

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, October 12, 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 Special Meeting Board Minutes – September 7, 2023

7.2 Accept Programs and Publicity Committee Minutes – September 5, 2023

7.3 Accept Budget and Finance Committee Minutes – September 11, 2023



8) Financials:

Public Comment

8.1 Accept Finance Statement through 9/30/2023 (Casey)

8.2 Accept Payment of Bills 9/1/2023 through 9/30/2023 (Casey)

9) Action Items:

Public Comment

9.1 Approve Policy 2015 - Purchase of Meals Refreshments and Other Non-Cash Items (Sorvari)

9.2 Approve Policy 3073- Cunningham Aquatic Complex Rules and Procedures (Sorvari)

10) Staff Updates

Public Comment

10.1 Recreation Services Director

10.2 Parks and Facilities Director

10.3 Human Resources Director

10.4 Interim Finance Director

10.5 General Manager

11) Executive Session

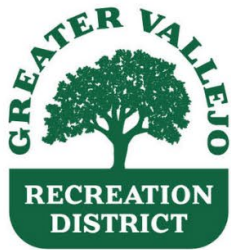
Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, 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 – SPECIAL MEETING
September 7, 2023 – 401 Amador Street
6:30 p.m.

1) Call to Order

Chairperson Briseño called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., September 7, 2023, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance

Chairperson Briseño led the pledge.

3) Roll Call

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

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Recreation Services Director, Antony Ryans; Parks and Facilities Director, Salvador Nuño; Interim Finance Director, Sue Casey; HR Director, Lisa Sorvari; Board Clerk, Kimberly Pierson

4) Approval of Agenda

Director Quigley offered the motion, seconded by Director Aliga 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.

None

6) Committee Updates

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board. Chairperson Briseño gave an update on the McIntyre Ranch Committee-moving forward with approving a negotiator to begin conversation with the neighbors. Also mentioned a desire from current lease holders for an extension.

Director Aliga provided an update on a recent Programs Committee meeting discussion regarding a Labor Council family picnic. Announced that he recently attended similar picnics in Benicia and Sacramento.



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-none

7.1 Approve Board Minutes – August 24, 2023

7.2 Accept Facility and Development Committee Minutes – August 22, 2023

7.3 Accept Policies and Personnel Committee Minutes – August 28, 2023

7.4 Accept McIntyre Ranch Committee Minutes – August 25, 2023

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

8) **Financials:**

Public Comment-none

Approve Payment of Bills 8/1/2023 through 8/31/2023 (Casey)

Director Quigley offered the motion, seconded by Director Aliga to approve the payment of bills 8/1/2023 through 8/31/2023. Motion passed.

9) **Discussion/Action Items:**

Public Comment

9.1 Fiscal Year 2022-23 Marketing Recap and 2023-2024 Marketing Plan (Lanusse)

The General Manager gave a presentation on the district marketing plan.

Public Comment-1 Speaker

9.2 User Agreement for Jane's Good Horses, McIntyre Ranch Wool and Diane Taron Davis, LCSW, for the Use of McIntyre Ranch (Lanusse)

General Manger announced the current lease extension expires November 1st and mentioned a proposal received from Jane Mitchell and Dee Davis.

Informed the public that the letter was received by the entire board but was not included in the packet because it arrived after the deadline.

10) **Staff Updates**

Public Comment-none

10.1 Recreation Services Director

- Announced the Fall Activity Guide has arrived and is also available on the website.
- Announced upcoming Community Events: Nightmare on Glenn Street, Floating Pumpkin Patch, Tree Lighting, Toy Giveaway, Gobble Turkey Giveaway, Heritage Festival.
- Gave an update on new pickleball classes.



10.2 Parks and Facilities Director

- Provided an update on the Franklin facility.
- Announced there is an RFP out for a public art project as part of the Lake Dalwigk grant project.
- Provided updates on McIntyre Ranch projects.
- Announced an upcoming tree planting project in coordination with the City and CalFire.

10.3 Finance Director

- Gave an update on the current budget revision process and struggle with the current software.
- Gave an update on the Fiscal Year 21-22 audit process.

10.4 General Manager

- Introduced Lisa Sorvari, HR Director. Lisa gave a short bio, and announced the July Employee of the Month- Gilbert Marquez
- Provided an update on the interview process for the Finance Director position.
- Gave an update on Cunningham Pool concerns.

11) Discussion/Action Item:

Public Comment-None

Designation of Negotiators for Potential Easement to McIntyre Ranch (for the portion of St. John's Mine Road above the second cattle guard) (Legal Counsel)

Director Quigley offered the motion, seconded by Director Aliga to approve the payment of bills 8/1/2023 through 8/31/2023. Motion pas

12) Executive Session: at 7:53pm Chairperson Briseño convened to executive session.

Public Comment-None

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Government Code section 54956.8

Property: Portion of St. John's Mine Road above the second cattle guard.

Agency Negotiator(s): TBD under Agenda Item 11

Negotiating Parties: John & Vel Snell, Gary & Evelyn Harris, Vic Azevedo, Buck Rogers, Ronney Rogers-Running, Tracy Williams and John Scott

Under Negotiation: Price and/or terms of payment

Meeting reopened at 8:30pm

Chairperson Briseño reported that information was given, and direction was provided.



13) Announcements and Comments from Board Members

None

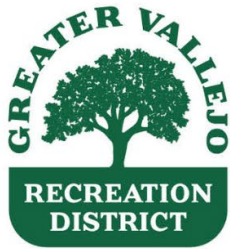
14) Meeting Adjourn

Director Quigley offered the motion, seconded by Director Kennington to adjourn the meeting at 8:34 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date

DRAFT



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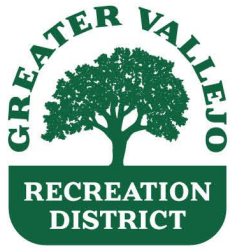
Programs and Publicity Committee Minutes Tuesday, September 5, 2023 4:00 P.M.

Administrative Office-Board Room 401 Amador Street

In attendance: Director Quigley, Aliga, Director, Ryans, & General Manager Lanusse
Meeting began: 4:00 P.M.

1. **Public Comment-** There was no public comment.
2. **Children's Wonderland-** The park reintroduced entry fees at the park beginning September 1st. The last two Flavor Town events will be held on 9/12 & 9/26 from 4-7pm at Children's Wonderland.
3. **Fall Activity Guide (fall)-** The fall activity guide is completed. Staff have. The Directors would like to look into guides going to all the homes in Vallejo or find a cost-effective way to get the information out to residents.
4. **Community Events-** Staff is currently working on planning for events taking place during the fall. Staff are currently working on Halloween events, pumpkin patch, floating pumpkin patch, Turkey Giveaway, and Winter Tree Lighting events.
5. **Sports Complex-** Staff suggested that the District recruitment 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. GM mentioned he'd work with Department head on staffing and will have more information by the next meeting.
6. **Vallejo Waterfront Weekend-** GVRD will partner with Vallejo Waterfront weekend and will provide a Kid's Zone filled with activities for youth on both days of the event.
7. **Youth Services-** Director of Recreation Services mentioned that the Kid's Club programs have low enrollment due to all the free based programs happening at all the school sites. The department will have to think creatively about how to increase program numbers.

Adjourned: 4:37 P.M.



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GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee Minutes

Monday, September 11, 2023

6:30 p.m.

Administrative Office – Board Room

401 Amador Street

In attendance: Director Briseño, Director Kennington, General Manager Lanusse,
Interim Finance Director Casey

Meeting began: 6:30 p.m.

1. Public Comment

There was no Public Comment at this meeting.

2. Fiscal Year 2023-2024 Budget

The committee was presented with an update regarding the budget to actual reports. There are concerns with the software for providing reports. As this is not government software, and there are modules that we did not pay extra for, and it has been a difficult task to work with the software. The previous Finance Director did the work manually and was familiar with the program for over a decade. Once staff figures out aspects of the program, will have updates to make budget amendments.

Questions from the committee: is the current software adequate, and what can we do to improve? Staff is working with the current vendor to resolve issues, but GVRD may need to research a different software that is more appropriate for government and coordinates with HR tasks as well. The current HR and Finance software are not compatible with each other. Once we have Directors for both departments, we will put out an RFQ to see what options are available to the district. We have also had issues arise during the transition from Bank of the West to BMO. Luckily with a lot of hard work from staff, we were able to process payroll on time. The board asked if we should change financial institutions, it was determined not at this time. In the future we may want to review how we utilize the County, banks, and look at LAIF (Local Agency Investment Fund) for financial transactions, OPEB, and investment transactions.

3. Audit-FY21/22

The auditors had 84 requests, and staff have seven more to complete. Marv Paull is working on the GASB 68 and OPEB actuaries.

Adjourned 6:50 p.m.



**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of August 31, 2023
All Funds Combined**

Assets

Cash - Solano County	1,859,580.07	
Cash - General Account - Bank of the West	539,686.47	
Cash - Payroll Account - Bank of the West	1,206.92	
Cash - Umpqua Bank Reserve Account	1,680,301.25	
Cash - Retiree Benefit Trust Fund	1,298,519.88	
Accounts Receivable	(148,961.40)	
Total Assets		<u><u>\$5,230,333.19</u></u>

Liabilities

Accounts Payable	20,813.17	
Payroll Related Payables	(51,713.65)	
Building Deposits Payable	34,416.54	
Amount Due Customers - Etrak	4,095.78	
Suspense - Umpqua Bank - CalPERS UAL	52,537.85	
Total Liabilities		<u><u>\$60,149.69</u></u>

Net Assets

Fund Balance- Unrestricted Operating Reserve	3,582,226.92	
Fund Balance - Restricted Retiree Benefit	1,298,519.88	
Fund Balance - Designated Reserve 15%	1,775,158.70	
Excess Revenues Over Expenses	(1,485,722.00)	
Total Net Assets		<u><u>\$5,170,183.50</u></u>

<u>Total Liabilities and Net Worth</u>		<u><u>\$5,230,333.19</u></u>
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of August 31, 2023
General Fund & Measure K Fund Combined

General Fund Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
General Fund Revenue				
Administration & General Support	42,470	6,401,659	6,359,189	0.66%
Planning & Development	0	0	0	0.00%
Facilities	0	0	0	0.00%
Visitor Services	56,786	198,900	142,114	28.55%
Landscaping & Grounds	0	0	0	0.00%
Recreation	193,569	1,620,203	1,426,634	11.95%
Capital Improvements	0	4,150,000	4,150,000	0.00%
General Fund Total Revenue	292,825	12,370,762	12,077,937	2.37%
General Fund Expense				
Administration & General Support	473,895	2,444,633	1,970,738	19.39%
Planning & Development	28,157	190,494	162,337	14.78%
Facilities	83,718	600,505	516,787	13.94%
Visitor Services	28,600	173,111	144,511	16.52%
Landscaping & Grounds	217,484	1,418,115	1,200,631	15.34%
Recreation	537,958	3,128,790	2,590,832	17.19%
Capital Improvements	81,378	3,637,000	3,555,622	0.00%
Contingency Reserve	0	191,743	191,743	0.00%
Retiree Medical Benefit - OPEB	0	50,000	50,000	0.00%
General Fund Total Expense	1,451,189	11,834,391	10,383,202	12.26%
General Fund Excess (Deficiency) of Revenue Over Expense	(1,158,364)	536,371	1,694,735	

Measure K Fund Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Measure K Revenue				
Administration	0	2,380,000	2,380,000	0.00%
Measure K Total Revenue	0	2,380,000	2,380,000	0.00%
Measure K Expense				
Administration & General Support	7,052	93,400	86,348	7.55%
Facilities	175,027	889,576	714,549	19.68%
Landscaping & Grounds	29,960	266,164	236,204	11.26%
Recreation	110,341	809,083	698,742	13.64%
Capital Improvements	4,978	798,000	793,022	0.00%
Measure K Total Expense	327,358	2,856,223	2,528,865	11.46%
Measure K Excess (Deficiency) of Revenue Over Expense	(327,358)	(476,223)	(148,865)	68.74%

General Fund and Measure K Fund Combined	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
General Fund and Measure K Combined Revenue	292,825	14,750,762	2,380,000	1.99%
General Fund and Measure K Combined Expense	1,778,546	14,690,614	2,231,135	12.11%
Total General Fund and Measure K Combined Excess (Deficiency) of Revenue over Expense	(1,485,721)	60,148	4,462,269	



**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of August 31, 2023
General Fund**

Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Revenue				
Administration & General Support	42,470	6,401,659	6,359,189	0.66%
Planning & Development	0	0	0	0.00%
Facilities	0	0	0	0.00%
Visitor Services	56,786	198,900	142,114	28.55%
Landscaping & Grounds	0	0	0	0.00%
Recreation	193,569	1,620,203	1,426,634	11.95%
Capital Improvements	0	4,150,000	4,150,000	0.00%
Total Revenue	292,825	12,370,762	12,077,937	2.37%
Expense				
Administration & General Support	473,895	2,444,633	1,970,738	19.39%
Planning & Development	28,157	190,494	162,337	14.78%
Facilities	83,718	600,505	516,787	13.94%
Visitor Services	28,600	173,111	144,511	16.52%
Landscaping & Grounds	217,484	1,418,115	1,200,631	15.34%
Recreation	537,958	3,128,790	2,590,832	17.19%
Capital Improvements	81,378	3,637,000	3,555,622	0.00%
Contingency Reserve	0	191,743	191,743	0.00%
Retiree Medical Benefit - OPEB	0	50,000	50,000	0.00%
Total Expense	1,451,189	11,834,391	10,383,202	12.26%
Excess (Deficiency) of Revenue Over Expense	(1,158,364)	536,371	1,694,735	

**Greater Vallejo Recreation District
Financial Report Year-to-Date
07/01/23 - 08/31/23
General Fund Departments Detailed**

Revenue	Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
001	Administration	42,470	6,401,659	6,359,189	0.66%
007	Human Resources	0	0	0	0.00%
100	Finance	0	0	0	0.00%
Total Administration & General Support		42,470	6,401,659	6,359,189	0.66%
200	Planning & Development	0	0	0	0.00%
300	Facilities	0	0	0	0.00%
301	Visitor Services	56,786	198,900	142,114	28.55%
310	Landscaping & Grounds	0	0	0	0.00%
312	Mcintyre Ranch	0	0	0	0.00%
Total Landscaping & Grounds		0	0	0	0.00%
010	Recreation Administration	1,850	3,500	1,650	52.86%
415	Children's Wonderland	8,283	53,200	44,917	15.57%
430	Break Camp	32,599	69,740	37,141	46.74%
450	Vallejo Community Center	19,063	100,232	81,169	19.02%
451	Foley Cultural Center	41,508	199,552	158,044	20.80%
460	Sports	3,438	90,332	86,895	3.81%
465	Community Events	2,088	12,300	10,212	16.98%
480	ExLP	0	203,100	203,100	0.00%
481	After School Programs	28,103	339,300	311,197	8.28%
486	Teen Services	0	79,475	79,475	0.00%
490	Adaptive Recreation	60	330	270	18.18%
720	North Vallejo Community Center	6,458	26,800	20,342	24.10%
721	South Vallejo Community Center	10,159	64,235	54,076	15.82%
730	Cunningham Pool	39,960	378,107	338,147	10.57%
Total Recreation		193,569	1,620,203	1,426,634	11.95%
906	Capital Expenditures	0	4,150,000	4,150,000	0.00%
Total Revenue		292,825	12,370,762	12,077,937	2.37%
Expense					
001	Administration	359,391	1,599,803	1,240,412	22.46%
007	Human Resources	34,112	395,039	360,927	8.64%
100	Finance	80,392	449,791	369,399	17.87%
Total Administration & General Support		473,895	2,444,633	1,970,738	19.39%
200	Planning & Development	28,157	190,494	162,337	14.78%
300	Facilities	83,718	600,505	516,787	13.94%
301	Visitor Services	28,600	173,111	144,511	16.52%
310	Landscaping & Grounds	217,484	1,368,115	1,150,631	15.90%
312	Mcintyre Ranch	0	50,000	50,000	0.00%
Total Landscaping & Grounds		217,484	1,418,115	1,200,631	15.34%
010	Recreation Administration	64,623	496,173	431,550	13.02%
415	Children's Wonderland	19,774	101,126	81,352	19.55%
430	Break Camp	87,892	184,435	96,543	47.65%
450	Vallejo Community Center	17,669	215,163	197,494	8.21%
451	Foley Cultural Center	38,598	312,033	273,435	12.37%
460	Sports	7,892	109,544	101,652	7.20%
465	Community Events	2,123	101,394	99,271	2.09%
480	ExLP	37,779	316,780	279,001	11.93%
481	After School Programs	38,619	534,131	495,512	7.23%
486	Teen Services	170	62,472	62,302	0.27%
490	Adaptive Recreation	309	34,664	34,355	0.89%
720	North Vallejo Community Center	10,441	69,286	58,845	15.07%
721	South Vallejo Community Center	10,694	69,306	58,612	15.43%
730	Cunningham Pool	201,375	522,283	320,908	38.56%
Total Recreation		537,958	3,128,790	2,590,832	17.19%
906	Capital Improvements	81,378	3,637,000	3,555,622	2.24%
	Contingency Reserve	0	191,743	191,743	0.00%
	Retiree Medical Benefit - OPEB	0	50,000	50,000	0.00%
Total Expense		1,451,189	11,834,391	10,383,202	12.26%
General Fund Excess (Deficiency) of Revenue Over Expense		(1,158,364)	536,371	1,694,735	



Greater Vallejo Recreation District
Financial Report Year-to-Date
as of August 31, 2023
Measure K Fund

Department	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
Revenue				
Administration	0	2,380,000	2,380,000	0.00%
Total Revenue	0	2,380,000	2,380,000	0.00%
Expense				
Administration & General Support	7,052	93,400	86,348	7.55%
Facilities	175,027	889,576	714,549	19.68%
Landscaping & Grounds	29,960	266,164	236,204	11.26%
Recreation	110,341	809,083	698,742	13.64%
Capital Improvements	4,978	798,000	793,022	0.00%
Total Expense	327,358	2,856,223	2,528,865	11.46%
Excess (Deficiency) of Revenue Over Expense	(327,358)	(476,223)	(148,865)	

**Greater Vallejo Recreation District
Financial Report Year-to-Date
Measure K Fund Detailed
07/01/23 - 08/31/23**

Revenue	Departments	Actual Yr to Date	FY 23-24 Adopted Budget	Amount Remaining	Percent Used
001	Administration	0	2,380,000	2,380,000	0.00%
Total Revenue		0	2,380,000	2,380,000	0.00%
Expense					
001	Administration	7,052	91,400	84,348	7.72%
007	Human Resources	0	0	0	0.00%
100	Finance	0	2,000	2,000	0.00%
Total Administration & General Support		7,052	93,400	86,348	7.55%
300	Facilities	175,027	889,576	714,549	19.68%
312	McIntyre Ranch	0	0	0	0.00%
310	Landscaping & Grounds	29,960	266,164	236,204	11.26%
Total Landscaping & Grounds		29,960	266,164	236,204	11.26%
010	Recreation Administration	30,785	30,000	(785)	
415	Children's Wonderland	19,383	85,000	65,617	22.80%
430	Break Camp	0	0	0	
450	Vallejo Community Center	2,844	17,500	14,656	16.25%
451	Foley Cultural Center	9,282	67,000	57,718	13.85%
460	Sports	2,369	62,900	60,531	3.77%
465	Community Events	0	8,960	8,960	0.00%
480	ExLP	0	0	0	
481	After School Programs	0	0	0	
486	Teen Services	0	16,332	16,332	0.00%
490	Adaptive Recreation	0	2,790	2,790	0.00%
720	North Vallejo Community Center	1,970	12,800	10,830	15.39%
721	South Vallejo Community Center	2,709	18,800	16,091	14.41%
730	Cunningham Pool	41,000	487,001	446,001	8.42%
Total Recreation		110,341	809,083	698,742	13.64%
906	Capital Improvements	4,978	798,000	793,022	0.62%
	Contingency Reserve	0	0	0	0.00%
	Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expense		327,358	2,856,223	2,528,865	11.46%
General Fund Excess (Deficiency) of Revenue Over Expense		(327,358)	(476,223)	(148,865)	



Greater Vallejo Recreation District
Revenue and Expense Variance Report
August, 2023

	For August Only				Cumulative through August				Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated		Actual		Anticipated		Actual					
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)				
<u>REVENUES</u>												
Property Taxes	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	6,256,773	\$6,256,773	\$0	Insurance Reimb of \$23,420 for damaged vehicle was unanticipated. Subtracted so that Projection at Year End is not over-inflated. Projected revenue at year end is a conservative forecast.
Administration	4.8%	\$7,000	\$33,605	\$26,605	11.0%	\$15,980	\$42,470	\$26,490	144,886	\$172,722	\$27,836	
Maintenance	7.2%	\$14,300	\$24,363	\$10,063	16.0%	\$31,848	\$56,786	\$24,937	198,900	\$354,639	\$155,739	
Recreation	6.5%	\$106,000	\$96,040	(\$9,960)	14.1%	\$228,029	\$193,569	(\$34,460)	1,620,203	\$1,375,356	(\$244,847)	
Capital Improvements									4,150,000	\$500,000	(\$3,650,000)	
Total Revenues		\$127,300	\$154,008	\$26,708		\$275,857	\$292,825	\$16,967	\$12,370,762	\$8,659,490	(\$3,711,272)	
<u>EXPENSES</u>												
Administration	9.9%	\$242,400	\$171,036	(\$71,364)	17.0%	\$415,509	\$473,895	\$58,386	2,444,633	\$2,788,142	\$343,509	
Maintenance	7.8%	\$186,300	\$168,531	(\$17,769)	12.8%	\$304,478	\$357,959	\$53,481	2,382,225	\$2,800,655	\$418,430	
Recreation	9.6%	\$299,600	\$261,886	(\$37,714)	16.5%	\$515,452	\$537,958	\$22,506	3,128,790	\$3,265,402	\$136,612	
Capital Improvements	8.3%	\$301,900	\$81,378	(\$220,522)	8.6%	\$312,782	\$81,378	(\$231,404)	3,637,000	\$2,500,000	(\$1,137,000)	
Contingency Reserve									191,743	\$0	(\$191,743)	
Retiree Benefit-OPEB									50,000	\$0	(\$50,000)	
Total Expenses		\$728,300	\$682,832	(\$126,847)		\$1,235,440	\$1,451,190	\$134,372	\$11,834,391	\$11,354,199	(\$480,192)	

Change in Fund Balance **\$536,371** **(\$2,694,709)** **(\$3,231,080)**

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70600	09/01/2023	Bert Williams & Sons Inc	\$29.00
70601	09/01/2023	Hall's Safe Lock & Alarm Co.	\$4,506.25
70602	09/01/2023	Kelly-Moore Paint Co.-NorCal CPC	\$31.84
70603	09/01/2023	Vallejo Fire Extinguisher	\$17.00
70604	09/01/2023	Big Creek Lumber & Building Material	\$49.80
70605	09/01/2023	Commercial Energy Of Montana	\$2,682.74
70606	09/01/2023	Metropolitan Life Insurance Company	\$5,344.22
70607	09/01/2023	Patrick Pierson	\$250.00
70608	09/01/2023	Universal Building Services	\$1,723.00
70609	09/01/2023	Verizon Wireless	\$3,731.53
70610	09/01/2023	Orlando Wynn	\$3,600.00
70611	09/05/2023	Eileen Brown	\$281.00
70612	09/05/2023	Deberah Carey	\$132.25
70613	09/05/2023	Kerry Carmody	\$132.25
70614	09/05/2023	Richard Conzelmann	\$683.70
70615	09/05/2023	Jose Famalette	\$132.25
70616	09/05/2023	Patricia Gloyd	\$132.25
70617	09/05/2023	Penny Harman	\$430.08
70618	09/05/2023	Cynthia Hewitt	\$208.52
70619	09/05/2023	Jerome Lohr	\$385.16
70620	09/05/2023	Prisco Manglona	\$132.25
70621	09/05/2023	Roger Maryatt	\$281.00
70622	09/05/2023	Jeremias Morgado	\$132.25
70623	09/05/2023	Randy Nicks	\$281.00
70624	09/05/2023	Nancy Ortiz	\$132.25
70625	09/05/2023	Steve Pressley	\$132.25
70626	09/05/2023	Francis Radziewicz	\$132.25
70627	09/05/2023	Joan Russell	\$132.25
70628	09/05/2023	Anita Sailas	\$264.54
70629	09/05/2023	Barbara Schmidt	\$132.25
70630	09/05/2023	Audrey Tucker	\$132.25
70631	09/05/2023	Adeline Varni	\$132.25
70632	09/07/2023	Sanyade Baruti	\$36.00
70633	09/07/2023	Bay Area Driving School	\$109.20
70634	09/07/2023	Jessica Blanco	\$131.92
70635	09/07/2023	Break It Down Soul Line Dance	\$129.00
70636	09/07/2023	Philip Graham Jr	\$189.00
70637	09/07/2023	Abigail Hernandez	\$946.40
70638	09/07/2023	Karen Houston	\$559.20
70639	09/07/2023	Jason Jones	\$504.00
70640	09/07/2023	Steven Logoteta	\$158.00
70641	09/07/2023	Virlynda Luciano	\$228.00
70642	09/07/2023	Lorna Mandap	\$497.70
70643	09/07/2023	Calvin McCullough Jr.	\$193.20
70644	09/07/2023	Kristin Penrod	\$50.00
70645	09/07/2023	Theodore Rocha	\$288.00
70646	09/07/2023	Frank Silveira	\$204.75
70647	09/07/2023	Latasha Speech	\$1,058.40
70648	09/07/2023	Frankie Valentine-Flores	\$914.40
70649	09/07/2023	Margarita Villegas	\$750.00
70650	09/07/2023	Cole Williams	\$35.00
70680	09/08/2023	California State Disbursement Unit	\$130.15
70651	09/12/2023	Bert Williams & Sons Inc	\$41.35
70652	09/12/2023	CAPRI	\$47,159.50
70653	09/12/2023	Kelly-Moore Paint Co.-NorCal CPC	\$102.99
70654	09/12/2023	P G & E	\$2,645.49

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70655	09/12/2023	Tri-City Fence	\$1,980.00
70656	09/12/2023	Vallejo Fire Extinguisher	\$76.48
70657	09/12/2023	AAA Business Supplies & Interiors	\$26.55
70658	09/12/2023	Alhambra	\$21.49
70659	09/12/2023	B & G Tires Of Vallejo	\$40.25
70660	09/12/2023	Big Creek Lumber & Building Material:	\$241.42
70661	09/12/2023	AT&T	\$206.84
70662	09/12/2023	Cintas Corporation	\$230.13
70663	09/12/2023	Clark Pest Control	\$142.00
70664	09/12/2023	Commercial Pool Systems, Inc	\$3,953.10
70665	09/12/2023	Craftmaster Hardware LLC	\$1,236.29
70666	09/12/2023	Crown Hill Materials	\$1,496.64
70667	09/12/2023	Fricke-Parks Press	\$3,886.00
70668	09/12/2023	GreatAmerica Financial Services	\$2,119.26
70669	09/12/2023	Koff & Associates	\$1,487.50
70670	09/12/2023	Minuteman Press	\$539.70
70671	09/12/2023	NuCO2	\$794.54
70672	09/12/2023	Quench USA, Inc.	\$44.90
70673	09/12/2023	Regional Government Services	\$201.25
70674	09/12/2023	SiteOne Landscape Supply	\$58.34
70675	09/12/2023	Teletrac Navman US Ltd.	\$2,089.20
70676	09/12/2023	Tru Green	\$1,056.48
70677	09/12/2023	Verde Design Inc	\$1,053.00
70678	09/12/2023	Verdín	\$9,779.01
70679	09/12/2023	US Bank Corporate Payment System	\$30,458.67
70681	09/20/2023	Bert Williams & Sons Inc	\$294.21
70682	09/20/2023	Kelly-Moore Paint Co.-NorCal CPC	\$117.59
70683	09/20/2023	Pitney Bowes	\$201.25
70684	09/20/2023	State Of California	\$416.00
70685	09/20/2023	Tecogen	\$2,520.54
70686	09/20/2023	Vallejo Fire Extinguisher	\$139.02
70687	09/20/2023	Ryan Allen	\$111.02
70688	09/20/2023	Arolo Company, Inc	\$888.33
70689	09/20/2023	Jessica Ayala	\$750.00
70690	09/20/2023	B & G Tires Of Vallejo	\$86.25
70691	09/20/2023	Big Creek Lumber & Building Material:	\$268.31
70692	09/20/2023	BPX Printing & Graphics	\$98.68
70693	09/20/2023	BrightView Landscape Services, Inc.	\$836.00
70694	09/20/2023	Cintas Corporation	\$81.27
70695	09/20/2023	Courtney Collier	\$100.28
70696	09/20/2023	Comcast	\$545.22
70697	09/20/2023	Cougar Mountain Software	\$450.00
70698	09/20/2023	FASTSIGNS-American Canyon	\$225.34
70699	09/20/2023	Kimberly Franco	\$152.00
70700	09/20/2023	Garton Tractor Inc	\$4,272.04
70701	09/20/2023	Jessica Hernandez	\$550.00
70702	09/20/2023	Jolly Ice Cream	\$335.50
70703	09/20/2023	Kaiser Permanente-OHSS	\$105.00
70704	09/20/2023	Les Schwab Tires	\$467.49
70705	09/20/2023	Lloyd Engineering	\$2,280.00
70706	09/20/2023	M & M Sanitary LLC	\$330.48
70707	09/20/2023	Moore Design Group	\$1,575.00
70708	09/20/2023	Municipal Resource Group, LLC	\$4,406.25
70709	09/20/2023	PDF Designs, Inc	\$3,750.00
70710	09/20/2023	Laura Poppiti	\$30.00
70711	09/20/2023	Preferred Alliance, Inc.	\$42.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70712	09/20/2023	R & D Termite And Pest Control	\$105.00
70713	09/20/2023	Sherwin-Williams	\$237.73
70714	09/20/2023	SiteOne Landscape Supply	\$4,670.46
70715	09/20/2023	Turf Star, Inc.	\$2,232.79
70716	09/20/2023	Uline Shipping Supplies	\$2,377.19
70717	09/20/2023	Joanne Umblas	\$400.00
70718	09/22/2023	Angelito Or Loana Claudio	\$1,176.00
70719	09/22/2023	Antony Ryans	\$800.00
70720	09/25/2023	Patricia Ware-Williams	\$45.00
70721	09/25/2023	Larry's Produce	\$1,940.00
70723	09/26/2023	Bert Williams & Sons Inc	\$192.34
70724	09/26/2023	Morgan Alarm Co., Inc	\$728.76
70725	09/26/2023	Tri-City Fence	\$1,210.00
70726	09/26/2023	AAA Business Supplies & Interiors	\$287.07
70727	09/26/2023	B & G Tires Of Vallejo	\$30.00
70728	09/26/2023	Big Creek Lumber & Building Material	\$204.87
70729	09/26/2023	C-DAT	\$150.00
70730	09/26/2023	Commercial Pool Systems, Inc	\$3,952.01
70731	09/26/2023	Dirt Haulers Inc	\$17,200.00
70732	09/26/2023	Green Valley Aloha Saw & Mower	\$1,237.25
70733	09/26/2023	Lift Off, LLC	\$11,802.00
70734	09/26/2023	Peter Mobley	\$750.00
70735	09/26/2023	Pape Machinery, Inc	\$118.77
70736	09/26/2023	Christopher Ramos Wong	\$213.00
70737	09/26/2023	Records Control Services, Inc	\$3,706.00
70738	09/26/2023	Silveira Chevrolet Inc	\$96,803.43
70739	09/26/2023	Tamara Stinnett-Everette	\$180.00
70740	09/26/2023	Uline Shipping Supplies	\$75.48
70741	09/26/2023	Veritiv Operating Company	\$441.59
70742	09/27/2023	Eileen Brown	\$281.00
70743	09/27/2023	Deberah Carey	\$132.25
70744	09/27/2023	Kerry Carmody	\$132.25
70745	09/27/2023	Richard Conzelmann	\$683.70
70746	09/27/2023	Jose Famalette	\$132.25
70747	09/27/2023	Patricia Gloyd	\$132.25
70748	09/27/2023	Penny Harman	\$430.08
70749	09/27/2023	Cynthia Hewitt	\$208.52
70750	09/27/2023	Jerome Lohr	\$385.16
70751	09/27/2023	Prisco Manglona	\$132.25
70752	09/27/2023	Roger Maryatt	\$281.00
70753	09/27/2023	Jeremias Morgado	\$132.25
70754	09/27/2023	Randy Nicks	\$281.00
70755	09/27/2023	Nancy Ortiz	\$132.25
70756	09/27/2023	Steve Pressley	\$132.25
70757	09/27/2023	Francis Radziewicz	\$132.25
70758	09/27/2023	Joan Russell	\$132.25
70759	09/27/2023	Anita Sailas	\$264.54
70760	09/27/2023	Barbara Schmidt	\$132.25
70761	09/27/2023	Audrey Tucker	\$132.25
70762	09/27/2023	Adeline Varni	\$132.25
70763	09/27/2023	P G & E	\$22,348.47
70764	09/27/2023	Ajit Pawar	\$288.00
70765	09/28/2023	Pitney Bowes	\$11.96
70766	09/28/2023	AT&T	\$80.25
70767	09/28/2023	Comcast	\$847.88
70768	09/28/2023	Quench USA, Inc.	\$49.39

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70769	09/28/2023	Ring Central Inc.	\$879.71
70770	09/28/2023	Soaring Phoenix	\$2,445.60
70771	09/28/2023	Verizon Wireless	\$1,640.17
70772	09/29/2023	Express Shirt Printing	\$195.08
70773	09/29/2023	All Star Rents	\$296.84
70774	09/29/2023	Big Creek Lumber & Building Material	\$192.75
70775	09/29/2023	AT&T	\$47.83
70776	09/29/2023	Julie Myers	\$612.40
70777	09/29/2023	NuCO2	\$550.00
Bank Totals			\$361,457.71

Report Selection Criteria

	Start	End
Bank Account:	GEN	GEN
Date Range:	Custom	
Item Date:	09/01/2023	09/30/2023
Document Number:	Start	End
Payee:	Start	End

Report Type: Single Line
Sort Items By: Date
Includes Items posted from these source modules: AP
Includes Items with status: Outstanding Cleared Voided
Includes Items of the Activity Type: Check
Includes Activity Notes: No
Includes Bank Notes: No

Search For 1: Amount
Search For 2: greater than or equal to
Search For 3: \$0.00
And/Or: Or
Search For 4: Amount
Search For 5: less than
Search For 6: \$0.00



Agenda 9.1

BOARD COMMUNICATION

Date: October 12, 2023

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Final Review Policy 2105 Purchase of Meals, Refreshments, and other Non-Cash Items.

BACKGROUND AND DISCUSSION

GVRD currently does not have a policy regarding the purchase of meals, refreshments, and other non-cash items. This was brought to the attention of HR and the GM when it was noticed that there is not a consistent application regarding the purchase of said items throughout the district. As a public agency, funds for personal consumption or non-cash items have policies and laws that define what public funds can be used for. Some items were also being charged to the wrong accounts, and interpretations were varied. Staff researched surrounding agencies regarding purchasing items. A draft has been reviewed by legal counsel, and the policy committee. This policy will assist in validating purchases. This policy was reviewed as a first read by the board and approved without any recommendations.

RECOMMENDATION

Approve final review.

FISCAL IMPACT

Food, refreshments, and non-cash items are currently budgeted for. There will not be an increase in costs. There may be savings due to misinterpretation of how funds were spent.

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 2105

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Purchase of Meals Refreshments and Other Non-Cash Items
POLICY NUMBER: 2105

Purpose

To establish a uniform policy regarding the purchase of meals, refreshments, and other non-cash items for GVRD directors and employees.

Policy

GVRD may only spend district funds on meals, refreshments, other miscellaneous food, gifts, cards, flowers, gift certificates or tokens of recognition in connection an authorized District activity or training as outlined below. Lunch time meals are optional. If an employee choses to attend the meal, they can not then take their own lunch time afterwards. Celebrations for retirements or departures to another job shall occur only during lunch time. Any celebrations for an employee departure at any during work time must be approved by the General Manager or their designee.

Authorized Use of Funds

An authorized District activity includes the following:

- 1) Internal, Special District-wide events provided by GVRD for its own employees with prior approval by the General Manager or their designee;
- 2) New employee recognition program; a welcome lunch that includes the designated Supervisor, Department Head, and/or the General Manager.
- 3) Mandatory District-wide trainings and/or briefings for employees that are 5 or more hours in length;
- 4) Interview panels for the employee recruitment process;
- 5) Interview panels for the request for proposals or request for qualifications process.
- 6) GVRD Board of Directors event or widely advertised ribbon cutting, open house or community meeting;
- 7) Annual GVRD-sponsored volunteer recognition event;
- 8) Annual GVRD sponsored employee recognition/ appreciation event
- 9) Emergency Operations Center training and activation ;
- 10) Annual department events as initiated by department heads lasting more than five hours.

- 11) GVRD hosted trainings, meetings and/or events involving other agencies, as approved by the department head, and General Manager;
- 12) Recreation programs (not meetings) where food is part of service delivery;
- 13) Annual meeting with the Greater Vallejo Park, Recreation, and Open Space Foundation;
- 14) Board of Directors trainings, or special meetings which are scheduled for four or more hours.
- 15) Purchase of flowers for full time staff in the event of surgery, birth of a child, or death of employee or an immediate family member. Please communicate with GM to verify any of these events.

All authorized GVRD activities outlined above must be approved by the respective department head and General Manager in writing prior to using District funds.

Documentation of department head and General Manager approval must be submitted with receipts, invoices and/or statements. Written on the receipt shall be the required information: names of people in attendance, reason for meal meeting, line item code, and date. The General Manager, or their designee, can, upon written approval, authorize an exception to the authorized GVRD activity. Cost for food shall be based on current year guidelines from the U.S. General Services Administration (GSA) Meals and Incidentals (M&IE) breakdown for the Napa region. As a general guideline, refreshments should not be purchased for GVRD staff meetings, activities, personal consumption, and trainings unless they meet the criteria above.

Non-allowable use of funds

- 1) Meals and/or refreshments for non-mandatory staff training, or trainings that are less than 4 hours in length.
- 2) Meals and/or refreshments for mandatory District-wide training and/or briefings that are less than 4 hours in length, lunch break is not included in the length of training/briefings;
- 3) Coffee, tea, snacks or other items for personal consumption, and are not associated with any event or activity listed under "Authorized Use of Funds" above.
- 4) Purchase of alcohol for any reason

Emergency Callouts

Employees who have been called out for emergencies, (e.g. repairing water main breaks or alarm call-outs) and are unable to leave their assignments to take meal breaks are eligible for meals and refreshments paid by the District.

Discretionary purchases

- 1) Departments are allowed to pay for water cooler expenses for employees, if drinking water is unavailable at the site.
- 2) Departments are authorized to pay for employee departure expenses (i.e. food, cake, and/or refreshments, etc.) for employees departing after a minimum of

10 years of service with the District. Allowable purchase amount is based on the employee's years of service as follows:

- a. 10 - 19 years of service \$200 maximum
- b. 20 - 29 years of service \$250 maximum
- c. 30 + years of service \$300 maximum

Department Recognition/Appreciation Non-Cash Awards

Non-cash awards such as SWAG with GVRD logos, may be provided to employees as part of the GVRD's recognition/appreciation program. Retirements, birthdays, baby showers, births and other personal celebrations are not considered department recognition/appreciation activities. Purchases of non-cash awards must be paid from the administrative account existing budget regarding employee recognition..

Celebrations

Staff is allowed to participate during regular work-hours for other type of appreciation events if approved by their department head and General Manager, but material costs associated with these events may not be paid for by GVRD funds.

Training policy

The employee training and travel expense policy shall govern the reimbursement of meal expenses incurred by GVRD employees attending out-of-town trainings or conferences. See training and travel request form, or Union MOU for further details on the training and travel policy.

Business lunch policy

In the event that an employee is having a meal/business lunch with a vendor or an outside party of the agency, outside of GVRD offices, the employee must pay for his/her lunch and is eligible for the meal reimbursement by the GVRD for their lunch, only if this meeting is approved in advance by the department head, or in the case of department head, the GM. Employees should strive to schedule meetings with outside vendor/parties during non-mealtimes especially if they are hourly employee to not infringe on their lunch break which is personal time, and not work time



Agenda 9.2

BOARD COMMUNICATION

Date: October 12, 2023

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Final Review Policy #3073 Cunningham Aquatic Complex Procedures and Expectations

BACKGROUND AND DISCUSSION

The Department has determined there is a need to memorialize aquatic program requirements, safety protocol, and pool expectations for patrons. There has been some controversy regarding pool rules and program requirements. By having a policy to refer to makes it easier to reinforce expectations of GVRD staff and provide accurate information to community members. Overall, this is a new policy proposed by GVRD program and supervisory staff. This policy has been reviewed by the committee, legal, and approved without changes as a first read to the Board of Directors.

RECOMMENDATION

Approve recommendation to have Board of Directors approve the Cunningham Aquatic Complex Procedures and Expectations.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

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

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #3073

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Cunningham Aquatic Complex Rules and Procedures
POLICY NUMBER: 3073

PURPOSE

The Greater Vallejo Recreation District (District) has established a policy for the benefit and protection of all aquatic facility users to ensure the safe operation of the swimming pools and to provide enjoyable recreation for all.

POLICY

The District reserves the right to refuse admittance into the Cunningham Aquatic Complex when the pool is at full capacity or when the District otherwise deems necessary for the health, welfare, and safety of its patrons.

PROCEDURE(S)

The following minimum criteria have been established for the safety of all facility users. Failure to abide by these rules and regulations may result in removal from the pool. Management and pool personnel reserve the right to address any behavior which is considered a safety risk, unsanitary, or a disturbance to other patrons.

General Rules:

1. No running, shoving, or general horseplay on the pool deck and in the pool.
2. Anyone using the pool(s) must wear proper swim attire, swimsuit, and sunscreen. Rash guards, goggles, and swim caps are recommended.
3. Swim diapers are required for children using the pool who are not toilet trained.
4. No playing or hanging on lane lines.
5. Diving is allowed in the deep end only.
6. See Aquatic Staff about swimming with sores or wounds.
7. No glass in the pool complex.
8. No gum or chewy candies allowed in the pool complex.
9. Food and drink must be kept in the bleachers.
10. Follow Aquatic Staff directions regarding procedures and policies during emergency situations.
11. Any behavior or action deemed unsafe or inappropriate by Aquatic Staff is prohibited.
12. The District is not responsible for any lost or stolen items.
13. Any person having active diarrhea or who had active diarrhea within the previous 14 days shall not be allowed to enter the pool.
14. Cigarettes, weapons, alcohol, tobacco, vapes, or illegal drugs are prohibited.
15. Clothing changes will be done in the appropriate locker room. No changing on deck.

Swim Lessons:

(All General Rules apply plus the following)

1. Swim Lesson participants must listen and follow the directions of the instructor.
2. No life vests or floatation devices allowed during swim lessons.
3. One hand must be on the pool wall when waiting for instruction.
4. Parents or attending adults must observe from the bleachers or designated areas.
5. A parent or attending adult must be on-site for children under the age of 7 or 48" tall.
6. Pre-registration is required for all swimming lessons.
7. Cancellations must be made before the first day of the class for a full refund.
8. Make-up classes are not offered for missed days. No exceptions.
9. If the District cancels any swim lessons, Aquatics Staff will call all affected participants. Cost will be prorated based on refund policy.

Recreation/Open Swim/Special Events:

(All General Rules apply plus the following)

1. Children under the age of 7 or 48" tall must be accompanied by an adult in the pool. Or the children must meet one of the following criteria listed below:
 - a. Children ages 7 and under may swim without being accompanied by an adult in the pool if they meet one of the following criteria: (a) take a swim test which would identify if the child can swim proficiently (b) show proof of the child being on a Competitive Swim Team.
2. Masks, fins, or snorkels must be approved for use by Aquatic Staff.
3. U.S. Coast Guard approved floatation devices (life vests) are allowed in the small training pool. A parent or guardian must be in the pool with any children using life vests and be no further than an arm's length away from the child.

Aquatic Break Camps:

(All General Rules apply plus the following)

1. Campers must listen to the camp counselor and follow their rules.
2. Participants must come prepared for the day. (Swimsuit, Towel, Water, Lunch, Shoes, etc.)
3. Campers must refrain from vulgar language.
4. Campers must participate in all activities.
5. Campers must not District property without permission.
6. Vandalism to equipment and our facility is prohibited.
7. Cell phones must be kept in a backpack and not used during camp hours unless approved by GVRD staff.
8. Campers must follow the "hands-off" policy. No fighting, pushing, or inappropriate contact allowed.

Lap Swim Program:

(All General Rules apply plus the following)

1. Lap swimming is for swimmers 14yrs. and older.
2. Lap swimmers 14-17yrs. old must be accompanied by an adult and have signed a waiver.
3. Any swimmer 14-17 yrs. old who wishes to swim in the deep end must pass a swim test.
4. Lap swimming is intended to be a workout program, and patrons must make forward progress from wall to wall.
5. Lap swimming in designated lanes only. Lap swim lanes are posted in the front office.
6. Lanes are to be shared. If the lane has 3 or more people, patrons will need to circle swim.
7. Masks, fins, or snorkels must be approved for use by Aquatic Staff.

Lap Swim Etiquette:

1. Tap the foot of the patron to pass them while circle swimming.
2. Rest in the corner of the lane, out of the way of other patrons.
3. Ask guest(s) before hopping in a lane already in use.

Emergency Action Procedures:

1. Distressed Victim (Can continue breathing and still call for help):
 - a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's water.
 - d. Perform swimming extension rescue by handing tube to victim.
 - e. Tell the victim to hold onto the tube and swim them to safety.
 - f. The lifeguard who was on break will replace the primary rescuer.
 - g. Primary rescuer will fill out the accident report and return to the rotation.
2. Active Victim (Struggles to breathe and cannot call for help):
 - a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's water.
 - d. Perform rear rescue.
 - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
 - f. The lifeguard who was on break will replace the primary rescuer.
 - g. Primary rescuer will fill out the accident report and return to the rotation.
3. Submerged Victim (Still Conscious):
 - a. One long whistle blast.
 - b. Enter water with stride or compact jump.
 - c. Other lifeguards shift to cover rescuer's water.
 - d. Perform a feet first surface dive and complete the submerged victim rescue.
 - e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
 - f. Check the victim for consciousness and vitals.
 - g. The lifeguard who was on break will replace the primary rescuer.
 - h. Primary rescuer will fill out the accident report and return to the rotation.

4. Submerged Victim (Unconscious):

- a. One long whistle blast.
- b. Enter water with stride or compact jump.
- c. Other lifeguards shift to cover rescuer's water.
- d. Perform a feet first surface dive and complete the submerged victim rescue.
- e. If extra help is needed, blow two long blasts and a second lifeguard will assist.
- f. Check victim for consciousness and vitals.
- g. At this time, the pool should be cleared, 911 called, and backboard, first aid kit, AED and oxygen tanks brought out to the rescuer.
- h. Carry victim to nearest side of pool where backboard is waiting.
- i. Lift victim out of pool on backboard.
- j. A gloved secondary rescuer will perform a primary survey.
- k. Rescue breathing and CPR will be administered as necessary.
 - i. Anytime breathing is necessary, use oxygen with the Bag Valve Mask (BVM).
 - ii. Anytime CPR is necessary, use the AED.
 - iii. Continue to care for the victim until the ambulance arrives.
 - iv. Fill out the necessary forms from the Critical Incident folder.
 - v. Re-open the pool only at the request of a full-time employee.

5. Passive Victim without breathing (non-suspected spinal):

- a. Two long whistle blasts
- b. Enter water with stride or compact jump.
- c. Clear pool
- d. Perform rear rescue.
- e. Check the victim for consciousness and vitals.
- f. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks (BVM) brought out to the rescuer.
- g. Carry victim to nearest side of pool where backboard is waiting.
- h. Lift Victim out of pool on backboard
- i. A gloved secondary rescuer will perform a primary survey.
- j. Rescue breathing and CPR will be administered as necessary.
 - i. Anytime breathing is necessary, use oxygen with the BVM.
 - ii. Anytime CPR is necessary, use the AED.
- k. Continue to care for the victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder.
- m. Re-open the pool only at the request of a full-time employee.

6. Spinal Victim:

- a. Two long whistle blasts.
- b. Enter water with stride or compact jump unless the victim is near you or the side of the pool; then use an ease-in entry.

- c. Swim to the victim using heads up breaststroke and use either a head splint or head and chin support carry.
- d. Check the victim for consciousness and vitals, immediately.
- e. At this time, the pool should be cleared, 911 called, backboard, and first aid kit, AED and oxygen tanks (BVM) brought out to the rescuer.

If victim is breathing:

- f. Strap victim to backboard.
- g. Remove victims from the pool, care for shock and wait for ambulance to arrive.
- h. Fill out the necessary forms from the Critical Incident folder.
- i. Re-open the pool only at the request of a full-time employee.

If victim is not breathing:

- a. Relay vital information to lifeguards on deck
- b. Two secondary rescuers will get into the water with the backboard and sink the board for the primary rescuer.
- c. Once the victim is on the backboard, move to the nearest wall.
- d. Maintain control of the head and strap only the underarm strap
- e. Two lifeguards on deck will each grab one side of the head of the board and one side of the head of the victim.
- f. Lift the victim out of the water, (Use care not to bump backboard on deck.)
- g. A gloved secondary rescuer will perform a primary survey.
- h. Rescue breathing and CPR will be administered as necessary.
- i. Anytime breathing is necessary, use oxygen with the BVM.
- j. Anytime CPR is necessary, use the AED.
- k. Continue to care for the victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder.
- m. Re-open the pool only at the request of a full-time employee.

7. On Deck Emergencies

- a. This includes all emergencies that occur out of the water at or near our facilities. Some examples include but are not limited to locker room injuries, falling from a high dive, fights, automobile accidents, and chemical burns.
- b. Check the victim for consciousness and vitals, immediately.
- c. Notify another staff member and call 911 if necessary.
- d. If the victims cannot move on their own, leave them where they are and wait for an ambulance.
- e. If a second rescuer is needed to assist in caring for the victim, clear the pool.
- f. First Aid, Rescue breathing, and CPR will be administered as necessary.
- g. Anytime breathing is necessary, use oxygen with the BVM.
- h. Anytime CPR is necessary, use the AED.
- i. Continue to care for victim until the ambulance arrives or they are capable of leaving or getting a ride from family or friends. (Staff members cannot give rides to victims)

- j. Continue to care for the victim until the ambulance arrives.
 - k. Fill out the necessary forms from the Critical Incident folder.
 - l. Re-open the pool only at the request of a full-time employee.
8. Patrons Under the Influence of Alcohol / Drugs. Patrons suspected to be under the influence of alcohol or drugs should not be allowed to enter the facility, but if they enter undetected follow the following procedures:
- a. Ask the patron(s) to leave the facility.
 - b. If the patron remains in the facility, do not force the patron to leave and call 911.
 - c. Keep other patrons away from the intoxicated patrons.
 - d. Maintain visual of the intoxicated patron(s) and leave alone until police arrive.
 - e. Do not allow intoxicated patron(s) in the water if possible.
9. Fight - In water:
- a. Attempt to stop the fight verbally or with a whistle.
 - b. If unsuccessful, clear the pool immediately.
 - c. If the fight is between small children, no less than two lifeguards enter the water and pull the children away from each other at the same time.
 - d. If the fight is between teenagers or adults, call 911, and wait for the police.
 - e. Do not enter the water unless the situation becomes life threatening for any victim(s).
10. Fight - On Deck:
- a. Attempt to stop the fight verbally or with a whistle.
 - b. If unsuccessful, clear the area.
 - c. If the fight is between small children, no less than two lifeguards pull the children away from each other at the same time.
 - d. If the fight is between teenagers or adults, call 911, and wait for the police.
 - e. Do not intervene at any time unless the situation becomes life threatening, and staff can do so safely.
11. Lightning:
- a. Clear pool and gather patrons in locker rooms or courtyard.
 - b. Keep patrons and staff away from all glass and tall metal poles.
 - c. Avoid using the telephone.
 - d. Allow patrons back in pool after 30 minutes with no lightning and/or thunder.
 - e. If lightning continues, close the pool with a posted sign, leave equipment out, and do not cover it with tarps.
 - f. The same procedures will apply to severe rainstorms and hailstorms, except the tarps will not be used to cover the pool.
12. Power Failure:

- a. Anytime the power goes out, call Facilities Supervisor to reset items in the pump room. If power failure occurs during the daylight hours, keep the pool open until the chlorine drops below 1.0 ppm.:
- b. If power failure occurs after sunset, while lights are in use:
 - i. Close the pool immediately.
 - ii. Clear the pool of all patrons.
 - iii. Check the bottom of the pool for any victims.
- c. If power remains off at the facility or in the area for 15 minutes or longer close the entire facility.
- d. Keep all patrons in the entry way or out front until all have left the facility area.

13. Natural Gas Leaks. If you smell a gas leak:

- a. Call PG&E and the Aquatics Coordinator immediately.
- b. Review Emergency Exit diagram.
- c. Evacuate staff and patrons through Emergency Exits upwind from the leak.
- d. Care for any staff or patrons affected by the gas.

14. Fire:

- a. Clear all patrons from affected area.
- b. Use fire extinguishers located throughout the facilities to put fire out.
- c. If the fire cannot be contained with fire extinguishers, review Emergency Exit diagram and evacuate the facility through the Emergency Exits and keep patrons away from the facility.
- d. Call 911 immediately.
- e. If possible, shut off natural gas meters.
- f. Care for any patrons injured by fire.
- g. Follow directions from the Fire Department.

15. Earthquake:

- a. Once the earthquake stops, clear the pool.
- b. Check the bottom of the pool for victims, cracks, etc.
- c. Evacuate patrons through Emergency Exits to a field upwind from the facilities.
- d. Check for natural gas leak in pump room connected to the Cogen unit and/or in the courtyard.
- e. If a natural gas leak is present, shut off the natural gas in the courtyard.
- f. Maintain crowd control.
- g. Care for any patrons injured.
- h. Call 911, if necessary.

16. Armed Robbery:

- a. All staff are to do exactly what the perpetrator says when staff feels their life is being threatened.
- b. Get a good mental picture for police description.
- c. Call 911.
- d. Fill out the incident report with all details.
- e. Close the pool if necessary.

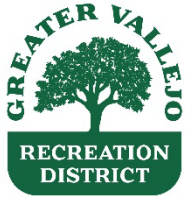
17. Shooting / Drive by Shooting:
 - a. While shooting takes place, drop and find cover.
 - b. If guarding or in the guard stand, drop to the deck immediately.
 - c. Call 911, whether during the shooting or immediately following.
 - d. Care for any patrons injured.
 - e. Maintain crowd control.
 - f. Collect information pertaining to shooter(s) - sex, age, race, type of car, # of shooters, etc.

18. Bomb Threat:
 - a. If a threat is made by phone, follow the Bomb Threat Telephone Procedure located on the next page.
 - b. Call 911 immediately and follow directions.

19. Fecal Incident, Well-Formed Stool or Vomit:
 - a. Clear the area.
 - b. Check for adequate chlorine in the area.
 - c. Remove as much of the material as possible using a net or scoop.
 - d. Vacuuming is not recommended unless it discharges waste. (If the material is sent back to the filter, it may only spread the problem).
 - e. Add additional disinfectant as necessary.
 - f. Reopen the area after 30 minutes.

20. Diarrhea:
 - a. Clear the pool.
 - b. Add chlorine to raise the pool to 20 ppm, or equivalent using other disinfectants.
 - c. Remove any chunks or pieces.
 - d. Allow some time for the disinfectant to spread and work on the extra organic material. In addition, when applying disinfectants, avoid "hot" spots of disinfectant that swimmers may swim through.
 - e. Allow about eight (8) hours of total downtime.
 - f. Recheck for adequate chlorine.
 - g. Reopen pool.

21. Emergencies with Limited Staff:
 - a. Emergency Action Plan (EAP)'s w/ two people – use bystanders as appropriate and certifications allow.



Recreation Department Board Updates

10/12/2023

Activity Guide:

- The spring Activity Guide production schedule has gone out to Recreation staff.

Aquatics:

- The annual Floating Pumpkin Patch is coming up on October 14th. There will be two sessions and have over 30 kids registered. There will be pumpkins, a bounce house, food vendors, a DJ, giveaways, and crafts for everyone who attends.
- We are expanding our lap swim evening times running until 9pm Monday through Friday to accommodate all night swimmers. Currently we offer 31 hours of lap swimming a week, this would increase lap swimming by 12.5 hours.

Community Centers:

- Vallejo Community and North Vallejo centers will add new classes starting this month, including Creative Dance, Campanelli Chorus, and Indoor Pickleball.
- Staff updated the Community Centers pages on website giving patrons a 360° view of all reservable rooms.
- The lease agreement for One People Tribe programming at Norman C. King Center is under review.

Children's Wonderland & Community Events:

- GVRD partnered with the Vallejo Literacy Alliance and hosted "The Vallejo Kids' Book Fest" at Children's Wonderland on Saturday, September 16th from 10am-2pm This was a free event to the community. Over 400+ kids received a new book, there was live storybook readings (from Supervisor Brown), entertainment, and crafts.



- Flavor Town Tuesday was a huge success, ending the summer off strong with 600+ attendees throughout the event.
- Children's Wonderland is ready for the fall season. The Pumpkin Patch is open Oct 1st the 31st. Pumpkins are available for sale for a nominal fee and field trips are scheduled at the park throughout the month.



- Our Paint and Sip in the Park on Oct 6th was sold out. We look forward to offering more paint parties in Nov and Dec.

Vallejo!
PAINT & SIP in the Park!




Learn how-to paint



FRIDAY
 OCT 6th @ 6:30pm
 Children's Wonderland
 More dates TBA

"Starry Night"
 with VincentB

Visit GVRD.org for more info

- “Mother of All Sales” Garage Sale was on September 17th, 9am-2pm in Children’s Wonderland parking lot. Participants were excited to bring their unique items to sell!
- Our National Breast Cancer awareness event is scheduled for Oct. 20th. GVRD will drop off wigs from 12–6 pm to anyone who registered that is battling cancer and needs a wig donation. GVRD wants to help women at every step of their breast cancer journey!



- GVRD’s first Hispanic Heritage Fiesta is coming up and has over 25 vendors from all over the Bay Area! GVRD will celebrate on October 14th, from 10am to 2pm at Blue Rock Springs Park. This event will be free to the public, it will feature small businesses, many of Hispanic artists, a variety of food vendors, informational booths, face painters, a kid’s zone, contests, raffles, DJ, and more!

Sports/Adaptive Recreation (AR):

- GVRD staff currently is working with Jr. Warriors to offer the basketball program at Franklin Gym in early 2024.
- Staff is working diligently re-scheduling users of the Dan Foley Turf Field since it will be closed for re-surfacing starting October 9th. The users are excited for when it reopens, and they have a newly resurfaced field to use.

- Patrons are eagerly calling about the use of the Franklin gym and we are excited for when the gym opens, and GVRD can open up to the community.
- We had a great turnout at our adaptive recreation Talent Show! The Adaptive Community was very excited to bring their skills to show off! We had lots of participants and caretakers at the event to show support to their clients. We look forward to next year's talent show!



Staffing:

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

Youth Services:

- Kid's Club and ExLP programs are still recruiting to fill vacancies in both programs.





Maintenance Department Board Update

10/12/23

Parks and Facilities

- BRS Park
 - Staff will be assisting on the Hispanic Heritage Fiesta Event on October 14th.
 - Staff painted the old daycare building.
 - Staff planted three trees for Sister Cities.
- North Vallejo Park
 - City completed the work adding a speed bump and the striping of the Community Center parking lot.
- McIntyre Ranch
 - The tree Company is about 90% completed of the pruning of the trees.
 - Staff will be contacting the Fire Marshall to re-inspect the ranch after the corrections made by staff.
- Glen Cove Waterfront Park
 - The Glen Cove Community Association had a community event on October 1st.
- Franklin
 - The floors were done by a company; all the locks were replaced, and phone lines were installed.
- Waterfront Weekend Event
 - Maintenance staff assisted with bringing supplies from the County Fair and returning them after the event.
- Recruitment
 - We will have interviews for the Maintenance Worker I position on October 19th.
- Feet Equipment
 - We purchased three trucks for the maintenance department.

BOARD PROJECTS UPDATE

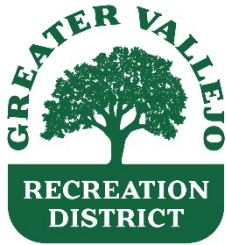


Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	3/30/2024	65%	<input type="checkbox"/>	The contractor worked on installing the new electrical and the plumbing at 395 building.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	9/26/2023	100%	<input checked="" type="checkbox"/>	Received the final signed off from the City.
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	10/30/2023	60%	<input type="checkbox"/>	PDF designs is working on the design; once is completed, we will submit to the City for their review and comments.
Permit Issued	11/1/2023	12/1/2023	0%	<input type="checkbox"/>	
RFP	1/2/2024	2/15/2024	0%	<input type="checkbox"/>	
Build	3/1/2024	5/1/2024	0%	<input type="checkbox"/>	
Dan Foley Artificial Field					
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"/>	
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	
Build	10/9/2023	12/31/2023	0%	<input type="checkbox"/>	The tentative date to start this project is October 9th.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	6/21/2023	10/30/2023	0%	<input type="checkbox"/>	we are going out to bid again.
Build	12/1/2023	3/1/2024		<input type="checkbox"/>	
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	10/15/2023	11/15/2023	0%	<input type="checkbox"/>	Received the playground parts; waiting on the contractor to begin with the installation.
Children's Wonderland Shade Structure					
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"/>	
Build	11/1/2023	12/1/2023	0%	<input type="checkbox"/>	Waiting on the contractor to update their proposal for the installation of the shade structure.
Amador Courts Resurfacing					
Design/Assessment Phase	8/1/2023	8/28/2023	100%	<input checked="" type="checkbox"/>	
RFP	8/2/2023	9/1/2023	100%	<input checked="" type="checkbox"/>	
Build	10/23/2023	11/15/2023	0%	<input type="checkbox"/>	
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	9/30/2023	98%	<input type="checkbox"/>	Contractor poured the concrete for the stairways; waiting on the railing.
Hanns Park Restrooms ADA Upgrades				<input type="checkbox"/>	
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	10/31/2023	90%	<input type="checkbox"/>	Received a proposal from the same contractor to build stairs for the disc golf.
Lake Dalwigh Park Improvements				<input type="checkbox"/>	



Human Resources Board Update

10/12/2023

Staff Update:

- Hired Noel Parkhurst, Finance Director.
- We continue to onboard and train new part-time staff.
- Second interviews scheduled for Maintenance Worker I.

Policy Update:

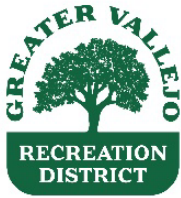
- Policies 3074 Fee Waiver and 4010 Code of Ethics go to Policy and Personnel Committee to discuss.
- Policy 3076 Abuse and Molestation goes for legal review.

Training:

- HR continues to work with the GM to bring training opportunities to GVRD staff. Workers Compensation/Property Liability Insurance company and insurance brokers have free training resources.

Appreciation:

- Researching resources to acknowledge staff who met service milestones (5, 10, 15, 20, 25, etc., years) during 2023.



Finance Department Board Update

10/12/23

Interim Finance Director

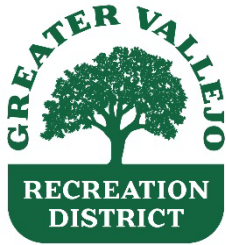
- I wanted to thank the District and Board for the opportunity of serving as your Interim Finance Director while a new Director was recruited and hired.
- I've truly enjoyed learning about the Greater Vallejo Recreation District and all the exciting and meaningful services the District provides for the City of Vallejo and its community.
- It has been a true honor and pleasure working with General Manager Lanusse, all the Directors, the Finance Staff, and everyone here in the District.

FY 23/24 Budget Process

- FY 22/23 Budget was finally, painstakingly, uploaded and the monthly financial reports through August 2023 were presented this evening.
 - The financial reports look slightly different than prior months' reports.
 - I removed all colored cells in the reports as they make data in excel difficult to modify. Instead, I inserted subtotals and borders for easier reading.
- After reviewing the FY 23/24 adopted budget, I noticed some inconsistencies in forecasted general fund - capital projects revenue.
 - I am working on reforecasting these revenue amounts.
 - I am also reforecasting salary and benefit expenditures based on the new MOU's with SEIU and IBEW.
 - Department Directors are also working on any feasible expenditure reductions to compensate for the increases in salaries and benefits.
 - These adjustments will be presented to the Board in an adjusted FY 23/24 budget in an upcoming meeting.
 - The amended budget will also include a budget for Franklin as well as updated justifications for expenditures.

Audit – FY 21/22

- As I mentioned in my last report, most of the reports and documents have been uploaded via Suralink to the Auditors for FY 21/22. Of the 83 documents/reports requested, nine remain outstanding. Several of the items are in progress. The new Finance Director will be working on the remaining items as soon as time allows, so that the audit can be completed and presented to the Board as soon as possible.



General Manager Board Update

10/12/2023

- I am working with the City of Vallejo regarding unsheltered populations. We also had a complaint from a neighbor who reported to the state of California.
- I attended a reception and meeting with the delegation from the Sister City from the Philippines. They asked questions about a future Sister City monument/ picnic area. They have provided us with the concept design.
- The Finance Director began October 5. Welcome Noel Parkhurst.
- Sue Casey will move from Interim Finance Director to a project-based consultant. The staff is very content that she will help with finance projects.
- We are working hard regarding the budget, funding, and reporting in the finance department.
- Staff is working on getting reports from Cougar Mountain (finance software) and learning that a lot of reports were done manually. Updates/upgrades or even changing the system is an item the department heads of Finance and Human Resources will review.
- I am working with staff regarding the gym at Franklin and programming. We are close to developing a schedule for pickle ball in the morning, and basketball for afterschool and evenings. We are also working with outside groups who are already requesting space.

- We received an update on Prop. 68 Competitive Grant Funding for Franklin.
- Coordinating a “meet and confer” regarding the remaining SEIU job classifications.
- I attended the CARPD (California Association of Recreation and Park Districts) manager meeting on zoom.
- I attended the chamber meeting, and GAC (Government Advisory Committee)
- Planning the staff holiday party, most likely the second week of December.
- Checked in with the City Clerk regarding appointments for board. Press release to be issued 1st week of October.
- Talked to the city regarding impact fees, the current amount may exceed one million dollars. More information to come.
- I am working to recover the Eden Housing Project deferred impact fees which may account for over four hundred thousand dollars.
- Employee of the month for August is...
- Employee of the month for September is....