



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and*

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Sheryl Pannell Lea
Robert Briseno
Ron Bowen
Gary Salvadori

General Manager
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. *Due to the current closure of the district office, documents will be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA

January 14, 2021

6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings

(The Zoom platform is ADA compliant)

The public may attend and make a public comment by visiting:

<https://zoom.us/j/622641170>

You may also call in at +1 669 900 9128 US - Meeting ID: 622 641 170

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Election of Board Officers:

Consider the following:

A. Nomination and election of Chair

B. Nomination and election of Vice-Chair

C. Nomination and election of Secretary

5) Approval of Agenda

6) 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.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

7) Presentations:

Update on the Administration Department since the COVID pandemic began in March-Gabe Lanusse

8) Consent Calendar:

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

A) Approve Board Minutes-December 10, 2020

B) Accept the Programs and Publicity Committee Minutes, December 7, 2020

C) Accept the Policies and Personnel Committee Minutes, December 14, 2020

D) Accept the Budget and Finance Committee Minutes, December 17, 2020

E) Accept the Facility and Development Committee Minutes, December 14, 2020

9) Financials:

A) Approve Financial Statement as of 12/31/20 (Harman)

B) Approve Payment of Bills 12/1/20 through 12/31/20 (Harman)

10) New Business:

Adopt Resolution 2021-01 declaring that governing body members and volunteers shall be deemed to be employees of the district for the purpose of providing workers' compensation coverage for said certain individuals while providing their services. (Lanusse)

11) Old Business:

A) Update from Legal Counsel on McIntyre Ranch property-Informational

B) Approve "Final Read" of Policy 2250 – Separation from Employment

12) Staff Reports-Informational Only:

A) Maintenance Superintendent

B) Finance Director

C) Human Resources

D) Recreation Superintendent

E) General Manager

13) Executive Session: Will be held via Zoom breakout room

A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6

B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Administrative and Managerial Official Association, (AMOA) negotiations; pursuant to Government Code section 54957.6

14) Announcements and Comments from Board Members:

15) Meeting Adjourn:

Next meeting: January 28, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

December 10, 2020

6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings

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1) Call to Order

Chairperson Pannell Lea called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., December 10, 2020.

2) Pledge of Allegiance

3) Roll Call

Present: Chairperson Pannell Lea, Vice-Chairperson Robert Briseno, Directors; Gary Salvadori, and Ron Bowen.

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Maintenance Superintendent, Salvador Nuno; Human Resources Manager, Casey Halcro; Recreation Superintendent, Phillip McCoy and; Board Clerk, Kimberly Pierson

Excused: Director Karen Sims

4) Approval of Agenda

Director Briseno offered the motion, seconded by Director Salvadori to approve the agenda. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. 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) Presentations:

A) Update on the Finance Department since the COVID pandemic began in March.-Penny Harman

The Finance Director gave a presentation on the financial status of the District.

B) Update on the Human Resources Department since the COVID pandemic began in March.-Casey Halcro

The Human Resources Manager gave a presentation on the Human Resources department from March 2020-current.

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 particular item will be removed from the consent calendar and will be considered separately.

A) Approve Board Minutes-November 12, 2020

B) Accept the Budget and Finance Committee Minutes, November 16, 2020

C) Accept the Facility and Development Committee Minutes, November 16, 2020

D) Accept the Policies and Personnel Committee Minutes, November 9, 2020

Director Briseno offered the motion, seconded by Director Salvadori to approve the consent calendar. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

8) Financials:

A) Approve Financial Statement as of 11/30/20 (Harman)

Director Salvadori offered the motion, seconded by Director Briseno to approve the financial statement as of 11/30/2020. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

B) Approve Payment of Bills 11/1/20 through 11/30/20 (Harman)

Finance Director Harman expanded on a few of the large payments:

GreenPlay, LLC - \$3,700.25 – 10 Year Master Plan

Monarch Engineering – \$2,535 – HVAC Inventory

Municipal Resource Group, LLC - \$3,050 – Consulting

ACK Engineering & Surveying - \$5,000 – Cunningham Pool

Benicia Plumbing - \$3,100 – Cunningham Pool
Bay Area Barricade Service - \$2,428.50 – Barricades
Capri - \$33,684 – Final Worker's Compensation Insurance Payment
Adams Pool Specialties - \$104,694.75 – Cunningham Pool
Marvin J. Paull - \$3,927 – Actuarial Consulting Services

Director Briseno offered the motion, seconded by Director Bowen to approve the payment of bills 11/1/2020 through 11/30/2020. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

9) New Business:

Update from Legal Counsel on McIntyre Ranch property-Informational
Legal Counsel reported he has contacted a title expert but will need to wait until the next board meeting to give a report. There was a discussion on easement and future plans for the property.

10) Staff Reports-Informational Only:

A) Maintenance Superintendent

- We've completed Hazmat abatement at the Blue Rock Springs caretaker house.
- The Project Manager position is transitioning from a Full Time employee to a contractor.
- Some lights at the Dan Foley Park baseball field were stolen.
- We in the process of pouring concrete for the deck at Cunningham Pool, we're looking at a mid-January completion date for the small pool.
- We received the engineer plans to correct the foundation issues at 401 Amador Street.

B) Finance Director

- We'll be working closely with the HR department over the next few weeks on minimum wage increases.
- We are currently working on requests from IBEW in anticipation of their upcoming negotiations.

C) Human Resources

- The biggest update has been the new Cal OSHA requirements. There's a lot of new requirements for employers. We've been working with the Executive Staff to make sure we understand all the new regulations.

D) Recreation Superintendent

- This week is the start of our Winter Programs. The Virtual Tree Lighting will be conducted online tomorrow at 6pm. Next week will be our toy giveaway. Families will stay in their vehicle and drive through the

Children's Wonderland parking lot and receive a toy. The following day we have our Santa visits where 3 lucky families will receive a visit from Santa. The Vallejo Fire Department is assisting with this event.

- For the Jingle Jam toy giveaway, we have received over \$2,000 in donations from businesses. We have four businesses: Vallejo Police, Vallejo Fire, Recology and Toys for Tots are donating toys.

F) General Manager

- We should mention, if anyone wants to make a donation to the foundation, you can easily donate on our website.
- The Vallejo School District has provided a draft agreement for the use of Franklin Middle School field and some of the facilities. It is being reviewed.
- Southern Lands reached out to me, they would like to work with me regarding planning.
- Last night we had a webinar to do outreach regarding Franklin and the Plunge. It was a limited group of people, we plan to expand that for the Jan. meeting and incorporate some ideas from last night meeting and the 10 year master plan.
- We've won another grant, it's about \$250,000 for recreational and park improvements. This is separate from the \$172,000 that we've received, which is dedicated to the small pool, it's also separate from the seven Prop. 68 grants we are currently working on.
- I gave a presentation last week to the City of Vallejo's Beautification Committee. I got a lot of positive feedback the following day.
- I've been attending Highway 37 expansion meetings.
- Park Impact Fees: We applied to have roughly \$340,000 in fees returned to us in May. The City is still working on it.
- So far, we've received \$1,175 come into the foundation for the toy drive. I made a deal with a friend of mine to match her donation.

11) Administrative Items:

Distribution of the Board of Director's Office Request Form-Calendar Year 2021

The Board discussed the usual process for selecting offices and made recommendations.

12) Announcements and Comment from Board Members:

Director Lea asked the Budget and Finance Committee if they wanted to reschedule the December meeting due to the Finance Director being on vacation. After discussion, the meeting was rescheduled for December 17th at 2pm.

Director Briseno mentioned the facility Vallejo Rotary uses to store the dictionaries they provide to all 2nd graders has a leak and wondered if GVRD had a facility available.

13) Meeting Adjourn:

Director Briseno offered the motion, seconded by Director Salvadori to adjourn the meeting at 8:00 p.m. Roll call vote: ayes: Directors: Lea, Salvadori, Briseno, Bowen absent: Sims abstain: none. Motion passed.

Gary Salvadori, Board Secretary

Date



Agenda 8B

BOARD COMMUNICATION

Date: January 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting December 7, 2020

RECOMMENDATION

To accept the minutes from Programs and Publicity Committee from the December 7, 2020 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Programs and Publicity Committee Minutes from December 7, 2020



GREATER VALLEJO RECREATION DISTRICT

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Ron C. Bowen
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Programs and Publicity Committee Minutes Monday, December 7, 2020

Due to Solano County and the State of California's shelter in place orders our Committee Meetings will be held remotely via Zoom Meetings

In Attendance: Director Lea, Director Salvadori, General Manager Lanusse
Recreation Services Superintendent Phillip McCoy

Meeting Began at 1:30 p.m.

1. Food Drive & Turkey Kit Give-away – recap

- a. 348 Items Collected from GVRD Employees
- b. \$190 in Cash Donations by GVRD Employees

Winners:

- a. **1st Place:** Youth Department
- b. **2nd Place:** Finance Department
- c. **3rd Place:** Administration

2. Winter programs – update

- a) Virtual Tree Lighting Ceremony will be conducted online this Friday, December 11 at 6 pm via Zoom. Praised staff.
- b) Cash donations \$5,000+
- c) 2-week children's camp during Christmas break, registration deadline is December 15. Lack of registrations may cancel the event. Offering a two one week camp instead of an expensive two week.
- d) Jingle Jam Toy Give-Away at Children's Wonderland parking lot to be held on December 18 from 4 pm to 6 pm (registration required). Christmas In Vallejo are schedule to give away more toys on the following Sunday.

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Website: www.gvrd.org

- e) Newspaper attended and printed an article in the Times-Herald.
- f) Santa Visits for three lucky families will be conducted on December 19 from 10 am to 12 pm (registration required)

3. VCUSD Learning Hubs – update

Pending notification from VCUSD on a possible start date.
Programming expectations are for the spring school semester unless prevented by a county lock down.

4. Activity Guide – status

- a) Spring guide to be posted by the end of the month
- b) Final proof in progress
- c) We have 5 advertisers generating \$1,400 revenue
- d) All information we'll be online, no hard copies to be printed

5. Vallejo Project Request – status

- a) While we have availability at various community centers, not all can be contained at one center without displacing previous activities.
- b) Due to COVID-19 guidelines all centers are currently closed to community use at this time.

6. Cunningham Pool Renovation/Program – status

- a) Plastering the children's pool is scheduled to begin next week weather permitting.
- b) The month of December has received the most reservation use on record since the reopening of the renovated pool.

7. Sports – update

- a) Admirals lease agreement are anticipating games to start in March
- b) Soccer and Tennis took January off. The rest nature, stepping, etc. working on Spring Break camp

8. Fee Schedule

The 2021 fee schedule was completed and submitted for review with the budget

Next Meeting: January 4, 2021

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Agenda 8C

BOARD COMMUNICATION

Date: January 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting December 14, 2020

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the December 14, 2020 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from December 14, 2020



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Policies and Personnel Committee Meeting Monday, December 14, 2020

Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings

In attendance: Director Briseno, Director Pannell Lea, General Manager Lanusse, HR Manager Halcro

Meeting began: 10:00 am

1. Staffing and Future Planning - Discussion

- a. Committee discussed challenging budget realities due to Covid-19 crisis and possible solutions and ideas to keep staff working but also explore possibilities of furloughs and layoffs if needed.

2. Covid and CalOSHA regulations

- a. Committee discussed recently implemented CalOSHA regulations and the impact of these regulations on GVRD.

3. Discuss Policy 2250 and RR 2250

- a. Committee discussed updated Policy changes and directed staff to bring policy forward to first board meeting of 2021 for second read.

4. Outside investigation update regarding part-time employee complaint

- a. Staff provided committee with updated regarding outside investigation regarding part-time employee complaint

5. Upcoming contract negotiations

- a. Committee discussed that both represented and unrepresented staff have contract negotiations starting in early 2021.

Meeting adjourned 11:00 am

Next Meeting: January 11, 2021



Agenda 8D

BOARD COMMUNICATION

Date: January 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

**SUBJECT: Accept the Minutes from the Budget and Finance Committee meeting
December 17, 2020**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the December 17, 2020 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from December 17, 2020



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Budget and Finance Committee Minutes Thursday, December 17, 2020

Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings

In attendance: Director Briseno, Director Salvadori,
General Manager Lanusse, Finance Director Harman

Meeting began: 2:00 pm

- 1. Updated Revenues and Expenses July-November**
- 2. COVID Update & Impact**
- 3. Budget and Evaluation**

All 3 items were discussed together.

Discussion was held on revenues and expenses July – November, 2020. Due to the COVID shutdown, revenues are minimal while expenses continue. We will be looking to reallocate Full Time salaries to programs that are bringing in revenue. We will also assign Full Time staff to programs where they are actually working. We will be rearranging the budget to make it more reflective of costs for staffing. Director Salvadori commented that while we don't want to let people go - if we can't run programs, we will have people sitting there collecting money. General Manager Lanusse reported that we are getting \$300K in impact fees from the city. Director Salvadori commented that maintenance is very important – their workload has not been reduced.

General Manager Lanusse reported that we are following the template another Special District used to see who might be eligible to retire as a budget reducing factor. We could possibly give an incentive to retire. Furloughs are still possible, discussions will begin in January. Director Salvadori commented that perhaps we could start furloughs in January. General Manager Lanusse said that he is still meeting with the unions.

Director Briseno arrived @ 2:30 and Director Salvadori brought him up to speed on the discussion.

General Manager Lanusse stated that there will have to be furloughs and/or early retirements. We also must reduce Part Time staff in Recreation. Director Briseno iterated that we should look at what other counties are doing, both with regards to staffing and creating programs to increase revenue.

General Manager Lanusse reported that we will be increasing Part Time wages on January 1, 2021, due to the minimum wage increase. We will raise anyone below minimum to the new minimum and freeze all others. We will revisit the Part Time wage scale once things begin to return to "normal."

Adjourned 3:00 pm



Agenda 8E

BOARD COMMUNICATION

Date: January 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Facility and Development Committee meeting December 14, 2020

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the December 14, 2020 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Facility and Development Committee Minutes from December 14, 2020



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Facility and Development Committee Minutes Monday, December 21, 2020

Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings

In attendance: Director Bowen, General Manager Lanusse,
Maintenance Superintendent Nuno

Meeting began 9:00 am

1. Franklin Middle School Lease agreement:

General Manager Lanusse reported that a letter of intent was received from the School District for the Prop. 68 grants, and also the proposed lease agreement. Our legal counsel is reviewing the lease agreement.

2. Prop. 68 Update:

General Manager Lanusse reported that the community outreach for Wilson Park that includes an inclusive playground and an artificial soccer field are completed, and also had the first community outreach meeting for Franklin middle school and the plunge projects. Recently received the letters of intent from the City for the Prop. 68 projects.

3. Participatory Budget Projects Update:

Maintenance Superintendent Nuno reported that he recently met with City staff to discuss the continuation of the PB projects that were approved from cycle 5. There are three projects; two are for Setterquist Park to add a smart greener landscape and fitness stations. There is one for South Vallejo Community Center to add a smart greener landscape. Nuno mentioned these projects were put on hold and now we are working with the City to move forward with these projects. One of the discussions with City staff is that there is not enough funding from PB to install 10-12 fitness stations at Setterquist; City staff will be discussing this with PB committee to possibly reduce the scope of work and install less stations than what was planned.

4. Construction/Project Manager Status:

General Manager Lanusse reported that our legal counsel is currently reviewing the contract received from Project Manager.

5. Facilities Needs Assessment:

Maintenance Superintendent Nuno reported that the executive summary report was recently completed. Staff will be meeting with them to go over the report. Staff will print out the report and share this with GVRD Board of Directors. There is also training planned for staff.

6. Blue Rock Springs Caretaker House Update:

Maintenance Superintendent Nuno reported that hazmat abatement was done. Obtained bids for the demolition of the house and awarded the job to a contractor. Will be coordinating with the contractor to get this completed.

Adjourned at 9:49 am

Next Meeting: January 19, 2021

Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
December 31, 2020

Assets

Cash - Solano County	5,615,592.05
Cash - General Fund - Bank of the West	244,197.47
Cash - Payroll - Bank of the West	13,989.69
Cash - Umpqua Bank - Reserve Account	1,626,927.72
Cash - Retiree Benefit Trust Fund	1,097,951.74
Accounts Receivable	<u>8,290.00</u>

Total Assets 8,606,948.67

Liabilities

Accounts Payable	(1,101.36)
Payroll Related Payables	(14,457.90)
Building Deposits Payable	38,761.12
Amount Due Customers - Etrak	<u>2,180.00</u>

Total Liabilities 25,381.86

Net Assets

Fund Balance - Unrestricted Operating Reserve	6,214,858.28
Fund Balance - Restricted Retiree Benefit	1,094,820.68
Fund Balance - Designated Reserve 15%	1,622,288.17
Excess Revenues Over Expenses	<u>(350,400.32)</u>

Total Net Assets 8,581,566.81

Total Liabilities and Net Assets 8,606,948.67

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of December 31, 2020
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	3,815,804	7,314,326	3,498,522	52.17%
Buildings & Trades	0	200,000	200,000	0.00%
Park Maintenance & Visitor Service	70,794	119,900	49,106	59.04%
Recreation	81,047	1,652,772	1,571,725	4.90%
Total Revenues	3,967,645	9,286,998	5,319,353	42.72%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	1,175,785	1,974,030	798,245	59.56%
Planning & Development	87,278	168,116	80,838	51.92%
Buildings & Trades	600,998	1,708,902	1,107,904	35.17%
Visitor Services	63,528	114,234	50,706	55.61%
Landscaping & Grounds	783,301	1,761,977	978,676	44.46%
Recreation	1,019,286	3,461,687	2,442,401	29.44%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	98,052	98,052	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	3,730,176	9,286,998	5,556,822	40.17%
Net Revenues Over (Expenditures)	237,469	0	(237,469)	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-12/2020
 All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	3,815,804	7,314,326	3,498,522	52.17%	3,815,804
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	0	200,000	200,000	0.00%	-
301	Visitor Services	70,794	119,900	49,107	59.04%	70,794
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administration	350	15,000	14,650	2.33%	
415	Children's Wonderland	(250)	61,590	61,840	-0.41%	
430	Break Camp	7,095	100,388	93,293	7.07%	
450	VCC	(68)	53,595	53,663	-0.13%	
451	FCC	2,640	176,438	173,798	1.50%	
460	Sports	15,542	87,338	71,796	17.80%	
465	Community Programs	4,074	21,558	17,484	18.90%	
480	ExLP	8,764	525,520	516,756	1.67%	
481	After School Programs	(278)	358,519	358,797	-0.08%	
486	Teen Services	(20)	4,213	4,233	-0.47%	
490	R.E.A.C.H.	0	3,000	3,000	0.00%	
720	NVCC	(800)	22,463	23,263	-3.56%	
721	SVCC	(816)	38,599	39,415	-2.11%	
730	Cunningham Pool	44,814	184,551	139,737	24.28%	81,047
Total Revenues		3,967,645	9,286,998	5,319,353	42.72%	3,967,645

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	834,499	1,325,843	491,344	62.94%	
007	Human Resources	142,569	340,394	197,825	41.88%	
100	Finance	198,717	307,793	109,076	64.56%	1,175,785
200	Planning & Development	87,278	168,116	80,838	51.92%	87,278
300	Buildings & Trades	600,998	1,708,902	1,107,904	35.17%	600,998
301	Visitor Services	63,528	114,234	50,706	55.61%	63,528
310	Landscaping & Grounds	783,301	1,761,977	978,676	44.46%	783,301
010	Recreation Administration	175,309	357,518	182,209	49.03%	
415	Children's Wonderland	20,544	136,759	116,215	15.02%	
430	Break Camp	64,964	195,877	130,913	33.17%	
450	VCC	57,184	193,606	136,422	29.54%	
451	FCC	81,195	306,995	225,800	26.45%	
460	Sports	60,008	167,281	107,273	35.87%	
465	Community Programs	7,985	84,150	76,165	9.49%	
480	ExLP	121,266	550,630	429,364	22.02%	
481	After School Programs	116,303	540,769	424,466	21.51%	
486	Teen Services	559	7,237	6,678	7.73%	
490	R.E.A.C.H.	542	6,383	5,841	8.49%	
720	NVCC	30,960	134,779	103,819	22.97%	
721	SVCC	55,790	177,974	122,184	31.35%	
730	Cunningham Pool	226,678	601,729	375,051	37.67%	1,019,286
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	98,052	98,052	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
Total Expenditures		3,730,176	9,286,998	5,556,822	40.17%	3,730,176

Net Revenues Over (Expenditures)	237,469	0	(237,469)	237,469
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of December 31, 2020
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	1,051,394	2,066,404	1,015,010	50.88%
Total Revenues	1,051,394	2,066,404	1,015,010	50.88%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	31,605	112,000	80,395	28.22%
Buildings & Trades	281,909	827,944	546,035	34.05%
Landscaping & Grounds	154,641	534,015	379,374	28.96%
Recreation	193,327	634,747	441,420	30.46%
Total Expenditures	661,482	2,108,706	1,447,224	31.37%
Net Revenues Over (Expenditures)	389,912	(42,302)	(432,214)	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-12/2020
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,051,394	2,066,404	1,015,010	50.88%	
007	Human Resources	0	0	0	0.00%	
100	Finance	0	2,000	2,000	0.00%	1,051,394
200	Planning & Development	0	0	0		
300	Buildings & Trades	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		
Total Revenues		1,051,394	2,068,404	1,017,010	50.83%	1,051,394

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	31,605	110,000	78,395	28.73%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	31,605
200	Planning & Development	0	0	0		
300	Buildings & Trades	281,909	827,944	546,035	34.05%	281,909
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	154,641	534,015	379,374	28.96%	154,641
010	Recreation Administration	13,350	0	(13,350)		
415	Children's Wonderland	5,142	84,064	78,922	6.12%	
430	Break Camp	0	0	0		
450	VCC	3,140	13,762	10,622	22.82%	
451	FCC	20,294	61,270	40,976	33.12%	
460	Sports	10,403	68,861	58,458	15.11%	
465	Community Services	2,528	43,415	40,887	5.82%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	95	2,786	2,691	3.40%	
490	R.E.A.C.H.	0	2,229	2,229	0.00%	
720	NVCC	3,501	9,900	6,399	35.36%	
721	SVCC	8,470	20,640	12,170	41.03%	
730	Cunningham Pool	126,404	327,820	201,416	38.56%	193,327
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				
Total Expenditures		661,482	2,108,706	1,447,224	31.37%	661,482
Net Revenues Over (Expenditures)		389,912	(40,302)	(430,214)		389,912

Revenue and Expense Variance Report
December, 2020

	For December Only			Cumulative through December			Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated	Actual		Anticipated	Actual					
	%	\$	Over/(Under)	%	\$	Over/(Under)				
REVENUES										
Taxes	51.3%	\$3,653,500	\$3,741,053	\$87,553	51.3%	\$3,653,509	\$3,740,121	\$86,611.82	\$7,294,930	\$168,932
Park Rental	3.4%	\$10,900	\$4,479	(\$6,721)	34.7%	\$110,903	\$70,794	(40,109.07)	\$204,205	(\$115,695)
Recreation User Fees	6.6%	\$108,400	\$34,086	(\$74,314)	41.9%	\$692,579	\$81,047	(611,531.56)	\$193,411	(\$1,459,361)
Other Revenues	11.0%	\$20,800	\$972	(\$19,828)	38.1%	\$71,785	\$75,683	3,898.42	\$198,556	\$10,228
Total Revenues		\$3,793,600	\$3,780,291	(\$13,310)		\$4,528,775	\$3,967,645	(561,130.38)	\$7,891,102	(\$1,395,896)
EXPENSES										
Administration	6.2%	\$121,800	\$309,450	\$187,650	45.1%	\$890,752	\$1,175,785	285,033.39	\$2,605,704	\$631,674
Parks Maintenance	8.6%	\$323,500	\$323,841	\$341	41.6%	\$1,560,271	\$1,535,105	(25,166.49)	\$3,692,691	(\$60,538)
Recreation Programs	6.8%	\$234,800	\$227,257	(\$7,543)	46.7%	\$1,615,106	\$1,019,286	(595,819.60)	\$2,184,656	(\$1,277,031)
Total Expenses		\$680,100	\$860,549	\$180,449		\$4,066,129	\$3,730,176	(335,952.70)	\$8,483,050	(\$705,896)
							Change in Fund Balance	98,052	-\$591,949	-\$690,001

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64153	12/01/2020	P G & E	\$21.20
64154	12/01/2020	Accountemps	\$1,636.40
64155	12/01/2020	Jessica Brown	\$222.60
64156	12/01/2020	AT&T	\$90.44
64157	12/01/2020	Commercial Pool Systems, Inc	\$2,881.24
64158	12/01/2020	Garton Tractor Inc	\$2,390.52
64159	12/01/2020	Julian McKnight	\$560.00
64160	12/01/2020	United States Postal Service	\$240.00
64161	12/01/2020	Priemer Chemical	\$2,475.00
64162	12/01/2020	Ring Central Inc.	\$1,085.59
64163	12/01/2020	Treetop Products	\$120.63
64164	12/01/2020	Verizon Wireless	\$1,390.01
64165	12/03/2020	O'Connor Lumber	\$114.13
64166	12/03/2020	ABC Napa Valley Sewer & Drain	\$420.00
64167	12/03/2020	Adams Pool Specialties	\$124,925.00
64168	12/03/2020	Dayna Asbury	\$152.38
64169	12/03/2020	Commercial Pool Systems, Inc	\$646.71
64170	12/03/2020	EZ Tree, Inc.	\$3,120.00
64171	12/03/2020	PROforma	\$369.87
64172	12/03/2020	Quench USA, Inc.	\$127.25
64173	12/03/2020	R & D Termite And Pest Control	\$185.00
64174	12/03/2020	Chris Rodinsky	\$25.00
64175	12/03/2020	Transport Products Unlimited, Inc.	\$157.14
64176	12/03/2020	Orlando Wynn	\$3,200.00
64177	12/04/2020	SEIU LOCAL #1021	\$335.06
64178	12/04/2020	Franchise Tax Board	\$100.00
64179	12/04/2020	IBEW 1245	\$664.47
64180	12/08/2020	HORIZON	\$352.06
64181	12/08/2020	BERT WILLIAMS & SONS, INC.	\$438.84
64182	12/08/2020	COAST LANDSCAPE MANAGEMENT	\$836.00
64183	12/08/2020	CSDA	\$7,805.00
64184	12/08/2020	Kelly-Moore Paint Co.-NorCal CPC	\$58.33
64185	12/08/2020	O'Connor Lumber	\$293.04
64186	12/08/2020	P G & E	\$9,124.03
64187	12/08/2020	PACE SUPPLY CORP.	\$31.19
64188	12/08/2020	VALLEJO CONVENTION & VISITORS	\$110.00
64189	12/08/2020	Accountemps	\$1,636.40
64190	12/08/2020	Commercial Pool Systems, Inc	\$644.20
64191	12/08/2020	Crown Hill Materials	\$747.62
64192	12/08/2020	Eisen Environmental Construction	\$11,948.00
64193	12/08/2020	EZ Tree, Inc.	\$11,930.00
64194	12/08/2020	Dude Solutions, Inc.	\$18,733.30
64195	12/08/2020	Favaro, Lavezzo, Gill, Caretti & Heppe	\$2,167.50
64196	12/08/2020	Green Valley Aloha Saw & Mower	\$1,067.24
64197	12/08/2020	Kay Cady-Johnson	\$1,969.60
64198	12/08/2020	Moore Design Group	\$8,848.85
64199	12/08/2020	Quench USA, Inc.	\$42.42
64200	12/08/2020	Rhinos Roofing Company	\$10,688.04
64201	12/08/2020	SiteOne Landscape Supply	\$1,922.46
64202	12/08/2020	The Office City	\$41.38
64203	12/08/2020	Uline Shipping Supplies	\$357.53
64204	12/08/2020	Veritiv Operating Company	\$28.37
64205	12/10/2020	O'Connor Lumber	\$490.80
64206	12/10/2020	PITNEY BOWES	\$266.79
64207	12/10/2020	ROSS RECREATION	\$1,179.46
64208	12/10/2020	Alhambra	\$57.74

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Page 2

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64209	12/10/2020	B & G Tires Of Vallejo	\$124.95
64210	12/10/2020	Bay Area Restaurant Services, LLC	\$400.00
64211	12/10/2020	AT&T	\$228.68
64212	12/10/2020	Cole Supply Co., Inc.	\$453.54
64213	12/10/2020	GreatAmerica Financial Services	\$1,525.85
64214	12/10/2020	Green Valley Aloha Saw & Mower	\$263.99
64215	12/10/2020	M & M Sanitary LLC	\$192.82
64216	12/10/2020	Sherwin-Williams	\$1,108.81
64217	12/10/2020	SiteOne Landscape Supply	\$554.23
64218	12/10/2020	Vallejo Aloha Saw & Mower	\$97.63
64219	12/10/2020	Valley Truck & Tractor Co.	\$265.99
64220	12/10/2020	Vallejo Flood & Wastewater District	\$7,537.87
64221	12/10/2020	Cynthia Wood	\$30.00
64222	12/10/2020	CAPRI	\$199,628.88
64223	12/10/2020	Metropolitan Life Insurance Company	\$6,243.95
64224	12/10/2020	Underground Vaults & Storage, Inc.	\$3,779.16
64225	12/11/2020	P G & E	\$65.96
64226	12/11/2020	Regina Briseno	\$310.00
64227	12/11/2020	AT&T	\$44.84
64228	12/11/2020	Monarch Engineering	\$6,204.00
64229	12/11/2020	RRM Design Group	\$2,931.25
64230	12/11/2020	Thomas Judt	\$566.11
64231	12/14/2020	Comcast	\$253.20
64232	12/14/2020	Independent Electric	\$3,469.29
64233	12/14/2020	Security Enforcement Alliance	\$17,500.00
64234	12/15/2020	P G & E	\$13,023.69
64235	12/15/2020	Vallejo Times Herald	\$315.54
64236	12/15/2020	Accountemps	\$1,636.40
64237	12/15/2020	AT&T	\$44.95
64238	12/15/2020	Comcast	\$84.94
64239	12/15/2020	GreenPlay LLC	\$8,518.40
64240	12/15/2020	Casey Halcro	\$12.77
64241	12/15/2020	Kidz Love Soccer	\$64.40
64242	12/17/2020	US Bank Corporate Payment System	\$10,483.69
64243	12/17/2020	Kelly-Moore Paint Co.-NorCal CPC	\$63.18
64244	12/17/2020	B & G Tires Of Vallejo	\$755.53
64245	12/17/2020	Commercial Pool Systems, Inc	\$480.50
64246	12/17/2020	Betty DalPorto	\$25.00
64247	12/17/2020	R & D Termite And Pest Control	\$205.00
64248	12/17/2020	Rhinos Roofing Company	\$1,468.00
64249	12/18/2020	SEIU LOCAL #1021	\$335.06
64250	12/18/2020	Franchise Tax Board	\$100.00
64251	12/18/2020	IBEW 1245	\$664.47
64252	12/23/2020	MORGAN ALARM CO. INC.	\$692.01
64253	12/23/2020	O'Connor Lumber	\$301.92
64254	12/23/2020	VALLEJO FIRE EXTINGUISHER	\$0.00
64255	12/23/2020	VALLEJO FIRE EXTINGUISHER	\$2,273.20
64256	12/23/2020	BrightView Landscape Services, Inc.	\$836.00
64257	12/23/2020	Clark Pest Control	\$80.00
64258	12/23/2020	Teresa Evans	\$18.42
64259	12/23/2020	MUN CPA's	\$15,000.00
64260	12/23/2020	Sierra Truck And Van, Inc.	\$390.89
64261	12/23/2020	The Office City	\$134.33
64262	12/28/2020	Clean America Janitorial LLC	\$9,000.00
64263	12/29/2020	Clean America Janitorial LLC	\$6,400.00
64264	12/31/2020	SEIU LOCAL #1021	\$365.06

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64265	12/31/2020	Franchise Tax Board	\$100.00
64266	12/31/2020	IBEW 1245	\$664.47
Bank Totals			\$544,485.65

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	12/01/2020	12/31/2020
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 10

BOARD COMMUNICATION

Date: January 14, 2021

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

SUBJECT: **Request to adopt Resolution 2121-01 to add Workers' compensation Coverage for Volunteers.**

BACKGROUND AND DISCUSSION

CAPRI, which is our insurance carrier has requested that in order to protect the District, board members, and volunteers who assist with cleaning parks, helping with programs, and other related items, eligible to be covered under CAPRI Workers' Compensation insurance.

From a risk standpoint, CAPRI prefers to extend Workers' Compensation coverage to volunteers. In an example they provide, if a volunteer has an injury and is not covered by Workers' Comp, their only remedy is to file a claim against the District. This is much more costly to the District whereas if a volunteer is covered by Workers' Compensation, their sole remedy is through the Workers' Compensation system, which means they would receive treatment-but at a controlled cost.

Volunteers will be covered at no additional premium only if a resolution is adopted by the District pursuant to labor code 3363.5

RECOMMENDATION

It is recommended that the board pass this resolution to manage its' liabilities and reducing its exposure with volunteers in the regards of them suffering an injury and filing a claim against the district.

ALTERNATIVES CONSIDERED

Do not pass a resolution.

Take no action.

Take a vote to pass the resolution.

ENVIRONMENTAL REVIEW

Not Applicable

PROPOSED ACTION

Board to adopt a resolution specifically electing to extend Workers' Compensation coverage to volunteers pursuant to section 3363.5 of the California Labor code.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Attachment "A" is the letter from CAPRI.



1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

January 4, 2021

To: CAPRI Workers' Compensation Program Members

From: Matthew Duarte, Executive Director

RE: Workers' Compensation Coverage for Volunteers | Resolution Due by March 5, 2021

We know that volunteers play a large role in the delivery of recreation and park services provided by CAPRI's members. And we expect our districts will continue to rely upon the generous contributions of community volunteers for years to come. To facilitate continued volunteer service for our members, the CAPRI Board of Directors recently resolved to make District volunteers (which can include your District's Board Members) eligible to be covered under your CAPRI Workers' Compensation insurance at no additional cost. While your District may have already been extending this benefit to its volunteers, each District should **pass a new resolution and return it to CAPRI by March 5, 2021 in order to continue (or start) covering volunteers and/or its Governing Body members for the upcoming fiscal year.**

WHY Your District Should Extend Workers' Comp Coverage to Volunteers:

From a risk management standpoint, it is much preferred to extend Workers' Compensation coverage to volunteers. For example, when a volunteer (which, again, can include your District's Board of Directors) is not covered by Workers' Comp, his or her only remedy for an injury is to file a claim against your District and pursue damages through the civil court system. This can result in costly and time-consuming litigation and a significant claim has the potential to adversely impact your District's loss history and, thus, future premiums. Importantly, it can also result in unnecessary delays in obtaining competent treatment from qualified professionals.

Conversely, if a volunteer is covered under Workers' Comp, his or her exclusive remedy is through the Workers' Compensation system, which means that they would receive necessary treatment – but at a controlled cost.

HOW Your District Can Extend Workers' Comp Coverage to Volunteers:

The Labor Code allows your District to provide workers' compensation insurance for volunteers, ***but only if your Board has adopted a resolution specifically electing such coverage.*** Section 3363.5 of the California Labor Code provides:

“...a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes.”

Stated another way, these volunteers may be treated as an employee and covered for workers' compensation purposes *only if* a Resolution to that effect is adopted by your District pursuant to Labor Code § 3363.5.

It is likely that your District adopted a volunteer resolution dating back to the 1980s. Whether or not a Resolution is currently in place, please use the enclosed sample Resolution to create or update the document for your Board's approval. When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow.

To ensure accurate and timely implementation of your Resolution, please forward your Board approved Resolution to CAPRI's Administrative Analyst, Monica Breck, at mbreck@capri-jpa.org by March 5, 2021.

As noted above, as a benefit to Program members, **volunteers are covered at no additional premium**, provided that a volunteer resolution has been adopted by the District's Board. To that end, if your Board has adopted the above-resolution then **volunteers should be excluded from your District's estimated and final payroll totals** submitted each year as part of the annual insurance renewal process. More information on the annual payroll estimates will be coming soon.

CAPRI Volunteer Toolkit

Lastly, we would like to emphasize that volunteers are an asset! It is important to work with volunteers in a responsible way that minimizes the District's exposure to liability. To assist in that effort, the **CAPRI Volunteer Toolkit is now available online**. The Toolkit includes several important templates such as updated Volunteer Applications and Volunteer Waivers & Releases, among other resources and tools. If you would like more in-depth information regarding volunteer policies and procedures, please reach out to the CAPRI team.

Sincerely,



Matthew Duarte
Executive Director

enclosure

Resolution Number: (2021-01)

RESOLUTION OF THE GOVERNING BODY OF THE GREATER VALLEJO RECREATION DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED
TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING
WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS
WHILE PROVIDING THEIR SERVICES

WHEREAS, the Greater Vallejo Recreation District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Greater Vallejo Recreation District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Greater Vallejo Recreation District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Greater Vallejo Recreation District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Greater Vallejo Recreation District.

Approved and adopted the 14th day of January 2021.

Following Roll Call Vote: Ayes: _____
 Noes: _____
 Absent: _____
 Abstained _____

Adopted: _____
 Robert Briseno, Chairperson

Attest: _____



Agenda 11B

BOARD COMMUNICATION

Date: January 14, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: **Approve “Second/Final Read” of Policy 2250– Separation from Employment**

BACKGROUND AND DISCUSSION

The District became aware that no language was included in our Policy 2250 regarding furloughs. Additionally, language needed to be updated to comply with current employment law requirements. GVRD GM and HR Manager worked with an employment law attorney to add and update the necessary language. Additionally, GVRD GM and HR Manager incorporated feedback from all represented and unrepresented staff into the policy update. It may be worth noting that HR Manager plans to bring RR2250 to the Board for second/final read at the next board meeting.

RECOMMENDATION

To accept the second/final read of the Separation from Employment Policy

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.
Reject the recommendation and leave as is.
Approve the recommendation, with changes.
Approve the recommendation.
Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of second/final read of Policy 2250– Separation of Employment

DOCUMENTS AVAILABLE FOR REVIEW

- A. Policy 2250 redline version
- B. Policy 2250 with all edits

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

Voluntary Resignation

To leave District service in good standing, an employee must file a written notice of termination at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

An employee who fails to report to work for two (2) consecutively scheduled workdays without notice or approval by his/her supervisor will be considered voluntarily terminating employment with the District.

A regular employee who voluntarily resigns shall be ineligible for reinstatement to the same position held on separation from employment or be eligible to have his/her name placed on a re-employment list established due to layoffs. However, the employee who voluntarily resigned may seek re-employment to any position for which qualified under the same conditions as any other person seeking employment with the District. Any person re-employed to any position in the District shall be governed by Policy # 2090, Probationary Period. The re-employed person shall not receive credit for service prior to such re-employment for purposes of layoff, sick leave or annual leave until he/she has served five (5) years of unbroken District service from the date of re-employment.

Layoffs

Whenever, in the judgment of the ~~General Manager~~Board of Directors, it becomes necessary in the interest of ~~efficiencythe economy~~, or because of budget reductions, or the necessity for a position no longer exists, ~~the Board the GM will propose may~~ abolishing any position(s) and ~~to~~ transfer, demote or layoff an employee(s) holding such ~~positi~~position(s) to the b~~Board of d~~Directors.n. The affected employee(s) may have retreat rights to displace an employee who has less seniority in a position that the affected employee has previously occupied or supervised. Seniority shall be determined by the date of hire to a full time position.

Prior to conducting a layoff related to bargaining unit employees, the District shall first engage in the "meet and confer" process as required by the Meyers-Milias-Brown Act.

Upon Board of Directors approval of the proposal, the procedures and process for layoffs, bumping, and re-employment shall be administered in accordance with RR2250.

Upon Board of Directors approval of the proposal, tThe General Manager or designee shall develop the rules and regulations that define the procedures and process for layoffs, bumping, and re-employment in accordance with the law and collective bargaining agreements.

Furlough

A furlough involves the temporary reduction of an employee's assigned work hours and/or days. Whenever, in the judgment of the General Manager, it becomes necessary to furlough employees due to ~~an~~ budgetary or work force reductions, the General Manager will propose may the need to furlough an employee(s) holding such position(s), a department affected by reductions, and/or the District in entirety. ~~The affected employee may have retreat rights to displace an employee who has less seniority in a position that the employee has previously occupied or supervised. Seniority shall be determined by the date of hire to a full time position.~~

Upon Board of Directors approval of the proposal, ~~t~~The General Manager or designee shall implement the furloughs in accordance with Board direction. A furlough is not disciplinary action and is not subject to any form of appeal. This is not Disciplinary Action and cannot be appealed to the GM, Personnel Committee, or Board of Directors.

Prior to conducting a furlough related to bargaining unit employees, the District shall first engage in the "meet and confer" process as required by the Meyers-Millias-Brown Act.

Dismissal

Regular, full-time employees may be terminated by the General Manager or his/her designee "for cause" and in accordance with Policy 2260 – Disciplinary Action. All other employees, including, but not limited to, probationary employees, part-time employees, temporary employees, and other employees who serve in an "at-will" capacity may be terminated by the General Manager or his/her designee as "at-will" employees. Any person holding a position in the District may be dismissed by the General Manager for any of those reason cited in Policy #2190, Drug-Alcohol Abuse, and Policy #2260, Disciplinary Action.

During the probationary period an employee may be dismissed at any time by the appointing authority without cause, and without the right of appeal. Notification of the release from probation rejection shall be provided in writing to the probationer.

Senior management employees appointed by the General Manager serve in an "at-will" capacity. The General Manager, subject to approval of the Board, may terminate senior management employees from their "at-will" positions without cause. Further, senior management employees may be suspended without pay based on violations of District policy. In the case of suspensions without pay, the General Manager shall provide written notice of the grounds supporting the suspension and an opportunity for the employee to respond prior to implementation of the suspension. However, no further appeal shall apply to the suspension of an "at-will" senior management employee., subject to the approval of the Board, who are removed or suspended by the Board or the General Manager, shall have written notice of the cause of his/her removal or suspension.

Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

Voluntary Resignation

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Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.



Maintenance Department Board Report

1/14/21

Parks and Facilities

- BRS Park- Contractor replaced the roof in the cinder block building; staff will be replacing a door.
- BRS Caretaker house- Contractor is getting the permits to start with the demolition of the house.
- Children's Wonderland- Staff assisted the Recreation Department with the removal of the Christmas tree.
- Richardson Park- Submitted revisions for Madren field score board to the City.
- River Park- Homeless encampments were relocated to other places with the assistance from CSS and Vallejo Together.
- Hanns Park- CalFire worked two days removing overgrown vegetation.
- Staff will be installing new garbage receptacles at Dan Foley and BRS Park.
- Cunningham Pool- Adams pool is progressing with the construction of the new pool, and it should be completed in the next couple of weeks.
- 401 building- Applied for permit for building foundation repair.
- Carquinez Park- Staff ordered a replacement irrigation booster pump.
- Dan Foley Park- Fire sprinklers were serviced in the Cultural Center; company will return to make corrections.
- I was invited and will be part of the Solano County Hazard Mitigation Plan committee.
- I have completed the Vallejo Leadership Program.



Finance Department Board Report

1/14/20

Day to Day Operations

- The three of us in the Finance Department, Dayna, Betty, and I, are working to ensure that the financial obligations of the District continue to be met. We continue to process payrolls, pay invoices, deposit cash receipts, and provide assistance to the public and staff as necessary. With the opening of the pool, some sports and other programs running, we are keeping busy with increasing cash receipts and payroll.

Accounting Specialist Position

- Interviews were held for the position of Accounting Specialist on Dec. 11. After a second interview on Dec. 16 the position was offered to and accepted by Betty DalPorto. Betty has been filling the position in a Temp capacity since Oct. 2019. She comes to us with a history of accounting experience, most recently with Solano County. We are very happy to welcome Betty to the GVRD Finance team.

New Minimum Wage

- The State of California minimum wage has increased to \$14.00, effective January 1, 2021. Together with HR, we have been updating Part Time employees' pay rates to reflect the increase. Those increases, where applicable, will be on this week's paychecks (January 15).

Calendar Year End

- Forms W-2 and 1099 are due this year on February 1. I will be working with our new Accounting Specialist to process the W-2's the week of Jan 19th to further her training and deliver the forms to employees in a timely manner. 1099's will be processed, as in the past, by our Accounting Assistant.

Mid-Year Analysis

- I am currently working with MRG on the analysis of revenues and expenditures now that we are halfway through FY 2020-2021. With closures and restrictions due to the COVID-19 pandemic, this has been a highly unusual year so far, and, in all likelihood, will continue to be so for many more months. This analysis will aid the General Manager in meetings with department heads in order to make adjustments to the approved budget.

Finance Department Internal Controls

- Based on recommendations from MRG and our auditors, I am working on Internal Controls for our department. Currently, the three of us have a basic knowledge of all functions of the department. Now that we have filled the Accounting Specialist Position, I am reviewing all tasks to determine the most effective way to allocate those tasks among staff to provide segregation of duties as much as possible. This will minimize the opportunity for fraudulent activity and maintain the integrity of the District's finances. I will also work to ensure that all employees in the department are skilled in all aspects of the day to day functions of the Finance Department in order to ensure sufficient coverage in the event of an absence.

Property Taxes 1st Apportionment for FY 20-21

- As you can see from the Financial Reports, we received our 1st apportionment of property taxes for this fiscal year in December. We expect to receive the 2nd apportionment in April, 2021.



Human Resources Board Report

1/14/2021

Personnel Update:

- HR and the GM continue to work with Executive staff to pivot how we are operating due to Covid-19.
- We have seen some PT and FT attrition with retirements and resignations, those open positions will be frozen for the time being.
- Currently all FT hiring is on hold as is most PT hiring, unless funding is secured for those available positions.
- We have filled our FT Accounting Specialist position and look forward to helping her through her probation period.

Classification Study:

- Segal sent us updated job descriptions this week and we will be sharing them with our represented and unrepresented staff for feedback.

Policy updates:

- HR and GM are bringing Policy 2250 and eventually RR2250 to the Board for approval this month.
- HR and GM are working with outside legal counsel to provide redline edits to additional policies as well.
- HR is working with Executive Level staff to implement necessary changes due to new Cal-OSHA requirements re: Covid.
- **Compliance:**
- HR has assisted all FT employees in completing the necessary harassment prevention training. All of the Maintenance and Parks PT staff have completed the harassment prevention training. We still need PT Recreation staff to complete this training as well.
- HR has written Covid-19 Prevention Program to align with new Cal-OSHA requirements.

- HR is working with Executive staff to ensure employees are in compliance with the new Cal-OSHA requirements.
- HR will partner with Synthesis Planning Consultants to update IIPP to comply with 2021 standards.



General Manager Board Report

1/14/2021

- Staff and I have continued to work on the budget reductions to lessen the gap between revenues and expenses in Recreation. I am also reimagining how the department will be structured in the near future.
- I have discussed the lease agreement with the School district regarding the plunge and Franklin MS. They clarified that in lieu of a monthly rent, we would have to maintain the site, and perform upgrades. This is similar to our master lease with the City of Vallejo. The lease is for 30 years.
- I have received notification that the District has been awarded another grant for \$250,000. We are also in the process to receive the \$177K for the per capita prop 68 grant.
- We have received \$298,000 for impact fees that we requested back in May. We hope to receive the outstanding amount of \$70,000 within a couple of months.
- AMOA has reached out to me regarding early retirement. We have begun negotiations with AMOA. He also has requested if there is a golden handshake, as was provided back in 2009, when the economy collapsed.
- I presented to the Vallejo School District Board the work we will be pursuing for a partnership in use of Franklin Middle School and the Plunge. I also discussed pursuing Prop 68 funds and if we are successful or not, what that could mean to the partnership.
- IBEW has reached out to GVRD requesting information to begin negotiations sometime in late January.
- Staff will provide the facility condition assessment to the Board. It is a spiral bound document that we are very pleased to have completed.
- The other prop 68 projects are going well. We have begun the CEQA process, the outreach is almost complete, and the grant writers have begun the application process. We are pursuing approximately \$35 million in grant funding.

- The City of Vallejo has begun the recruitment to replace Director Sims.
- The City of Vallejo has requested to discuss some kind of working system with the County, the City and GVRD to operate and maintain the Mare Island Preserve.
- Our registration system will have an update due to Flash not being supported. It is our hope that it is not as disruptive as anticipated.
- The 10 year master plan outreach data has been received, and staff are having a debriefing meeting next week. Outreach to the general public will be planned that week as well.

Should you have any questions, please contact me. Thanks.

-Gabe



Recreation Services Department Board Report

1/14/2020

Administration

- The Virtual Tree Lighting ceremony was presented online on December 11 at 6 pm via Zoom.
- Jingle Jam Toy Give-Away was held in the Children's Wonderland parking lot on December 18 from 4 pm to 6 pm. This new event added new sponsors and was a great success.
- Santa Visits for three lucky families was successfully conducted on December 19 from 10 am to 12 pm. This was another new event with great sponsors that is planned to continue as an annual event.
- The Pop-up Christmas Toy Give-Away continued on the morning of December 19 on Amador Street in front of VCC and was a huge success.
- The 2-week children's camp during Christmas break was cancelled due to a lack of sufficient registration.

REConnect

- Go to www.gvrd.org for this week's online news segment video.

Sports

- Although current circumstances create obstacles for fitness and sports we have found small ways to increase community activities.
- Contract class Get Tah Steppin With Jay has over 50 participant registered in November and December.
- Another contract class, Learning in the Field has had consistent participation. The new Nature Journalists and Outdoor Explorers are now on our website for open registrations.
- The spring schedule will offer a variety of classes from the following programs: National Academy of Athletics, Optimal Body Fitness, Learning in the Field, New Frontier Tennis, Kidz Love Soccer, and Get Tah Steppin With Jay.

Aquatics

- We had another successful month of lap swimming. Of the 1,324 available one hour lane reservations, 1,314 were reserved.

- New toddler pool construction going well. New mechanical equipment installation currently underway with plaster and fill day right around the corner.
- High School Water Polo delayed again until February. High School swimming season set to begin 3/15/20.
- Vallejo Aquatic Club, Solano Aquatic Sea Otters, and Solano Water Polo Club continuing practice and conditioning through February.
- Currently we are planning spring Lifeguard Training Class's for summer recruitment.

Youth

- **REConnect-** Staff will produce a very special episode of REConnect. A "How to" draw Cartoon Martin Luther King Jr. in honor of MLK Day that will post on January 15th.
- **ExLP-** VCUSD will continue to proceed with opening onsite Learning Hubs in partnership with GVRD. The school district has identified Loma Vista as the first to be piloted. The program is scheduled to open at the end of January.
- **Kids Club-** No updates.
- **Teens-** No updates at this time.
- **Break Camps-** No program updates.

Community Programs

Virtual Tree Lighting Ceremony was held on Friday, Dec. 11th, via Zoom. The event had 30 participants logged in to view pre-recorded celebration. The Department will also host the Jingle Jam Toy Giveaway on Friday, December 18th, 4-6pm in the CW parking lot. The pre-registered event is sold out. In a months' time, over \$5,000 was raised through sponsorships and donations. Thank you to our sponsors: Assemblymember: Tim Grayson, Vallejo Police Officers Association, Costco, McDonalds, Vallejo Rotary, Recology, Minuteman Press, Travis Credit Union, Visit Vallejo, Christmas in Vallejo, Toys for Tots, Vallejo Yacht Club, Vallejo Fire Department and all who made a monetary donations. These events wouldn't have been a success without them!

Children's Wonderland

- **CW-** The GVRD holiday tree is slated to come down and decorations will be stored until the next holiday season.

Community Centers

FCC

- Teacher Kay's Alphas Online Preschool resumed classes 1/4 after a break. 3 sessions at maximum capacity with a total of 29 students.
- New Online Mini Alphas Program for ages 2-5 started on 1/7 with 8 students (10 max. capacity).
- Morgan Alarm completed a walkthrough to provide a quote on installation of additional security cameras underneath the Veranda.

SVCC

- Solano County Public Health and OptumServe continue offering walk-in COVID-19 testing.

Working on retuning Custodians for additional shifts to clean and sanitize facilities.