Taxes	5,925,147	6,256,773	(197,614)	6,059,159	2,962,722	3,096,437	48.90%
Intergovernmental Revenue	0	500,000	239,690	739,690	0	739,690	0.00%
Charges for Services	918,850	966,080	33,300	999,380	429,019	570,361	42.93%
Rents: Use of Facilities/Equipment	643,854	616,423	8,700	625,123	369,615	255,508	59.13%
Use of Money & Property (Contract Rents,Leases, Int Income)	186,353	142,796	0	142,796	126,764	16,032	88.77%
Grants	414,762	203,100	927,952	1,131,052	516,355	614,697	45.65%
Donations	491	5,500	0	5,500	300	5,200	5.45%
Other Revenue	98,263	3,680,090	(3,640,000)	40,090	40,764	(674)	101.68%
<b>Total General Fund Revenue</b>	<b>8,187,720</b>	<b>12,370,762</b>	<b>(2,627,972)</b>	<b>9,742,790</b>	<b>4,445,539</b>	<b>5,297,251</b>	<b>45.63%</b>
Full-Time Salaries	2,674,658	2,991,204	37,722	3,028,926	1,975,396	1,053,530	65.22%
Part-Time Salaries	1,267,555	1,198,911	59,928	1,258,839	1,040,336	218,503	82.64%
Non-Retirement Employee Benefits	874,253	943,264	84,433	1,031,997	637,820	394,177	61.80%
CalPERS	752,783	757,942	5,172	763,114	135,381	627,733	17.74%
Services & Supplies	1,301,502	1,574,158	65,500	1,635,358	995,180	640,178	60.85%
Computer Services, Software & Equipment	98,837	109,401	500	109,901	75,954	33,947	69.11%
County Tax Collection Fee	66,054	80,000	0	80,000	219	79,781	0.27%
Professional Services	423,488	275,608	1,000	276,608	295,814	(19,206)	106.94%
Facilities Maintenance Expense	14,500	85,000	641,376	726,376	396,134	330,242	54.54%
Other Post Employment Benefit (OPEB)	0	50,000	(50,000)	0	0	0	0.00%
Transfer to Debt Service (POB)	330,427	0	330,493	330,493	0	330,493	0.00%
<b>Total General Fund Expense</b>	<b>7,804,057</b>	<b>8,065,488</b>	<b>1,176,123</b>	<b>9,241,611</b>	<b>5,552,234</b>	<b>3,689,377</b>	<b>60.08%</b>
<b>Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay &amp; CIP</b>	<b>383,663</b>	<b>4,305,275</b>	<b>(3,804,096)</b>	<b>501,179</b>	<b>(1,106,695)</b>	<b>1,607,874</b>	
Capital Outlay & CIP	681,680	3,637,000	(1,114,962)	2,522,038	1,923,584	598,454	76.27%
<b>Total Capital Outlay &amp; CIP Expense</b>	<b>681,680</b>	<b>3,637,000</b>	<b>(1,114,962)</b>	<b>2,522,038</b>	<b>1,923,584</b>	<b>598,454</b>	<b>76.27%</b>
<b>Total General Fund Expense with Capital Outlay &amp; CIP</b>	<b>8,485,738</b>	<b>11,702,488</b>	<b>61,161</b>	<b>11,763,649</b>	<b>7,475,818</b>	<b>4,287,831</b>	<b>63.55%</b>
<b>Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay &amp; CIP Expense</b>	<b>(298,017)</b>	<b>668,275</b>	<b>(2,689,134)</b>	<b>(2,020,859)</b>	<b>(3,030,280)</b>	<b>1,009,421</b>	





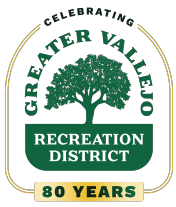
**Greater Vallejo Recreation District**  
**Budget to Actuals by Category**  
**General Fund and Measure K Combined**  
**As of February 29, 2024**  
**67% of Fiscal Year**

Revenue/ Expense Category	FY 22/23 Year- End Actual (Unaudited)	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 02/29/24	FY 23/24 Budget Remaining	FY 23/24 Budget % Rcvd/Used
<b>Measure K Revenue</b>							
Other Revenue	0	250,000	(250,000)	0	0	0	0.00%
Special Assessments - Measure K	2,128,094	2,130,000	(100,000)	2,030,000	1,061,944	968,056	52.31%
<b>Total Measure K Revenue</b>	<b>2,128,094</b>	<b>2,380,000</b>	<b>(350,000)</b>	<b>2,030,000</b>	<b>1,061,944</b>	<b>968,056</b>	<b>52.31%</b>
Part-Time Salaries	312,508	503,941	0	503,941	196,112	307,829	38.92%
Non-Retirement Employee Benefits	24,721	57,607	(6,677)	50,929	17,751	33,179	34.85%
Services & Supplies	880,214	903,300	0	903,300	535,705	367,595	59.31%
Computer Services, Software & Equipment	48,346	30,000	0	30,000	30,785	(785)	102.62%
Professional Services	0	2,000	0	2,000	0	2,000	0.00%
Measure K Refunds	0	0	0	0	96	(96)	0.00%
Facilities Maintenance Expense	569,129	561,376	(561,376)	0	(28,277)	28,277	0.00%
<b>Total Measure K Expense</b>	<b>1,834,918</b>	<b>2,058,224</b>	<b>(568,053)</b>	<b>1,490,170</b>	<b>752,171</b>	<b>737,999</b>	<b>50.48%</b>
<b>Total Measure K Excess (Deficiency) of Revenue Over Expense Before Capital Outlay &amp; CIP</b>	<b>293,176</b>	<b>321,776</b>	<b>218,053</b>	<b>539,830</b>	<b>309,773</b>	<b>230,057</b>	
Capital Outlay & CIP	50,833	798,000	(257,573)	540,427	433,935	106,492	80.29%
<b>Total Capital Outlay &amp; CIP</b>	<b>50,833</b>	<b>798,000</b>	<b>(257,573)</b>	<b>540,427</b>	<b>433,935</b>	<b>106,492</b>	<b>80.29%</b>
<b>Total Measure K Expense with Capital Outlay &amp; CIP</b>	<b>1,885,751</b>	<b>2,856,224</b>	<b>(825,626)</b>	<b>2,030,597</b>	<b>1,186,106</b>	<b>844,492</b>	<b>58.41%</b>
<b>Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay &amp; CIP</b>	<b>242,343</b>	<b>(476,224)</b>	<b>475,626</b>	<b>(597)</b>	<b>(124,162)</b>	<b>123,564</b>	
<b>Total General Fund &amp; Measure K Combined Excess/Deficiency of Revenue Over Expense</b>	<b>(55,674)</b>	<b>192,050</b>	<b>(2,213,507)</b>	<b>(2,021,456)</b>	<b>(3,154,441)</b>	<b>1,132,985</b>	



**Greater Vallejo Recreation District**  
**Budget to Actuals by Department**  
**General Fund and Measure K Combined - YTD**  
**As of February 29, 2024**  
**67% of Fiscal Year**

Departments Revenue/Expense	FY 22/23 Year- End Actual (Unaudited)	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 2/29/24	FY 23/24 Budget Remaining	FY 23/24 Budget % Used
<b>General Fund Revenue</b>							
001-General Support & Administration	6,153,976	6,401,659	(197,614)	6,204,045	3,115,300	3,088,745	50.21%
<b>Total Administration &amp; General Support</b>	<b>6,153,976</b>	<b>6,401,659</b>	<b>(197,614)</b>	<b>6,204,045</b>	<b>3,115,300</b>	<b>3,088,745</b>	<b>50.21%</b>
301-Visitor Services	258,778	198,900	0	198,900	102,619	96,281	51.59%
<b>Total Parks &amp; Facilities</b>	<b>258,778</b>	<b>198,900</b>	<b>0</b>	<b>198,900</b>	<b>102,619</b>	<b>96,281</b>	<b>51.59%</b>
010-Recreation Administration	3,700	3,500	0	3,500	3,700	(200)	105.71%
415-Children's Wonderland	43,431	53,200	0	53,200	23,358	29,842	43.91%
430-Break Camp	79,772	69,740	0	69,740	49,074	20,666	70.37%
450-Vallejo Community Center	28,163	100,232	0	100,232	82,729	17,503	82.54%
451-Foley Cultural Center	270,044	199,552	0	199,552	160,005	39,547	80.18%
460-Sports	74,760	90,332	0	90,332	34,943	55,389	38.68%
465-Community Events	4,362	12,300	0	12,300	4,323	7,977	35.14%
480-ExLP	414,762	203,100	0	203,100	266,355	(63,255)	131.14%
481-After School Programs	435,799	339,300	0	339,300	178,992	160,308	52.75%
486-Teen Services	0	79,475	0	79,475	0	79,475	0.00%
487-Franklin Gym	0	0	52,000	52,000	0	52,000	0.00%
490-Adaptive Recreation	819	330	0	330	620	(290)	187.88%
720-North Vallejo Community Center	31,905	26,800	0	26,800	27,067	(267)	101.00%
721-South Vallejo Community Center	73,391	64,235	0	64,235	38,992	25,243	60.70%
730-Cunningham Pool	314,057	378,107	0	378,107	107,462	270,645	28.42%
<b>Total Recreation</b>	<b>1,774,966</b>	<b>1,620,203</b>	<b>52,000</b>	<b>1,672,203</b>	<b>977,620</b>	<b>694,583</b>	<b>58.46%</b>
906-CIP	0	4,150,000	(2,482,358)	1,667,642	250,000	1,417,642	14.99%
<b>Total CIP</b>	<b>0</b>	<b>4,150,000</b>	<b>(2,482,358)</b>	<b>1,667,642</b>	<b>250,000</b>	<b>1,417,642</b>	<b>14.99%</b>
<b>Total General Fund Revenue</b>	<b>8,187,720</b>	<b>12,370,762</b>	<b>(2,627,972)</b>	<b>9,742,790</b>	<b>4,445,539</b>	<b>5,297,251</b>	<b>45.63%</b>
<b>General Fund Expense</b>							
001-General Support & Administration	1,924,902	1,649,804	324,154	1,973,958	1,107,147	866,810	56.09%
007-Human Resources	382,863	395,039	20,808	415,847	201,081	214,766	48.35%
100-Finance	462,462	449,791	29,898	479,689	354,945	124,744	73.99%
<b>Total Administration &amp; General Support</b>	<b>2,770,227</b>	<b>2,494,634</b>	<b>374,860</b>	<b>2,869,494</b>	<b>1,663,173</b>	<b>1,206,321</b>	<b>57.96%</b>



**Greater Vallejo Recreation District**  
**Budget to Actuals by Department**  
**General Fund and Measure K Combined - YTD**  
**As of February 29, 2024**  
**67% of Fiscal Year**

Departments Revenue/Expense	FY 22/23 Year- End Actual (Unaudited)	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 2/29/24	FY 23/24 Budget Remaining	FY 23/24 Budget % Used
200-Park Maintenance & Development	204,955	190,495	22,016	212,511	120,981	91,530	56.93%
300-Facilities	562,730	600,505	596,959	1,197,464	703,268	494,196	58.73%
301-Visitor Services	142,528	232,952	(78,696)	154,256	88,983	65,273	57.69%
310-Landscaping & Grounds	1,317,164	1,368,114	35,365	1,403,479	840,530	562,949	59.89%
312-McIntyre Ranch	0	50,000	0	50,000	39,995	10,005	79.99%
<b>Total Parks &amp; Facilities</b>	<b>2,227,377</b>	<b>2,442,066</b>	<b>575,644</b>	<b>3,017,709</b>	<b>1,793,756</b>	<b>1,223,953</b>	<b>59.44%</b>
010-Recreation Administration	387,501	496,175	(103,823)	392,351	272,779	119,572	69.52%
415-Children's Wonderland	202,421	101,126	(16,353)	84,773	122,650	(37,877)	144.68%
430-Break Camp	151,288	184,435	11,639	196,074	153,725	42,349	78.40%
450-Vallejo Community Center	40,208	215,162	2,904	218,066	115,735	102,331	53.07%
451-Foley Cultural Center	336,054	312,035	2,153	314,188	167,236	146,951	53.23%
460-Sports	127,833	109,543	49,981	159,524	60,461	99,063	37.90%
465-Community Events	49,404	101,394	6,237	107,631	56,547	51,084	52.54%
480-ExLP	496,493	316,780	15,412	332,192	333,470	(1,278)	100.38%
481-After School Programs	447,073	534,131	17,668	551,799	253,595	298,204	45.96%
486-Teen Services	969	62,471	4,224	66,695	4,231	62,464	6.34%
487-Franklin Gym	0	0	212,912	212,912	3,936	208,976	1.85%
490-Adaptive Recreation	2,860	34,663	1,231	35,893	2,846	33,048	7.93%
720-North Vallejo Community Center	40,527	69,285	972	70,257	53,451	16,806	76.08%
721-South Vallejo Community Center	64,768	69,305	972	70,277	44,255	26,022	62.97%
730-Cunningham Pool	459,052	522,283	19,492	541,775	450,388	91,387	83.13%
<b>Total Recreation</b>	<b>2,806,454</b>	<b>3,128,788</b>	<b>225,620</b>	<b>3,354,408</b>	<b>2,095,305</b>	<b>1,259,103</b>	<b>62.46%</b>
906-CIP	681,680	3,637,000	(1,114,962)	2,522,038	1,923,584	598,454	76.27%
<b>Total CIP</b>	<b>681,680</b>	<b>3,637,000</b>	<b>(1,114,962)</b>	<b>2,522,038</b>	<b>1,923,584</b>	<b>598,454</b>	<b>76.27%</b>
<b>Total General Fund Expense</b>	<b>8,485,738</b>	<b>11,702,488</b>	<b>61,161</b>	<b>11,763,649</b>	<b>7,475,818</b>	<b>4,287,831</b>	<b>63.55%</b>
<b>Total General Fund Excess (Deficiency) of Revenue Over Expense</b>	<b>(298,017)</b>	<b>668,275</b>	<b>(2,689,134)</b>	<b>(2,020,859)</b>	<b>(3,030,280)</b>	<b>1,009,421</b>	



**Greater Vallejo Recreation District**  
**Budget to Actuals by Department**  
**General Fund and Measure K Combined - YTD**  
**As of February 29, 2024**  
**67% of Fiscal Year**

Departments Revenue/Expense	FY 22/23 Year- End Actual (Unaudited)	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 2/29/24	FY 23/24 Budget Remaining	FY 23/24 Budget % Used
<b>Measure K Revenue</b>							
001-General Support & Administration	2,128,094	2,380,000	(350,000)	2,030,000	1,061,944	968,056	52.31%
<b>Total Measure K Revenue</b>	<b>2,128,094</b>	<b>2,380,000</b>	<b>(350,000)</b>	<b>2,030,000</b>	<b>1,061,944</b>	<b>968,056</b>	<b>52.31%</b>
001-General Support & Administration	33,126	91,400	(15,000)	76,400	21,230	55,170	27.79%
100-Finance	0	2,000	0	2,000	0	2,000	0.00%
<b>Total General Support &amp; Administration</b>	<b>33,126</b>	<b>93,400</b>	<b>(15,000)</b>	<b>78,400</b>	<b>21,230</b>	<b>57,170</b>	<b>27.08%</b>
300-Facilities	879,247	889,576	(547,323)	342,253	148,055	194,198	43.26%
310-Landscaping & Grounds	196,445	266,164	(2,244)	263,920	146,548	117,372	55.53%
<b>Total Facilites</b>	<b>1,075,691</b>	<b>1,155,741</b>	<b>(549,567)</b>	<b>606,173</b>	<b>294,604</b>	<b>311,570</b>	<b>48.60%</b>
010-Recreation Administration	48,346	30,000	0	30,000	30,785	(785)	102.62%
415-Children's Wonderland	37,826	85,000	(1,326)	83,674	78,041	5,633	93.27%
450-Vallejo Community Center	25,759	17,500	0	17,500	18,899	(1,399)	108.00%
451-Foley Cultural Center	55,668	67,000	0	67,000	45,099	21,901	67.31%
460-Sports	21,321	62,900	1,642	64,542	41,165	23,377	63.78%
465-Community Events	983	8,960	(152)	8,808	14,144	(5,335)	160.57%
486-Teen Services	222	16,332	185	16,516	3,694	12,822	22.37%
490-Adaptive Recreation	80	2,790	(47)	2,743	47	2,696	1.72%
720-North Vallejo Community Center	11,996	12,800	0	12,800	8,247	4,553	64.43%
721-South Vallejo Community Center	23,298	18,800	0	18,800	12,746	6,054	67.80%
730-Cunningham Pool	500,601	487,001	(3,789)	483,212	183,471	299,741	37.97%
<b>Total Recreation</b>	<b>726,100</b>	<b>809,084</b>	<b>(3,486)</b>	<b>805,597</b>	<b>436,338</b>	<b>369,259</b>	<b>54.16%</b>
906-CIP	50,833	798,000	(257,573)	540,427	433,935	106,492	80.29%
<b>Total CIP</b>	<b>50,833</b>	<b>798,000</b>	<b>(257,573)</b>	<b>540,427</b>	<b>433,935</b>	<b>106,492</b>	<b>80.29%</b>
<b>Total Measure K Expense</b>	<b>1,885,751</b>	<b>2,856,224</b>	<b>(825,626)</b>	<b>2,030,597</b>	<b>1,186,106</b>	<b>844,492</b>	<b>58.41%</b>
<b>Total Measure K Excess (Deficiency) of Revenue Over Expense</b>	<b>242,343</b>	<b>(476,224)</b>	<b>475,626</b>	<b>(597)</b>	<b>(124,162)</b>	<b>123,564</b>	
<b>Total General Fund &amp; Measure Combined Excess (Deficiency) of Revenue Over Expense</b>	<b>(55,674)</b>	<b>192,050</b>	<b>(2,213,507)</b>	<b>(2,021,456)</b>	<b>(3,154,441)</b>	<b>1,132,985</b>	



## General Manager Board Update

4/11/2024

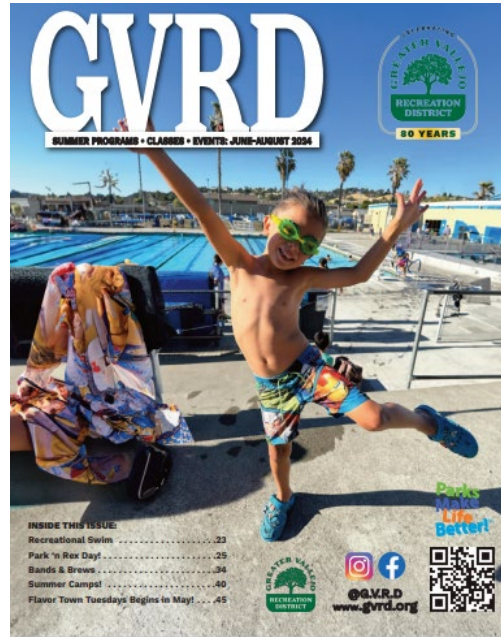
- Working on HR items
- Working on benefits with HR and a broker for evaluation of current benefits.
- We will receive \$175k in funding from City of Vallejo's Measure P to increase scholarship funding.
- Working on budget worksheets, fee schedule, CIP, training and travel request form and other items.
- Working with HR regarding compensation study.
- Working on providing an explanation of my projects for a board presentation on April 11th.
- Met with City of Vallejo regarding various items.
- Working with staff regarding open house, ribbon cuttings, and outreach.
- Meeting with staff regarding field rental processes.



# Recreation Services Board Updates

04/11/2024

## Activity Guide:



## Aquatics:

- Our spring lifeguard class is going great with 10 participants. Participants will receive their lifeguard certification by the end of the program and will have an opportunity to interview with GVRD to join the Aquatics team.
- Spring swim lessons have begun, and all of our weekend private swim lessons are full through the end of May. Also, aquatics is getting sign-ups for Adaptive Swim Lessons.



## **Community Centers:**

- Coffee with the General Manager will take place on Friday, April 12<sup>th</sup> from 11am to 12pm at 395 Amador Street.
- The Recreation and Registration office will open on Monday, April 15<sup>th</sup> for normal business between 8am-5pm, M-F.



- Effective April 1<sup>st</sup>, One People Tribe has taken over operations of the Norman C. King South Vallejo Community Center.

## **Children's Wonderland, Community Events, & Adaptive Recreation (AR):**

- On March 30<sup>th</sup>, GVRD hosted Thumper's Egg-stravaganza event. It was a two-session event where the kids gathered outside Children's Wonderland Park, forming a line that encircled the entire area. The kids eagerly waited for the egg hunt to start! The turnout was fantastic with 275 registrants. Youth got to take pictures with Thumper and there was a flutist playing live music, vendors (like Crumbl), and complimentary face painting to bring smiles to each kiddo's face.
- We're still looking for sponsorships to support Bands and Brews Summer Concert Series 2024. Staff have reached out to a number of community partners to support this year's event.
- Event is working with Vallejo Arts & Entertainment to have an instructor come out and show our Adaptive Community how fun it is to Paint! Each Participant will be provided with lunch, and a painting lesson!



LATEST HEADLINES

### 'Magic' in the air at Easter events in Vallejo

Children hunt for thousands of eggs at Children's Wonderland, Richardson Park



### Sports/Gym:

- NAofA brings back Tee-Ball for ages 3-6 starting on Saturday 4/6. The program was so popular, due to a waitlist, a second time slot was added for the program.
- Jr. Academy Soccer Club season for ages 3-6 and 7-10 start on Saturday, April 6<sup>th</sup>.
- Judo started at the Sports Gym this past week.



- The grass fields opened on April 1<sup>st</sup> and teams couldn't be more excited to get on our baseball fields. We are excited to see how many youth are getting a chance to enjoy our fields.

### Staffing:

- We're reeving up for summer and doing mass hiring for aquatics and youth services.



### **Youth Services:**

- Youth Services team has started the recruitment process and planning of summer camps and field trips.



## Maintenance Department Board Update

4/11/2024

### Parks and Facilities

- Washinton Park
  - Facilities staff worked on getting the building ready for Teacher K program.
- Children's Wonderland
  - Staff is coordinating with a contractor to repair worn areas on the (PIP) pour in place surfacing.
- Skate Park
  - Some of the lights were vandalized and the wire was stolen; staff is working on restoring the lighting.
- Sports Fields
  - All the grass fields are reopened and ready for the leagues for fields reservations.
- Amador Bocce Ball Courts
  - Staff worked with the Vallejo Bocce Association to provide materials for the courts before their season begins.
- Visitor Services
  - Staff had the Visitor Services orientation on April 5<sup>th</sup>; and the season began on April 6<sup>th</sup>.
- Recruitment
  - The Facilities Department will be moving forward to hiring two part-time employees.
- Fleet
  - Staff purchased a new truck for the Parks Department to replace a vehicle that was totaled from an accident.
- Training
  - Parks staff had their annual pesticide handler training.
  - Staff attended an irrigation seminar.

# 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	4/15/2024	99%	<input type="checkbox"/>	Final inspection passed, roof company needs to install gutters.
<b>VCC HVAC</b>					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design.
Permit Issued	4/1/2023	6/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	8/1/2024	9/31/2024	0%	<input type="checkbox"/>	
RFP	10/1/2024	11/28/2024	0%	<input type="checkbox"/>	
Build	12/1/2024	2/1/2025	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	8/28/2024	0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until new budget in July.
RFP	12/2/2024	12/31/2024	0%	<input type="checkbox"/>	
Build	1/1/2025	5/28/2025	0%	<input type="checkbox"/>	
<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"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	8/1/2024	25%	<input type="checkbox"/>	Contractor installed the ADA parking spots; had the inspection from the City for the electrical, framing, and plumbing on the new

# BOARD PROJECTS UPDATE



Date

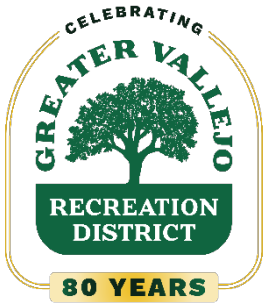
TASK	START	END	% COMPLETE	DONE	NOTES
<b>Terrace Park Playground</b>				<input type="radio"/>	
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	4/15/2024	70%	<input type="radio"/>	contractor will be working on the PIP surfacing installation.
<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	5/30/2024	98%	<input type="radio"/>	Staff will reach out to Disc Golf group to finalize the welcoming sign.
<b>Lake Dalwigk Park Improvements</b>				<input type="radio"/>	
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in
Permit Issued	1/15/2024	2/28/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	8/1/2024	0%	<input type="radio"/>	Caltrans gave a six month extension for the completion of the project.
<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	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	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"/>	

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	7/30/2024	0%	<input type="checkbox"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="checkbox"/>	
<b>Dan Foley Cultural Center</b>					
<b>Electrical Upgrade</b>					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="checkbox"/>	plans were sent to PG&E for approval.
RFP	8/1/2024	10/30/2024	0%	<input type="checkbox"/>	
Build	1/1/2025	3/1/2025	0%	<input type="checkbox"/>	
<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	1/1/2024	3/29/2024	100%	<input checked="" type="checkbox"/>	
Portable Buildings	1/1/2024	7/30/2024	0%	<input type="checkbox"/>	
				<input type="checkbox"/>	



## Human Resources Board Update

April 11, 2024

### **Safety Committee:**

- Consists of employees from Parks, Facilities, Recreation, and HR
- Meets on a monthly basis
- Conducts monthly safety inspections at different sites.
- Attending “*Active Shooter & Other Acts of Targeted Violence*” and “*Workplace Violence*” online trainings before rolling out to staff

### **Employee Appreciation**

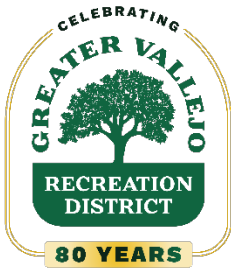
- Created an Employee of the Month Committee
- Employees recognized for going “above and beyond”
- Employees are nominated by peers and Committee picks the winner
- Employees win Target gift cards

### **Current HR Projects:**

- Total Compensation Study, Step 2 - Consultant to send surveys to Agencies.
- New dental, vision, and life insurance broker
  - Possible \$9,000/year savings
  - Enhanced dental and vision benefits
  - Ability to access a free benefit management system if District offers voluntary benefits such as disability, cancer, etc.
- Creating, implementing, and maintaining a Workplace Violence Prevention Plan

### **On-Going Projects:**

- Amending/creating policies
- Updating part-time employee handbook
- Conducting HR compliance audits
- Data retention policies and procedures
- Staying on top of ever-changing employment and labor laws



# Finance Director Board Update

April 11, 2024

## **FY21/22 Audit Status**

- No new developments on selections from auditor.

## **FY24/25 Budget Process**

- Finance Director Parkhurst to Discuss status in Budget development process.
- Making Progress in the Cash Flow Forecast.

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

- Financial and HRIS Software Replacement RFP – Multiple module-specific meetings with Sage and Tyler Tech.
- CalPERS audit is ongoing.