

GM Report - Board GM Projects Update

1. 8 Goals

a. Reduce Vacancies –

i. Which vacancies did you reduce? For 35 Full time we filled...

1 HR Director

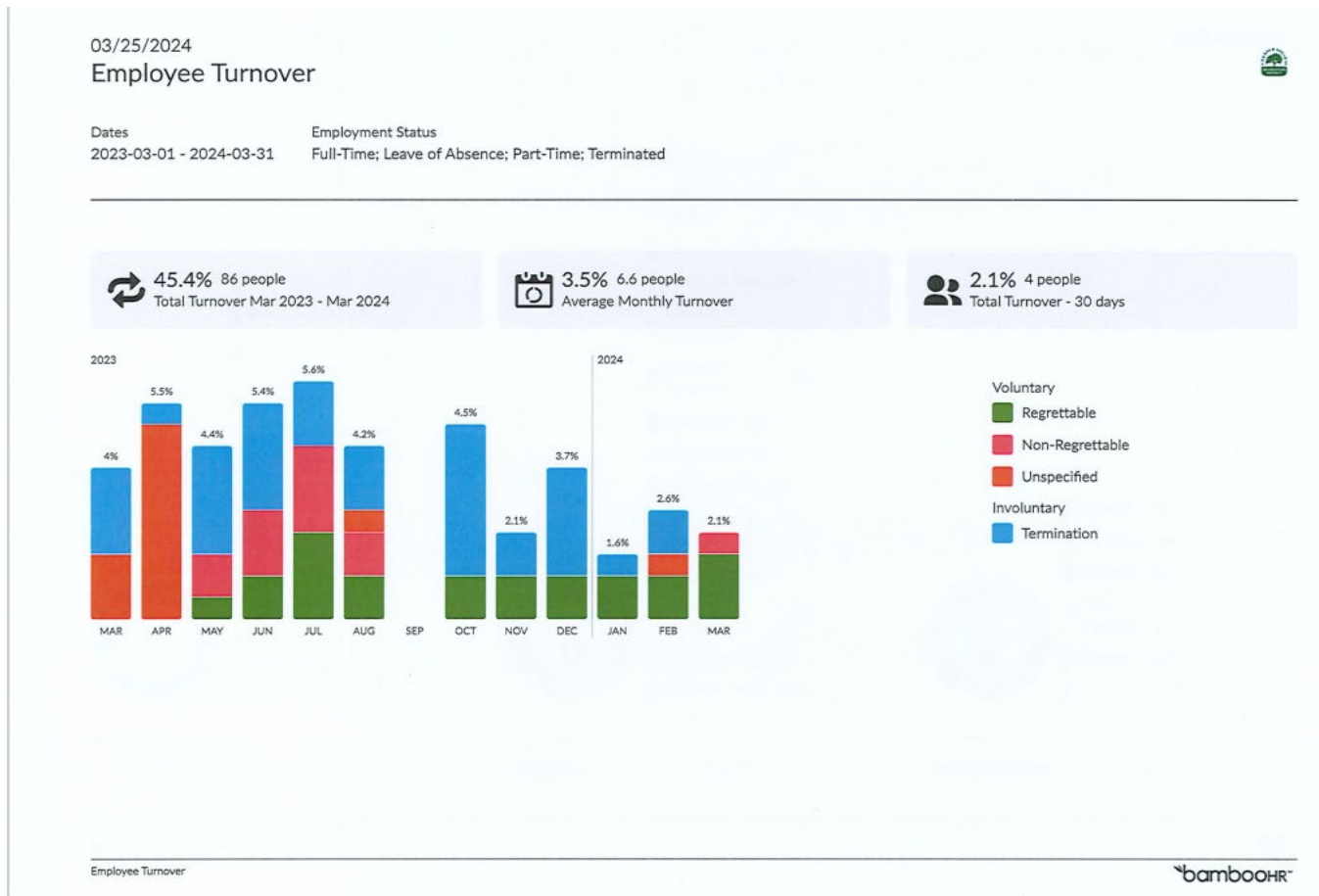
1 Finance Director

1 Parks Lead worker

3 Maintenance workers

2 Recreation Coordinators (we had to recruit 2x for one position so 3 people)

Below is a list of turn over which includes PT and FT



b. Financial Education –

i. What financial education are you referring to? Financial education for Board members, and for staff. This is not meant to create certified public accountants, but to give information regarding the differences between public fund accounting and processes compared to private/business accounting. With bringing on a new finance director and finding out the headaches associated with our current software, it is important for people to learn how to better budget their programs and projects, as well as become more fiscally responsible with spending public funds. Planning out expenses before they engage in an activity and accounting for all expenses after will assist staff with better projections as

time go on, and to budget activities and projects more accurately. Creating and monitoring a budget is also an important skill for us to hone. Staff are also working on providing cash flow, and developing a better budget analysis so that the board and staff can interpret the financial data better.

ii. Who is to receive this financial education? All Board and all FT staff.

c. Master Lease with COV –

i. What changes in the master lease are being proposed to the COV?

- COV to maintain and improve parking lots and street entrances for all parks, and facility centers, owned by COV.
- COV to provide, replace and maintain all street lights on COV property, this includes interior of the parks.
- City of Vallejo to street sweep all streets, roads that border parks and facilities owned by COV.
- COV to maintain all trees on COV property. This includes planting, trimming, fertilizing, water, general care, evaluations, and failures.
- COV to provide water for irrigation, consumption, facilities for all COV property at their expense.
- COV to pay for all related fees that property owners pay. Such as flood and waste water.
- COV to upgrade all facilities and Parks owned by COV to current ADA standards at their expense.
- COV to upgrade all facilities to have back up generators, or solar with batteries to operate facilities in case of emergency use.
- COV to work with the GVRD to have a comprehensive MOU regarding use of facilities for warming centers, cooling centers, and emergency centers. COV will provide, at their cost, upgrades to structures for said purposes.
- COV to reserve Facilities and Parks with sufficient notification to use any property owned by COV, and pay for staffing fees. This includes all city staff and departments. In the case of parks used for team building, training, public safety, etc., GVRD will be notified, and COV staff will adhere to posted rules.
- COV will provide impact fee payments accordingly when requested, or COV and GVRD will create a new method of collection regarding impact fees.
- Impact fees that were deferred, shall be paid by the City within one year. Eden Housing.
- Impact fees being waived shall be done so by the GVRD, not the COV
- COV will work with GVRD so that GVRD can purchase properties from the COV. The primary site to begin with is the Amador complex, 395 Amador, 401 Amador, Children's Wonderland, and Vallejo community center.
- COV will reimburse suspended payments to GVRD for the aquatic center, South Vallejo, and North Vallejo.
- COV will allow GVRD to sublease properties to organizations that meet and follow GVRDs mission statements.
- COV to allow a mitigation bank to be created, and share revenue 50% with GVRD. All fees to create mitigation bank will be reimbursed to agency who paid for it.
- COV to allow GVRD to sublease community centers, or portions thereof, to non-profits groups that will benefit the community at large.
- COV will appoint GVRD directors (3) in a timely manner so that there will be no disruption during scheduled term limits ending.
- COV will provide timely billing for fuel and other expenses.
- COV will waive permit fees, or other related fees for repairs/upgrades to COV owned property.

- ii. What specific challenges are you facing with these negotiations? Since the lease does not expire until June 30, 2034 there is no rush on the part of the City to alter the terms, and no rush to even clarify current terms. Both sides do agree that there are issues with the current document. What we present to the City would still have to be reviewed by legal, then approved by council and City Manager. The City Manager can not solely approve the new lease.
- d. School District use agreements/MOU/Fences
 - i. Which use agreements are you currently discussing with VCUSD?
Since the negotiation of Crest property has shed light on relations with the School District, I will start over with a clarification list of items that have been outstanding. The list includes, but is not limited to;

GVRD List of items to discuss with Vallejo City Unified School District 2024

- Use agreement Between GVRD and VCUSD, which expired more than 7 years ago.
- VCUSD discipline of GVRD ExIP and Kids Club Staff
- ExLP and Kids Club use agreement
- Advertising at school district sites, and Peach jar.
- GVRD Use of school district buildings
- School District use of GVRD fields and facilities such as ball fields and the pool
- School District charges for use of buildings
- Fencing and gates at Franklin, SVCC, Wardlaw, and Glen Cove
- Property line at SVCC, and possible installation of a playground next to SVCC
- Franklin and plunge outreach for Prop 68
- Keys to access a classroom or portable classroom. Currently, staff rely on custodial staff to open spaces.
- Request to make an addendum to the Franklin lease that allows use of the asphalt area in front of the GVRD sports gym for parking after a fence is installed separating the GVRD area from the remainder of the site.
 - 1. What specifically is their status? Unresolved.
It is best described as them telling us to hurry up, we provide information, then silence for months, then a hurry up and update, then silence.
 - ii. Which MOU's are you discussing with VCUSD? The Use Agreement

1. What specifically is their status? **On hold.**
 - iii. Which fences are you discussing with VCUSD? **See above**
 1. What specifically is their status? **I have composed a list, with the input of staff, to present to the School District regarding the items. Over the years, it was verbal, or with emails to an employee who retired last year. Hopefully momentum will build with new trustees and Superintendent.**
 - e. Increase utilization of community centers –
 - i. What, in your opinion, is the main challenge to our community centers being used with greater frequency? **Management and marketing**
 - ii. What is your plan to increase their use by members of the public? **We put out an RFP, and we were able to have One People Tribe use the facility to provide programming. I used the partnership model that Boys and Girls club's use. This will have a greater use for that community Center. I am trying to work with staff to develop use of the other facilities more. Not just Friday and Saturday nights, but throughout the week. I also had plans to develop NVCC into a teen/youth center as this is a shared vision with previous board members and council members. I am working with staff to develop those goals, and funding from the City. The COV redid the parking lot, and they feel that is their contribution. My goal is to develop the youth center in 2025**
2. McIntyre Property – Extension –
 - a. Assigned to legal and GM 100% Completion
 - i. **Good**
 - b. Tenants 6 month extension end 11-1-23
 - i. **I feel that the extension was a wise and thoughtful move.**
 - c. Neighbor Negotiations –
 - i. Both sides – 50%
 1. **What is the specific nature of these negotiations? Amount of access of the road, hours, use of property.**
 2. **What is being negotiated? Amount of access of the road, hours, use of property.**
 - d. Amenities assessment –
 - i. **Is this assessment being done by staff or outside consultant? Outside consultant, but the estimate is over \$100,000, and the property is currently declared surplus.**
 - ii. **When can the board expect a completed report? Depends on if the Board gives directions to do the assessment. If given the green light, we will be given a timeline by the consultant. However, if the property is to be sold, it may not be prudent to engage in a assessment contract at this time.**
3. Impact Fee Request –
 - a. Requested Impact Fees –
 - i. 1/23/2021 – projects identified i.e. pool
 1. **Have the requests for the pool been fully paid? No.**

2. Please list the names of, and the amounts for, the other projects for which funds have been officially requested?

Additional pool at Cunningham-\$240,000

Dan Foley roof repairs, flooring repairs, acoustic ceiling repairs, baffles, paint and retexture-\$392,235.33

Hanns Park ADA improvements to restrooms and stairs \$260,251

Hanns Pathway repairs \$69,750.

Parking lot reseal and striping \$15,827

VCC New kitchen, ADA upgrades, Electrical upgrades, roof replacement \$1132,254.20

For a grand total of \$2,040,567.53

3. Please list the names of, and the amounts for, the other projects for which funds have yet to be requested. We do not currently have a list, as we do not exactly know how much we can ask for, or the exact process to receive the funds. We are focusing on the 2022 request, along with the 2024 request. The combined total is over \$2 million dollars. The COV finance department thinks that there is around \$3 million in the account.

ii. Discuss with City Staff –

1. Issue with COV accounting

- a. Please list the name and amount of the funds that were not collected years ago that COV holds on the books? Serano Village, constructed by Eden Housing had a loan in 2003. The amount of the loan was \$202463. The City was to administer the entire loan “ on behalf of itself and GVRD. The loan was due and payable on July 28, 2018. As of that date, there was due and payable to GVRD the sum of \$293,571 in principal and interest. They COV and I discussed multiple times obtaining the funds. In 2021, there was discussion that this would go to City Council and a restructuring agreement would be made. This never occurred. January 2023 a letter to the COV was composed by GVRD attorney at the time, and there was never a written response. Apparently, Vallejo Flood and Wastewater received their funds when they found out about the deferment of the loan. They are separate for the COV and can collect funds independently. They pursued payment without COV.

- b. What other specific issues is the COV sharing with you which support their reasons for not transferring the money according to Vallejo Municipal Code 3.18? The process is not adequate

iii. Approved by appropriate city staff –

1. Please list the projects and amounts that have been approved by appropriate city staff. Nothing has been approved, to date. However, if no response within 10 days of the request, then it defaults to an approval.

iv. Place into budget –

1. Good placeholder

- v. Receive funds –
 - 1. Good placeholder
- 4. Outdoor Equity Grant –
 - a. Identify Project –
 - i. Is this the grant proposal that Antony Ryans presented at the first meeting in December? **Yes**
 - ii. Submit Application –
 - 1. Good job.
 - iii. Response –
 - 1. Good placeholder
- 5. Afro Outdoors/ Latino Outdoors –
 - a. Make Contact –
 - i. 50%
 - 1. Does this mean that you reached out and are awaiting a reply? **We reached out to both during COVID and received replies, but they have not reached back.**
 - 2. Is this a recreation program or a GM program? **Recreation program, it was requested by Board to GM to reach out . I reached out to Latino Outdoors, as I ran across an article about them. COVID hit, and Ant and I lost contact with both.**
 - 3. What exactly is the nature of this program? **Outdoor walks and hikes that bring experiences to POC, who are underrepresented in outdoor experiences.**
 - 4. What would be your definition of a successful outcome? **To have one event each year, from each non-profit. Then increase the number of field trips to 6 a year. Holding them in Spring, Summer, and Fall.**
 - b. Discuss Partnership –
 - i. Good Placeholder
 - c. Develop Plans and Goals –
 - i. Good Placeholder
- 6. Sister City Project –
 - a. Develop plans & Goals
 - i. 75%
 - ii. Who exactly are you in discussions with? **Pelton Stewart, who is a member of the Sister Cities Organization. Also a former GVRD Director.**
 - iii. Please describe the nature of your discussions? **They want to develop an area to install gifts from Sister Cities, along with plaques, in a public space.**
 - iv. What do you see as the major challenges to this moving forward? **Funding to build and maintain. They would need to raise the funds. As I understand it, the Sister City program is under the COV umbrella.**
 - b. Sister City to fund –
 - i. Good Placeholder
 - c. Blue Prints, Permits, etc. –
 - i. Good Placeholder
 - d. Build Process –
 - i. Good Placeholder

7. Marketing Plan –
 - a. Meet with BOD to clarify goals
 - i. Meeting scheduled for March 21, 2024? **Done**
 - ii. Is this a meeting of the full BOD? **Yup**
 - b. Develop plan, staff?, identify which staff will have designated assignments.
 - i. Good Placeholder
 - c. Work with Finance to budget
 - i. Good Placeholder
 - d. Implement
 - i. Good Placeholder
8. PB projects - Exercise equipment at Setterquist
 - a. Get a contract from COV
 - i. 1/1/2021
 - ii. What binding obligation does the COV have to fund this project with us? **Only the votes from the public, and City Council giving authority.**
 - iii. How many times have you raised this topic with COV CM? **Twice. PB is an ongoing issue when it comes to project approval, contract, change orders, and their priorities. Staff and I are trying to work with COV staff in the CM office.**
 - iv. What reasons have they given you for not funding? **They are waiting on City Attorneys office, they are waiting on the PB committee, they are waiting on the Finance Department, they are waiting on...**
 - v. At what point to we remove this from the GM Update? **When we get contracts and funds.**
 - b. Budget & Develop –
 - i. 50% - Good job
 - c. Build –
 - i. Good Placeholder
 - d. Reimbursement –
 - i. Good Placeholder
9. Master Plan BRS -
 - i. What is the intent of a Specific Plan for BRS? **Map to be provided separately. It is difficult to read on 8 1/2X 11. To help guide improvements, and to have an ADA plan as required. Other amenities were shade structures, and redevelop the area where the house was torn down.**
 - ii. What changes would you like to see? **We do have a plan with phases. We can provide that separately.**
 - b. Survey Site –
 - i. Was this a formal topographical survey? **Yup**
 - c. Meet Standards –
 - i. Which standards specifically are you referring to in this comment? **ADA**
 - d. Develop draft, review at committee –
 - i. What changes have you drafted? Please be specific or include committee material to review. **Please see plan**
 - e. Community Outreach –
 - i. What community outreach was used prior to the development of the plan? **Input from the recent 10 year master plan, and recommendations from staff**

and BOD. A main factor is being ADA compliant Other than basic access, we have yet to do a community outreach due to funding constraints. Once pathways phase one begins, we will begin overall community input with the firm. That was a component of their proposal.

10. Hanns Park Disc Golf –

- a. I have heard good things about the disc golf course.
 - i. Good job.
- b. Where is the planned location of the new staircase? It is already installed. It is south east above the rest rooms.
- c. What materials shall it be made of? Wood
- d. What ADA concerns do we have? The topography is not flat, so there are many concerns.

11. ADA upgrades to BRS –Do you mean Hanns?

- a. What did we change to conform to ADA standards? An access ramp to get from the parking lot to the restrooms.
- b. This project appears complete. When will it be remove from the GM Board Update? Now, I was waiting for the final inspection.

12. ADA 395 & 401 Amador –

- a. 395 Amador
 - i. 80% complete
 - ii. Are you referring to all the construction at 395 under this heading? This heading had an overlap for each building. The devil is in the details.
 - iii. What is the projected date of occupancy? April 30th.

13. McIntyre Ranch Survey –

- a. Check records and hire surveyor –
 - i. Good job
- b. File completed survey –
 - i. 90%
 - ii. What is the date when the survey is expected to be recorded by the County? I am waiting on staff to provide the date.
- c. Move fencing if needed
 - i. After reviewing the survey have you determined if fencing needs to be moved? Yup
- d. What is the reason for not combining all of the McIntyre Ranch items under one heading? As items came up, I added to the list. I will need to tear it down and rebuild the list to clean it up.

14. New Finance/HR Software –

- i. Did we not just get new HR Software a few years ago? Yup. But it does not talk to our Finance software.
- ii. Are we looking for a combined solution to manage both department needs? Yup.
- iii. Should we consider the new software's ability to coordinate with Rec software?
 1. Should we consider new rec software that is compatible? The payments go through a third-party, Forte, then they send the money to our bank. Our Finance department then receives the credits, and registers. When we change software, it most likely goes the same route.

- b. Develop RFP –
 - i. Good job
 - c. Interview companies –
 - i. 25%
 - ii. At the last board meeting Noel Parkhurst mentioned that he had potentially identified a single company. What is the current status? **We are down to three, and are in the middle of reviews.**
 - d. Determine best fit and cost –
 - i. 25%
 - ii. Please describe in detail what information you have that lead you to mark this as 25% completed. **We have begun interviews. All percentages are guesstimates.**
 - e. Implement –
 - i. Good placeholder
15. OPEB –
- a. Consultant Drafted Policy
 - i. Good job
 - b. Review by Finance Committee (2)
 - i. Has it been reviewed twice by Finance? **More than twice. This is why we reached out to a consultant.**
 - ii. When will the BOD get to review the language as required with the new policy change? **It will have to go back to the policy committee, kind of a refresh once we obtain the language. Hopefully within a year.**
 - c. Consultant brought in to work with finance dept.
 - i. 60%
 - ii. Please describe in detail what information you have that lead you to mark this as 60% completed. **It is a moving target, as I learn more about what is going on, and the new finance director finds new information about processes. We are slowly making progress. All percentages are guesstimates.**
 - d. Board Approval –
 - i. Good placeholder
16. Utilities Solar –
- a. City now states the will upgrade their buildings.
 - i. Has the COV provided a timeline for these installations? **Nope**
 - ii. Is GVRD, as leaseholder, compelled legally to have solar installed by a certain date? **Nope**
17. Classification Study –
- a. Job Classification redone
 - i. Good job
 - b. Brought in new consultant
 - i. Good job
 - c. IBEW
 - i. Good job.
18. Board Training
- a. Determine Needs -

- i. Other than a general request to board members what other actions have you taken to determine the needs for specific training that will help the board work more efficiently together, and make better decision for our constituency? *I was waiting for the new board to begin in January and will release a questionnaire for input regarding what they would like.*
 - b. Board trainings set date –
 - i. Good placeholder
 - c. Review other training –
 - i. What other training are you considering? *Depends on board input.*
 - d. Schedule training
 - i. Good placeholder
- 19. GM Goals and Evaluation
 - a. Ongoing
- 20. Annual Priority Retreat –
 - a. Goal setting to be part of Board Training. Plan for fall.
 - i. Could this not be combined with the Board Training heading? *It could be. I have it separate, as this is the focus of the retreat.*
 - ii. What is the specific reason for scheduling goal setting in the fall? *Just wanted to pick a target. This is not a hard set date.*
- 21. Present update to City Council –
 - a. Schedule for 2024 –
 - i. What does the 25% completed represent? *Request, and response that they are booked for months out, but they will try to get us in. Also, we update annual reports, so my presentation can be prepared within a week.*
 - ii. Are you opposed to writing a State of the District Report to present to both the City Council and the general public? *We provide an annual report. My reports to COV are limited to 8 slides, and 10 minutes. Of the 10 minutes, this includes time for q and a. So I will do a 6 minute presentation. We also create the annual report. I am not opposed.*
 - iii. What is the reason that we do not present to the County BOS? *I have in the past, and with COVID, they reduced presentations.*
- 22. Use of Community Centers – South Vallejo contract use
 - a. What is the nature of this contract? *To provide activities to Vallejo, and specifically the South Vallejo area. Also to increase use of out community centers.*
 - i. Sublease?
 - ii. License to use?
 - b. When is this change scheduled to take place? *April 1st, 2024*
 - c. How will citizens be able to learn about location specific programs? *Activity guide, GVRD online, One People Tribe outreach, and other marketing methods.*
 - d. How will citizens be able to reserve use of the space? *Contract us or OPT.*
 - e. Will the contractee be maintaining their own website? *If they have one, yes.*
 - f. Will GVRD still be able to take reservations through our software? *OPT will actually be using our software, so it we need to reserve a room, it can be done on either end.*
- 23. Use of community Centers – Youth Center at North Vallejo
 - a. Develop goals/location/3rd party?

- i. Please describe in detail what information you have that lead you to mark this as 90% completed. It should be reduced, as defining what a youth center is, has muddied the water.
 - b. Determine funding –
 - i. Please describe in detail what information you have that lead you to mark this as 60% completed. Move priorities, and possible funding from COV. It might be reduced now, as funding may be reduced.
 - c. Begin Programs –
 - i. Good placeholder
 - d. Review progress, Adapt & Review Progress
 - i. Good placeholders
- 24. Annual Retreats – Executive Staff ad/with board –
 - a. Determine Team Building Activity
 - b. Determine Date
 - c. Determine Agenda for retreat
 - i. Good job. I am obviously interested in your choices.
- 25. VallejoNET
 - a. Update and reduce internet costs
 - i. What will be the expected savings in dollars per annum.
 - Main office- \$1200
 - South Vallejo-\$240
 - North Vallejo-\$240
 - VCC-\$240
 - Childrens Wonderland- This site did not have wifi
 - Richardson-\$240
 - b. Install new internet
 - i. Please describe in detail what information you have that lead you to mark this as 75% completed. Of the four locations to start with, they have done Main office (395 and 401) Children’s wonderland, and South Vallejo. Wifi to be installed at VCC and North Vallejo. This is phase one. Eventually all city owned sites will be on Vallejo internet (VIP).
- 26. Board Tour of Facilities
 - a. Thanks for offering this.
- 27. City Park Master Plan
 - a. Good job working with the community on this Specific Plan for City Park. I know that the community has been vocal and has a real caring interest in their park.
- 28. Planning Department Changed Zoning in Parks –
 - a. Review and propose changes
 - i. Please describe in detail what information you have that lead you to mark this as 15% completed. We are just getting started. Legal has had a meeting with the CAO, and they were going to review how this happened without GVRD input and try to include language to revise the zoning. All percentages are guesstimates.
- 29. Compensation RFP –
 - a. Good Job. I look for to HR updates on this topic.
- 30. 2 + 2 (+2) Committee

- a. Good job on making a breakthrough on this topic. I look forward to seeing this on the Agenda for Board discussion.
- 31. Update contracts with VCUSD
 - a. I look forward to hearing updates along with full cost recovery analyses at a future board meeting.