



# Greater Vallejo Recreation District

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

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

In accordance with California Government Code Section 54957.5, materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's Administrative Office, 401 Amador Street, Vallejo, CA during normal business hours or electronically at <https://www.gvrd.org/board-meetings-committees>.

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

## Board of Directors Special Meeting Agenda

Thursday, November 21, 2024

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

6:30 p.m. – Special Session

### **Public Comment on Items on the Agenda**

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

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Approval of Agenda**

5) **Public Comment:**

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

6) **Committee Updates**

The Chairperson for Standing Committees will provide any updates to the full board.

7) **Consent Calendar**

**Public Comment**



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

7.1 Approve Board Minutes – October 24, 2024

7.2 Accept Programs and Publicity Committee Minutes-October 8, 2024

7.3 Accept Policy and Personnel Committee Minutes-October 21, 2024

7.4 Accept Facility and Development Committee Minutes-October 22, 2024

7.5 Accept Programs and Publicity Committee Minutes – November 12, 2024

**8) Action Items:**

8.1 Discussion and Possible Action on Request to Name the Garden at Sheveland Park (Lanusse)

8.2 Approve Changes to Policy 4020-Attendance at Meetings (Sorvari)

8.3 Designation of Real Property Negotiator(s) for 1110 Colusa Street: Government Code Section 54956.8 (Lanusse)

8.4 Approve Resolution 2024-08 Authorizing Execution of Property Transfer Agreement with the Vallejo City Unified School District Regarding Crest Ranch Property Lot 647, known as Country Club Crest Unit No. 8 (Legal Counsel)

**9) Financials:**

9.1 Accept Payment of Bills 10/1/2024 through 10/31/2024 (Parkhurst)

9.2 Accept Finance Statement through 10/31/2024 (Parkhurst)

**10) Staff Updates:**

Public Comment

10.1 General Manager

10.2 Recreation Services Director

10.3 Parks and Facilities Director-Oral Updates

10.4 Human Resources Director

10.5 Finance Director

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

**12) Executive Session:**

Public Comment

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S): Government Code Section 54956.8**

Property: 1110 Colusa Street, Vallejo

Agency Negotiator(s): To be determined under Item 8.3

Negotiating Party: Saints Constantine & Helen Greek Orthodox Church

Under Negotiation: Price and Terms of Payment

**13) Meeting Adjourn:**



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## Greater Vallejo Recreation District Board of Directors

### MINUTES

October 24, 2024 – 401 Amador Street

6:30 p.m.

#### 1) Call to Order

Secretary Starnes called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., October 24, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

#### 2) Pledge of Allegiance

Secretary Starnes led the pledge.

#### 3) Roll Call

**Present:** Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Parks and Facilities Director, Salvador Nuño; Recreation Director, Antony Ryans; Board Clerk, Kimberly Pierson

**Excused:** Chairperson Rizal Aliga

#### 4) Approval of Agenda

Director Judt offered the motion, seconded by Director Briseño to approve the agenda. Motion passed. Chairperson Aliga was absent for the vote.

#### 5) Public Comment: None

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

#### 6) Committee Updates-None

The Chairperson for Standing Committees will provide any updates to the full board.

#### 7) Consent Calendar

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

Public Comment-None

7.1 Approve Board Minutes – October 10, 2024

7.2 Approve Board Minutes-Special Meeting – October 17, 2024



Director Judt offered the motion, seconded by Director Briseño to approve the consent calendar. Motion passed. Chairperson Aliga was absent for the vote.

**8) Action Items:**

**Authorize General Manager to attend the California Weed Science Society Conference (CWSS) conference scheduled for January 22-24, 2025 (Lanusse)**

Director Starnes offered the motion, seconded by Director Judt to Authorize General Manager to attend the CWSS conference. Motion passed. Chairperson Aliga was absent for the vote.

**9) Financials:**

**9.1 Accept Payment of Bills 9/1/2024 through 9/30/2024 (Parkhurst)**

Director Starnes offered the motion, seconded by Director Briseño to accept payment of bills 9/1/2024 through 9/30/2024. Motion passed. Chairperson Aliga was absent for the vote.

**9.2 Accept Finance Statement through 9/30/2024 (Parkhurst)**

Director Starnes offered the motion, seconded by Director Judt to accept finance statement through 9/30/2024. Motion passed. Chairperson Aliga was absent for the vote.

**9.3 Quarterly Financial Summary (Parkhurst)**

Finance Director Parkhurst provided 1<sup>st</sup> quarter summary for fiscal year 2024-2025.

**10) Staff Updates**

**Public Comment-None**

**10.1 General Manager**

- Met with City of Vallejo twice this week regarding impact fees.
- Announced that five responses have been received for the fee study RFP.
- Provided an update on a recent meeting held at South Vallejo Community Center regarding the food pantry.

**10.2 Recreation Services Director**

- Announced that district staff is competing in a scarecrow competition. Scarecrows will be on display at Children's Wonderland on Halloween.
- Announced the partnership with Costco for the annual toy giveaway, collections bins are located at Costco.
- Provided details from a recent trip to the National Recreation and Park Association (NRPA) conference.

**10.3 Parks and Facilities Director**



- Provided details from a recent meeting with Vallejo Little League and Griffin Academy.
- Announced a recent volunteer workday at Glen Cove Waterfront Park that was held by Vallejo Watershed Alliance and Solano Resource Conservation District.
- Announced a recent BBQ held to thank visitor services staff for their hard work during the season.
- Announced a recent meeting with City of Vallejo Public Works department regarding parking lot improvements.

#### **10.4 Finance Director**

- Provided an update on the hiring process for the Accounting Clerk II position.
- Provided an update on the status of the FY 2021-22 audit. CalPERS pension is some of the final remaining items.
- Provided an update on the weekly spending meeting being held with staff.

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

The Board Clerk announced that the General Manager, Parks and Facilities Director, Finance Director and Director Briseño will be absent from meeting scheduled for November 14<sup>th</sup>. Decision was made to cancel the meeting and schedule a special meeting for November 21<sup>st</sup>.

Director Judt announced that he will be attending the CSDA Leadership Academy. Thanked the Board Clerk for finding a scholarship to cover the fees.

Director Briseño announced a homeless resource fair hosted by Catholic Charities taking place at the Soltans Second Friday event on November 8<sup>th</sup>.

#### **12) Executive Session-** After a 5-minute recess: at 7:38pm Secretary Starnes convened to executive session.

##### **Public Comment**

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

Title: General Manager

at 8:02pm Secretary Starnes re-convened to regular session and reported the following: Discussion had, and direction given.

#### **13) Meeting Adjourn**

Meeting Adjourned at 8:02pm

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**Tom Starnes, Board Secretary**



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## GENERAL MANAGER

Gabe Lanusse

## Programs and Publicity Committee Minutes Tuesday, October 8, 2024 2:00 P.M. Administrative Office-Board Room 401 Amador Street

**In attendance:** Director Starnes, Chair Aliga, General Manager, Gabe Lanusse, and Recreation Supervisor, Julie Myers  
Director Antony Ryans (Absent)

Meeting began: 2:02 PM

**1. Public Comment-** No public comment.

**2. Community Events Review- What Works, What Doesn't, What Was Canceled:**

- a. 80<sup>th</sup> Celebration update.: Supervisor Julie Myers stated that the 80<sup>th</sup> Celebration was a great event, which unfortunately went over budget.
- b. Poochella was cancelled due to low registration and lack of sponsorship Supervisor Julie Myers stated that “we lost Subaru as a sponsor, and this really hurt us”.
- c. The Cunningham Pool event “Movies on the Deck” had issues with the light, it got dark too late to show the whole movie, Director Starnes suggested to maybe have it in the park next time.
- d. The other events Bands and Brews went well. Supervisor Julie Myers is excited and “can't wait till next year”. Director Starnes suggested a possible “Grand Finale” at the end of the concert series.
- e. Vallejo Waterfront Weekend went well GVRD sponsored the “Kids Zone” and gave away GVRD swag.

**3. Future Community Event(s):**

- a. Supervisor Julie Myers shared that the Nightmare on Glenn Street (NOGS)- Haunted House ½ done.
- b. The Floating Pumpkin Patch is ready to go this and the CW Pumpkin patch is complete.
- c. Supervisor Julie Myers shared that she is “excited” about the upcoming Turkey Giveaway. Staff is sending out donation letters for Turkeys and other Thanksgiving dinner items.” Director



Starnes suggested that GVRD Staff from different departments should participate in the giveaway.

- d. The Tree Lighting is coming up soon as is Breakfast with Santa. We are reaching out to Recology to ask if they will take care of the cooking. Costco has bins in place for toy drive.

**4. Fall Activity Guide**

- a. Spring Activity schedule will come out shortly

**5. Marketing Update: October CAP**

**6. Roc the Mic Teen Summit- rescheduled for Friday March 7, 2025**

**7. Support Collecting Donations for Upcoming Fall/Winter Events –**

The Board will help with sponsors. Director Starnes stated that “When trying to gain sponsorships from the Board staff should be specific with their asks”

Meeting Adjourned: 03:06 PM



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## GENERAL MANAGER

Gabe Lanusse

## Policies and Personnel Committee Minutes Monday, October 21, 2024 3:30 p.m. Administrative Office-Board Room 401 Amador Street

**In Attendance:** Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

**Meeting Began:** 3:33 pm

### 1. Public Comment

None.

### 2. Policy Review:

Policy 4020, Attendance at Meetings

- HR Director explained changes were made as per the Committee's suggestions during the last meeting and as per legal.
- Directors Aliga and Judt agreed no additional changes are needed.
- Next Steps: HR Director will take to the full board for approval.

### 3. Discussion Items:

Employee Handbook Follow Up

- HR Director followed up from the last meeting when the Committee was asked to provide feedback regarding the format of the sample employee handbook (Murphys Cemetery District)
- Director Judt said the format is not as important as the content, but the policies should be clear as to their necessity. E.g., "This policy was created to...."
- Directors Aliga and Judt recommended HR Director move forward with finding an Employee Handbook template.
- Next Steps: HR Director will speak with the General Manager about using a template to create an Employee Handbook.



#### Rosenberg Rules of Order, Revised 2011

- Directors Aliga and Judt agreed that it would benefit the Board to be educated in Rosenberg's Rules.
- The Board needs to make sure the motions are clear, but only one motion is needed (page 3 "Basic Format for Agenda Items").
- Director Judt provided an example: The Chair makes a motion, a Director amends, another Director amends, the Chair restates the motion and asks for comments, then the motion is voted on.
- The HR Director read notes from the May Committee meeting that read Policies 5020, 5030 and 5060 include items similar to the content of the Rosenberg's Rules. The Committee agreed that the Board should vote next year on using Rosenberg's Rules and removing policies or incorporate the Rules into GVRD Board policies. They agreed legal assistance may be needed.
- Next Steps: General Manager presents as an Action Item to the full Board in January. Recommend adding that the Board will use Rosenberg Rules in one of the current policies, but make sure none of the current policies contradict Rosenberg Rules.

#### **4. Updates:**

##### Policy Tracking Spreadsheet

- HR Director let the Committee know she still needs to remove the personnel policies from the spreadsheet so that they can determine priority on updating board policies.
- Directors Aliga and Judt suggested they determine policy priority before the Committee changes next year.
- Next Steps: HR Director will remove the personnel policies from the spreadsheet and include in November's Committee packet.

Meeting Adjourned: 4:00 pm



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Gabe Lanusse

### Facility and Development Committee Minutes Wednesday, October 22, 2024 1:30 p.m. Administrative Office-Board Room 401 Amador Street

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

Meeting began: 1:30 PM

#### 1. Public Comment

No public comment.

#### 2. City Park Updates:

General Manager Lanusse reported that staff has been receiving complaints from the neighbors about the horseshoe area. The neighbors are stating that the courts are unsafe for the kids that enter the courts to play and could get hurt. These courts are designed for horseshoe only. We have drawings for designs that includes splitting the courts for other amenities. Staff is planning to have a meeting with the horseshoe group in December since they still have another year on their lease of the courts. The Committee suggested to talk to the horseshoe club to help promote and encourage the residents to use the horseshoe courts.

#### 3. Parks and Facilities Impact Fees Projects:

General Manager Lanusse reported that he will be meeting with the City to discuss future projects, and the projects we have already completed and ask the City for our reimbursement for the small pool project at Cunninham Pool. We received an email from their Finance department stating that they will be adding this reimbursement for City Council approval sometime in January; however, we are asking to do this sooner.

#### 4. Lake Dalwigk Park Improvement Update:

Parks and Facilities Director Nuño reported that there is currently a delay on the project and has been in contact with the consultant to make sure the project is completed on time since we only have until the end of December of this year. They will be coming back to complete the electrical, signage, the resurfacing of the basketball courts and other improvements. The landscape company



continues working and did the planting of the trees. The updated schedule shows that this would be done by the end of December and the ribbon cutting would take place sometime in December.

**5. Franklin Project RFP Update:**

Parks and Facilities Director Nuño reported that the RFP went out for the engineering and project management for the Prob. 68 project for improvements at Franklin. We have received interest from consultants about this RFP. We have a mandatory meeting in December and the RFP is due mid-February.

**6. Homelessness in Parks:**

General Manager Lanusse reported that staff will be meeting with organizations that help with homelessness resources. Staff reported that they are working with the City of Vallejo and getting assistance from the Sheriff's department to assist with the homeless in our parks. The Committee suggested to ask City staff about what their homelessness plan is and to document everything related to the homelessness in our Parks.

**7. Meeting Adjourn:**

Adjourned at 2:20 PM



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## BOARD OF DIRECTORS

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Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

## Programs and Publicity Committee Minutes Tuesday, November 12, 2024 2:00 P.M. Administrative Office-Board Room 401 Amador Street

**In attendance:** Chair Starnes, Director Aliga, General Manager Lanusse (absent) & Director Ryans.

Meeting began: 2:03 PM

**1. Public Comment:** No public comment.

**2. Activity Guide:** Director Ryans shared with the committee that the spring guide is on schedule. Also, he mentioned that his Administration Support attended a roundtable discussing how other cities market and reduce the cost for the guide. Most cities no longer use advertising space to offset the cost of guide. Lastly, other cities send postcards to all residents with a QR code of the guide, to reduce the cost for sending the publication to all residents.

**3. Community Event Review- What works, What doesn't, What was canceled:**

**a. Nightmare on Glenn Street (NOGS):** was held on 10/31 and had 1,754 patrons in attendance. There were 14 vendors at trick-or-treat lane, passing out candy. The staff is looking to make improvements on the social media costume contest. Director Starnes stated that other businesses used different methods, like pre-registration for the costume contest. Seemed like everyone had challenges promoting virtual costume contests.

**b. Floating Pumpkin Patch:** was held on 10/19 at the Aquatic Complex. There were 25 participants for session 1 and 27 for session 2. Staff discussed offering only one session next year. It was recommended to beef up the event to see if that would help grow interest. Director Starnes asked about if decorations were stolen and do, they last the entire season. He also mentioned the Pumpkin Patch in Orange County and how the event grows every year because of the activities offered. Maybe staff should invest more into larger events and less into smaller events.

**c. Adaptive Recreation Halloween Party:** was held on 10/23 at Children's Wonderland. There were 86 participants in attendance and the challenge is encouraging pre-registration. Director Aliga suggested using a box top method perhaps in the activity guide to incentivize participants



to pre-register. Director Starnes suggested giving out SWAG prizes to encourage pre-registration.

**d. Fright Night Friday:** was held on 10/20 at Children's Wonderland and the movie shown was, "Hocus Pocus." There were only 30 participants in attendance and some of the feedback was it was too cold to stay later to watch the film. This program was sunset in years previous due to low attendance and may be sunset again. Staff will look into different ways to promote the event differently for the next season or will just not run the event altogether.

**e. Let's Glow:** N/A

#### 4. Upcoming Community Event(s):

**a. Turkey Drive:** Director Ryans passed out a flyer for each event and gave a brief update. Turkey Drive is going well, staff are prepping for the event and are in still need of donations. Staff continue to work on securing donations to offset the costs of turkeys. This year we're slated to provide meals to 75 families.

**b. Tree Lighting:** This event will be held on Friday, December 6<sup>th</sup> from 5-7pm at Children's Wonderland. Director Ryans stated that there will be no band this year and both Directors asked why. Ryans stated staff are making a financial effort to reduce expenditures this fiscal year and would like to have a band next season. The park tends to see great numbers regarding attendance at the event and don't anticipate that to change. Santa and the Grinch will arrive on a firetruck and Director Aliga graciously volunteered to speak to commence the holiday season!

**c. Breakfast with Santa:** This is a very popular event around the holiday season and tends to sell out at each session, with 100 families, per session. Recology hosts the event by cooking pancakes, eggs, and sausage for the event. This is followed by the arrival of Santa, cookie decorating, and photos with Santa.

**d. Toy Giveaway:** GVRD will be partnering with Costco Vallejo again this holiday season for GVRD's annual toy giveaway. Last year Recreation gave out 300 hundred toys and we anticipate giving out 4 hundred this year. Recreation staff will also work in partnership with the Florence Douglas Senior Center to wrap gifts with the Seniors. The event will be held on Friday, December 20<sup>th</sup> at Children's Wonderland from 4-7pm. Santa will make one final appearance for the season!

**5. Marketing Update:** Submitted Content Action Plan for December- The marketing plan for the month has been submitted to Verdin for review and finalization. The team is scheduled to meet with the marketing team the week of the 15<sup>th</sup>. The Directors would like more insight on how the content action plan is created and more information on metrics provided by Verdin. In addition, Director Aliga wants staff to update the Board of Directors on the projects accomplished by the marketing team for the year as well as if they would recommend consulting with Verdin to provide marketing support to GVRD in the next year.

**6. NEW! Special Interest Classes:** Director Ryans discussed with the committee the benefits of having a FT Recreation Coordinator assigned to overseeing just programs. The oversight of this area requires a lot of effort and coordination with the contractors, working on applications, reviewing proposals,



and collecting all insurance requirements needed to run a class. Director Starnes requested to share his appreciation to the staff that coordinates with the contractors. Some new classes being offered in spring is a cooking class for teens, painting classes for Seniors, Senior Social program, and volleyball just to name a few.

**7. Sports Gym:** Director Ryans discussed that the gym is receiving a lot of feedback from the active age population regarding parking on the campus. Director Ryans updated the committee about the liability associated with parking on the campus that was provided to GVRD, per the Vallejo School District. The GM will work with the Superintendent from the school district. As of now, programming during the mornings have been a challenge due to the access and distance for Seniors to walk. Also, safety of vehicles on the street has been a concern for pickleball players and patrons. Patrons would like to form a petition and take it to a school board meeting.

**8. Support Collecting Donations for Upcoming Fall/Winter Events:** Director Ryans provided the committee with a list of non-perishable items that may be donated for the Gobble, Gobble Turkey Giveaway as well as flyers to distribute to social networks for monetary donations. Director Starnes suggested taking a few flyers to local businesses to solicit for donations and to have bins placed at the businesses to help promote the fall and winter events.

Meeting Adjourned: 3:20 PM



## Agenda 8.1

### BOARD COMMUNICATION

Date: November 21, 2024

**TO:** Board Chairperson and Directors

**FROM:** Gabriel Lanusse

**SUBJECT:** Approve the naming of the garden at Sheveland Park to, "Patricia Gatz Garden."

### **BACKGROUND AND DISCUSSION**

COVID had a major impact on people's lives. During COVID Vallejo resident Patricia Gatz passed away. The Vallejo Heights Neighborhood Association (VHNA) requested that the garden at Sheveland Park be named in her honor. They have also included a letter of support signed by Vallejo residents. As a dedicated volunteer, Ms. Gatz collaborated with the previous GVRD General Manager Shane McAfee to establish the neighborhood garden. She also invested countless hours maintaining the garden, playing an integral role in the neighborhood. She was on the VHNA board since 1994, composed their newsletter, and was a champion for the neighborhood regarding appropriate development on River Park/Mare Island, and other neighborhood concerns. The research conducted has not uncovered any negative information about Ms. Gatz's background. Currently, the garden has no official name. Please note, this request is not to rename the entire park, only the designated garden area. Finally, per Policy 6010 request to rename fields, parks, etc. must receive approval from the Board of Directors.

### **RECOMMENDATION**

Approve recommendation to have Board of Directors approve the designated community garden at Sheveland Park, the "Patricia Gatz Garden."

### **FISCAL IMPACT**

Signage will be provided by the surrounding area homeowners association.

### **ALTERNATIVES CONSIDERED**

Approve the naming of the garden.

Approve the naming of garden with recommendations.

Reject

Reject with recommendations.

### **ENVIRONMENTAL REVIEW**

N/A

### **PROPOSED ACTION**

Approve the naming of the garden as Ms. Gatz was a volunteer for many years to

maintain that garden, as well as a valued member of the homeowner association from 1994 to her passing.

**DOCUMENTS AVAILABLE FOR REVIEW**

- A. Arial view of garden
- B. Letter of support from Vallejo Heights Neighborhood Association
- C. Policy and RR #6010



Greater Vallejo Recreation District  
GVRD  
395 Amador Street  
Vallejo CA 94590

February 16, 2024

RE: Patricia Gatz / VHNA Sheveland Park Garden

Dear GVRD Board Members Aliga, Kennington, Starnes,  
Briseño, Judt, and General Manager Lannuse:

Patricia Gatz, former President of the Vallejo Heights Neighborhood Association, was instrumental in establishing the Vallejo Heights Neighborhood Association (VHNA) garden at Sheveland Park in 2012. VHNA members continue to care for the garden to this day. Not only does the Garden add beauty to the area, but VHNA believes it creates a calm presence to those who want to recreate in the park. It's a joy to see the diverse residents, friends and families play and picnic at the top of the hill, and the VHNA believes that the VHNA Garden at the entrance helps to create this welcoming park.

Patricia passed away in 2022, and the VHNA members would like to honor her memory by having the Garden rededicated to Patricia, and her name added to the current VHNA signage.

Attached are the VHNA signers supportive of dedicating the park in Patricia's name, signed Saturday August 27, 2022, at 2022 VHNA picnic. The signers are VERY supportive of this addition to the park.

Thank you all for your consideration!

Warmest Regards,



Darrell Conley  
President, Vallejo Heights Neighborhood Association  
on behalf of the VHNA Board of Directors:  
Darrell Conley, Dian Allen, Paula Conley, Jeff Kingman, Scott  
Brown, Jennifer Sidle, Steve Sidle

□

**Signers**

Dian Allen

Anne Carr

David Cates

Diane Dutra

Karlos Fries

Catherine Johnson

Jeanie Kees

Jeff Kingman

Marty Kuehneman

Sandra Lee

Darleen Mattioda

John Mattioda

Tim Mautz

Katy Miessner

Kathleen O'Sullivan

Charles Palmares

Thomas Sgrenci

Ann Jones Smith

Bob Smith

Stan Andreas Schmidt

Hugo Vides

Karen Wilson

Anita Yaffe

Kristin Young □

□

A handwritten signature in cursive script, appearing to read 'Kristin Young', with a long horizontal flourish extending to the right.

We support the dedication of  
the Shekeland Park garden to

Patricia Gatz  
Karen Wilson  
Barbara Cole

Kristin Young

Dia Allen

Thomas Sgrenzi

MARTY KUEHNEMAN

\* Sandra D. Lee  
Diane Anita

Jeff Kingman

Ann J Smith  
Bob Smith  
Janice Lee

Catherine Johnson

Karl Fries  
Kathleen O'Sullivan

Anita Voffe  
By

Charles Palmares

JOHN MARTINDALE

Marken Martindale

Ann Lee

Hugo Vides

Stan Schmidt  
Andrews

TIM MURPHY

Dan Murphy

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Naming of Facilities  
**POLICY NUMBER:** 6010

In order to establish the most equitable standard for naming of facilities, the Board of Directors has established the following policy. *Facilities* are parks, buildings, including structures within a park, diamonds, swimming pools, and tennis courts owned, managed, controlled, or operated by the District.

- Names, other than those of a generic nature corresponding to the facility, shall have geographical, historical, or individual significance generally recognized and known throughout the area or be a major financial contributor to the development of the facility.
- The Board of Directors may enter into an agreement to name a park, facility or improvement after a private citizen, major contributor or business entity upon terms and for consideration agreeable to both parties.
- Names should not be those which have been overly recognized previously.
- A master list of recommended names shall be maintained by the District
- Only one facility will be named for any one person/entity.
- Facilities already named may not be subject to renaming as a result of a financial contribution.
- Facilities with generic designations may be considered for naming.
- The final decision for the name of District owned facilities rests with the Board of Directors.
- The Board of Directors may recommend names to the governing agency for facilities managed or operated by the District.

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# Greater Vallejo Recreation District

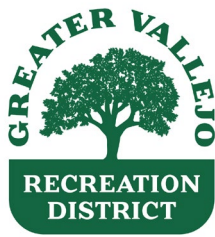
## Rules and Regulations

**POLICY NUMBER/TITLE:** 6010 Naming of Facilities  
**Rule and Regulation:** RR6010

The Facility and Development Committee shall recommend for Board approval all requests for the naming of a new facility or renaming of an existing facility.

The General Manager may solicit names as soon as the District has acquired title to a property, has approved funds for financing a project or has received control of the facility through the Master Lease.

- Where consideration for naming involves geographical, or historical connotation, the General Manager may solicit help from historical societies, other groups, and individuals having knowledge of the area.
- Names submitted for individuals (living or dead) should be those who have contributed greatly to the community or appropriate to the function of the facility to be named.
- To avoid duplication and impropriety, all proposed names must be submitted in writing with a detailed resume (for individuals) and justification to the General Manager.
- Staff shall review and research all names submitted and forward to the Facility and Development Committee for a recommendation to the Board of Directors.
- Names recommended for consideration will become part of the masterlist.



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**BOARD COMMUNICATION**

**Date: November 21, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Amended Policy 4020, Attendance at Meetings**

**BACKGROUND AND DISCUSSION**

This Policy was amended to provide clarification and information and is the Board's first review. This policy was reviewed by legal and the Policies and Personnel Committee.

**RECOMMENDATION**

Approve the amended Attendance at Meetings policy upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy #4020

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 4020

Members of the Board of Directors shall attend all regular, committee and special meetings of the Board unless there is good cause for absence.

A vacancy shall occur if any member fails to attend Board meetings for two consecutive months except as authorized by the Board of Directors.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 4020

Members of the Board of Directors are expected to attend all Board meetings, committee meetings and special meetings of the Board unless there is good cause for absence.

Good cause for absence, including late arrivals or early departures, including vacation, work commitment, family leave, and medical reasons or other unavoidable circumstances of which the Chair of the Board is notified prior to a Board or committee meeting. Good cause also includes Board Chair authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency to participate in an official capacity.

A Board Member who will be absent from a Board meeting must notify the Chair and Board Clerk by email, telephone, or text prior to that Board meeting. The Chair or Board Clerk shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether a Director was absent and if the Director was excused for good cause. Board Members must be present for the duration of the meeting, except as required by law, to be counted as present for any Board meeting,

The appointing authority may be notified at the Chair's discretion if a Board Member is absent from three (3) consecutive meetings without good cause, except as otherwise provided by law or as authorized by the Board.

# Check Register Report

Greater Vallejo Recreation District  
For October 2024

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
72972	10/23/2024	US Bank Corporate Payment System	\$19,401.57	CalCard Master Statement Payment
73037	10/30/2024	P G & E	\$19,176.31	
72970	10/23/2024	Construction Salazar Co. Inc.	\$17,500.00	
72945	10/09/2024	Renne Public Law Group LLP	\$16,709.98	District Legal Counsel
73029	10/29/2024	Security Enforcement Alliance	\$10,943.50	Security Services - Park Lock Ups & Center Events
72938	10/09/2024	Lakeview Consulting LLC	\$8,720.00	Finance Consulting
73039	10/31/2024	Folger Graphics	\$6,840.29	
72956	10/17/2024	P G & E	\$6,589.11	
73038	10/30/2024	Metropolitan Life Insurance Company	\$6,567.31	Employee Life, Dental & Vision Premium
73016	10/29/2024	Commercial Pool Systems, Inc	\$5,468.68	
72952	10/09/2024	Verdin	\$5,273.50	Marketing Consultant
72962	10/17/2024	Kay Cady-Johnson	\$4,210.50	Leisure Service Contract Instructor
73025	10/29/2024	Outdoor Creations Inc.	\$3,139.89	
72942	10/09/2024	NBS	\$2,952.00	
72947	10/09/2024	Security Enforcement Alliance	\$2,907.00	Security Services - Park Lock Ups & Center Events
73010	10/29/2024	Arolo Company, Inc	\$2,830.00	
73032	10/29/2024	Tecogen	\$2,756.92	
73033	10/29/2024	Uline Shipping Supplies	\$2,478.22	
72929	10/09/2024	Bay Alarm Company	\$2,434.12	
72950	10/09/2024	SiteOne Landscape Supply	\$2,340.53	
72941	10/09/2024	Municipal Resource Group, LLC	\$2,312.50	Financial Consultant/ District Management Support
72928	10/09/2024	American Sanitation Inc	\$2,258.74	
72968	10/17/2024	Larry's Produce	\$2,150.00	
72953	10/09/2024	Veritiv Operating Company	\$2,084.76	
72907	10/07/2024	One People Tribe	\$1,983.10	Leisure Service Contract Instructor
73022	10/29/2024	Imperial Sprinkler Supply	\$1,980.30	
72918	10/09/2024	California Glass Of Vallejo	\$1,780.00	
72954	10/09/2024	Verizon Wireless	\$1,625.44	Cell Phone Provider
73020	10/29/2024	GreatAmerica Financial Services	\$1,623.96	Lease: District Copiers/ Printers
72948	10/09/2024	Sherwin-Williams	\$1,303.63	
72939	10/09/2024	Leadership Vallejo	\$1,300.00	
72923	10/09/2024	Tri-City Fence	\$1,277.75	
72914	10/07/2024	Victor Wallace	\$1,224.00	Leisure Service Contract Instructor
72971	10/23/2024	Integrity Building Services	\$1,190.00	
73024	10/29/2024	NuCO2	\$1,165.95	
72913	10/07/2024	Frankie Valentine-Flores	\$1,148.00	Leisure Service Contract Instructor
73004	10/29/2024	Frankie Valentine-Flores	\$1,148.00	Leisure Service Contract Instructor
72977	10/23/2024	Cintas Corporation	\$1,077.81	
72951	10/09/2024	Tru Green	\$994.89	
72920	10/09/2024	Pace Supply Co.	\$944.41	
72985	10/29/2024	Betty DalPorto	\$908.26	Retiree Benefit Stipend - Thru April 2025
72946	10/09/2024	Ring Central Inc.	\$878.87	District Phone System
73035	10/30/2024	Angelito Or Loana Claudio	\$784.00	Leisure Service Contract Instructor
72932	10/09/2024	Brady Industries	\$783.58	
72899	10/07/2024	Joe Gatmen	\$750.00	
72965	10/17/2024	Gabriela Ramos	\$750.00	
72973	10/23/2024	Kimberly Allen	\$750.00	
72975	10/23/2024	Yazmin Buendia	\$750.00	
72906	10/07/2024	Miranda Meyers	\$650.00	
72969	10/17/2024	Jolly Ice Cream	\$593.50	
73034	10/29/2024	Continuant, Inc.	\$589.09	
72949	10/09/2024	Sierra Truck And Van, Inc.	\$584.18	
72902	10/07/2024	Karen Houston	\$576.80	
72967	10/17/2024	Vallejo Choral Society	\$566.40	
72931	10/09/2024	Big Creek Lumber & Building Materials	\$515.83	
73017	10/29/2024	CSG Forte Payments, Inc	\$512.17	

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
72905	10/07/2024	Lorna Mandap	\$503.30	
72901	10/07/2024	Chondra Renee Harris	\$500.50	
72966	10/17/2024	Vallejo Choral Society	\$488.40	
72893	10/07/2024	Bayshore Materials	\$448.63	
72984	10/29/2024	Richard Conzelmann	\$435.99	Retiree Benefit Stipend
72925	10/09/2024	CITY OF VALLEJO	\$434.00	
72987	10/29/2024	David Flowers	\$432.00	Retiree Benefit Stipend
72989	10/29/2024	Penny Harman	\$430.08	Retiree Benefit Stipend
72980	10/23/2024	Britany Ramirez	\$402.00	
72937	10/09/2024	Green Valley Aloha Saw & Mower	\$401.69	
72964	10/17/2024	Richard Niles	\$400.00	
72978	10/23/2024	Melecio Hernandez	\$400.00	
72979	10/23/2024	Denise Johnson	\$400.00	
73018	10/29/2024	FASTSIGNS-American Canyon	\$392.65	
72944	10/09/2024	R & D Termite And Pest Control	\$390.00	
72908	10/07/2024	Rochelle Pillazar	\$360.00	
73023	10/29/2024	M & M Sanitary LLC	\$349.13	
72911	10/07/2024	Frank Silveira	\$319.80	Leisure Service Contract Instructor
72904	10/07/2024	Virlynda Luciano	\$315.00	Leisure Service Contract Instructor
73027	10/29/2024	R & D Termite And Pest Control	\$315.00	
73030	10/29/2024	Sherwin-Williams	\$310.90	
72940	10/09/2024	Miller's Sheet Metal, Inc.	\$310.00	
73005	10/29/2024	Horizon	\$306.94	
72934	10/09/2024	C-DAT	\$287.00	
72910	10/07/2024	Karen Silas	\$282.00	Leisure Service Contract Instructor
73000	10/29/2024	Anita Sailas	\$278.79	Retiree Benefit Stipend
73007	10/29/2024	Pace Supply Co.	\$276.90	
72981	10/29/2024	Eileen Brown	\$275.00	Retiree Benefit Stipend
72993	10/29/2024	Roger Maryatt	\$275.00	Retiree Benefit Stipend
72995	10/29/2024	Randy Nicks	\$275.00	Retiree Benefit Stipend
73036	10/30/2024	Big Creek Lumber & Building Materials	\$272.16	
72917	10/09/2024	Bert Williams & Sons Inc	\$268.93	
72896	10/07/2024	Break It Down Soul Line Dance	\$261.00	Leisure Service Contract Instructor
72991	10/29/2024	Jerome Lohr	\$258.17	Retiree Benefit Stipend
73006	10/29/2024	Grainger	\$231.83	
73031	10/29/2024	Sierra Truck And Van, Inc.	\$216.75	
73009	10/29/2024	American Sanitation Inc	\$216.21	
72900	10/07/2024	Philip Graham Jr	\$216.00	Leisure Service Contract Instructor
72990	10/29/2024	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend
72919	10/09/2024	General Plumbing Supply Co	\$202.02	
72955	10/09/2024	Calmat Co Db a Vulcan Materials Co	\$197.91	
72926	10/09/2024	Victory Stores	\$185.70	
72957	10/17/2024	AT&T	\$180.48	Phone Lines: Alarm Multiple Locations
72935	10/09/2024	Comcast	\$171.00	Internet Provider: Multiple Locations
72982	10/29/2024	Deberah Carey	\$167.79	Retiree Benefit Stipend
72983	10/29/2024	Kerry Carmody	\$167.79	Retiree Benefit Stipend
72986	10/29/2024	Jose Famalette	\$167.79	Retiree Benefit Stipend
72988	10/29/2024	Patricia Gloyd	\$167.79	Retiree Benefit Stipend
72992	10/29/2024	Prisco Manglona	\$167.79	Retiree Benefit Stipend
72994	10/29/2024	Jeremias Morgado	\$167.79	Retiree Benefit Stipend
72996	10/29/2024	Nancy Ortiz	\$167.79	Retiree Benefit Stipend
72997	10/29/2024	Steve Pressley	\$167.79	Retiree Benefit Stipend
72998	10/29/2024	Francis Radziewicz	\$167.79	Retiree Benefit Stipend
72999	10/29/2024	Joan Russell	\$167.79	Retiree Benefit Stipend
73001	10/29/2024	Barbara Schmidt	\$167.79	Retiree Benefit Stipend
73002	10/29/2024	Audrey Tucker	\$167.79	Retiree Benefit Stipend
73003	10/29/2024	Adeline Varni	\$167.79	Retiree Benefit Stipend
72922	10/09/2024	State Of California	\$160.00	
72943	10/09/2024	Platt Electric Supply	\$159.13	
72909	10/07/2024	Theodore Rocha	\$148.40	
72903	10/07/2024	Steven Logoteta	\$138.00	Leisure Service Contract Instructor
72959	10/17/2024	Comcast	\$125.03	Internet Provider: Multiple Locations
73014	10/29/2024	Big Creek Lumber & Building Materials	\$108.73	
72924	10/09/2024	All Star Rents	\$97.70	

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
72916	10/09/2024	Bayshore Materials	\$97.23	
72915	10/07/2024	Tyese M Wortham	\$86.40	Leisure Service Contract Instructor
72894	10/07/2024	Ryan Allen	\$76.38	
72921	10/09/2024	Pitney Bowes Bank Inc	\$70.51	
73013	10/29/2024	Bay Alarm Company	\$66.00	
73011	10/29/2024	AT&T	\$64.20	Phone Lines: Alarm Multiple Locations
72933	10/09/2024	AT&T	\$59.34	Phone Lines: Alarm Multiple Locations
73008	10/29/2024	Alhambra	\$53.46	
73026	10/29/2024	Quench USA, Inc.	\$51.86	
72974	10/23/2024	Melissa Marquez Austin	\$49.00	
73015	10/29/2024	BPX Printing & Graphics	\$48.93	
73012	10/29/2024	B & G Tires Of Vallejo	\$48.00	
72963	10/17/2024	Virlynda Luciano	\$46.90	Leisure Service Contract Instructor
73021	10/29/2024	Green Valley Aloha Saw & Mower	\$44.96	
72897	10/07/2024	Marina Cruise	\$41.67	
73019	10/29/2024	Glen Cove Communtiy Association	\$40.00	
72895	10/07/2024	Bay Area Driving School	\$34.99	
72912	10/07/2024	Sandy Tawaratsumida	\$32.63	
72936	10/09/2024	Marissa Crawley	\$30.00	
72958	10/17/2024	AT&T	\$28.86	
72960	10/17/2024	Benjamin Denina	\$16.48	
72898	10/07/2024	Kimberly Franco	\$15.54	
72961	10/17/2024	Adamasis Gonzales	\$13.94	
72927	10/09/2024	Alhambra	\$7.49	



**Greater Vallejo Recreation District  
Preliminary Balance Sheet Year-to-Date  
as of October 31, 2024  
All Funds Combined**

**Assets**

Cash - Solano County	3,479	
Cash - General Account - BMO	494,602	
Cash - Payroll Account - BMO	236,728	
Cash - 15% Unrestricted Reserve - Umpqua	680,301	
Cash - Retiree Benefit Trust Fund - Umpqua	1,298,520	
Accounts Receivable	313,627	
<b>Total Assets</b>		<b><u>3,027,258</u></b>

**Liabilities**

Accounts Payable	51,486	
Payroll Related Payables	302,931	
Building Deposits Payable	46,755	
<b>Total Liabilities</b>		<b><u>401,172</u></b>

**Net Assets**

Fund Balance- Unrestricted Operating Reserve	1,939,832	
Fund Balance - Restricted Retiree Benefit	1,298,520	
Fund Balance - Designated Reserve 15%	1,462,250	
Excess Revenues Over Expenses	(2,074,516)	
<b>Total Net Assets</b>		<b><u>2,626,086</u></b>

<b>Total Liabilities and Net Assets</b>		<b><u>3,027,258</u></b>
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Greater Vallejo Recreation District  
 Budget to Actuals by Department  
 General Fund and Measure K Combined - YTD  
 As of October 31, 2024  
 33% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Budget Remaining	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 10/31/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
<b>General Fund Revenue</b>							
001-General Support & Administration	6,204,045	6,169,662	34,383	6,561,552	15,744	6,545,807	0.24%
<b>Total Administration &amp; General Support</b>	<b>6,204,045</b>	<b>6,169,662</b>	<b>34,383</b>	<b>6,561,552</b>	<b>15,744</b>	<b>6,545,807</b>	
301-Visitor Services	198,900	227,605	(28,705)	234,400	101,051	133,349	43.11%
310-Landscaping & Grounds	0	9,972	(9,972)	0	4,275	(4,275)	0.00%
<b>Total Parks &amp; Facilities</b>	<b>198,900</b>	<b>237,577</b>	<b>(38,677)</b>	<b>234,400</b>	<b>105,326</b>	<b>129,074</b>	
010-Recreation Administration	3,500	6,417	(2,917)	8,000	0	8,000	0.00%
415-Children's Wonderland	53,200	40,457	12,743	44,750	15,381	29,369	34.37%
430-Break Camp	69,740	103,635	(33,895)	67,500	33,930	33,570	50.27%
450-Vallejo Community Center	100,232	128,264	(28,032)	132,800	43,039	89,762	32.41%
451-Foley Cultural Center	199,552	256,517	(56,965)	223,500	81,946	141,554	36.66%
460-Sports	90,332	80,806	9,526	59,775	30,036	29,739	50.25%
465-Community Events	12,300	4,984	7,316	9,800	22,163	(12,363)	226.15%
480-ExLP	203,100	585,033	(381,933)	720,662	374,363	346,300	51.95%
481-After School Programs	339,300	339,917	(617)	815,268	39,564	775,705	4.85%
486-Teen Services	79,475	480	78,995	29,666	0	29,666	0.00%
487-Franklin Gym	52,000	0	52,000	51,500	3,415	48,085	6.63%
490-Adaptive Recreation	330	770	(440)	800	820	(20)	102.50%
720-North Vallejo Community Center	26,800	42,868	(16,068)	37,380	9,625	27,755	25.75%
721-South Vallejo Community Center	64,235	57,761	6,474	61,900	12,136	49,765	19.61%
730-Cunningham Pool	378,107	281,350	96,757	248,000	99,298	148,702	40.04%
<b>Total Recreation</b>	<b>1,672,203</b>	<b>1,929,259</b>	<b>(257,056)</b>	<b>2,511,301</b>	<b>765,715</b>	<b>1,745,586</b>	
906-CIP	1,667,642	329,119	1,338,523	500,000	177,952	322,048	35.59%
<b>Total CIP</b>	<b>1,667,642</b>	<b>329,119</b>	<b>1,338,523</b>	<b>500,000</b>	<b>177,952</b>	<b>322,048</b>	
<b>Total General Fund Revenue</b>	<b>9,742,790</b>	<b>8,665,617</b>	<b>1,077,173</b>	<b>9,807,253</b>	<b>1,064,737</b>	<b>8,742,516</b>	
<b>General Fund Expense</b>							
001-General Support & Administration	1,973,958	1,830,338	143,620	1,366,228	271,754	1,094,474	19.89%
007-Human Resources	415,847	343,257	72,590	417,230	115,295	301,935	27.63%
100-Finance	479,689	581,906	(102,216)	698,203	181,492	516,711	25.99%
<b>Total Administration &amp; General Support</b>	<b>2,869,494</b>	<b>2,755,500</b>	<b>113,994</b>	<b>2,481,661</b>	<b>568,541</b>	<b>1,913,120</b>	
200-Park Maintenance & Development	212,511	185,027	27,484	215,351	63,704	151,647	29.58%
300-Facilities	1,197,464	946,123	251,340	701,522	193,916	507,607	27.64%

Greater Vallejo Recreation District  
 Budget to Actuals by Department  
 General Fund and Measure K Combined - YTD  
 As of October 31, 2024  
 33% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Budget Remaining	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 10/31/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
301-Visitor Services	154,256	143,553	10,703	154,170	56,295	97,875	36.51%
310-Landscaping & Grounds	1,403,479	1,245,458	158,021	1,396,774	434,914	961,860	31.14%
312-McIntyre Ranch	50,000	51,794	(1,794)	10,000	0	10,000	0.00%
<b>Total Parks &amp; Facilities</b>	<b>3,017,709</b>	<b>2,571,955</b>	<b>445,754</b>	<b>2,477,818</b>	<b>748,829</b>	<b>1,728,989</b>	
010-Recreation Administration	392,351	420,202	(27,850)	422,482	124,075	298,407	29.37%
415-Children's Wonderland	84,773	156,539	(71,766)	224,631	73,907	150,724	32.90%
430-Break Camp	196,074	223,666	(27,592)	214,406	126,427	87,979	58.97%
450-Vallejo Community Center	218,066	185,220	32,846	203,112	59,086	144,027	29.09%
451-Foley Cultural Center	314,188	261,715	52,473	329,775	86,080	243,695	26.10%
460-Sports	159,524	119,681	39,843	97,464	61,719	35,745	63.32%
465-Community Events	107,631	95,831	11,801	98,401	60,823	37,578	61.81%
480-ExLP	332,192	548,669	(216,477)	702,271	166,656	535,616	23.73%
481-After School Programs	551,799	400,077	151,722	728,167	58,572	669,594	8.04%
486-Teen Services	66,695	12,074	54,621	29,666	3,643	26,022	12.28%
487-Franklin Gym	212,912	83,451	129,462	157,088	37,541	119,546	23.90%
490-Adaptive Recreation	35,893	9,880	26,013	25,022	2,382	22,641	9.52%
720-North Vallejo Community Center	70,257	77,190	(6,933)	99,713	16,902	82,811	16.95%
721-South Vallejo Community Center	70,277	66,026	4,251	17,266	11,460	5,806	66.38%
730-Cunningham Pool	541,775	693,506	(151,731)	859,390	324,000	535,390	37.70%
<b>Total Recreation</b>	<b>3,354,408</b>	<b>3,353,726</b>	<b>681</b>	<b>4,208,854</b>	<b>1,213,273</b>	<b>2,995,580</b>	
906-CIP	2,522,038	2,558,274	(36,236)	580,000	0	580,000	0.00%
<b>Total CIP</b>	<b>2,522,038</b>	<b>2,558,274</b>	<b>(36,236)</b>	<b>580,000</b>	<b>0</b>	<b>580,000</b>	
<b>Total General Fund Expense</b>	<b>11,763,649</b>	<b>11,239,455</b>	<b>524,194</b>	<b>9,748,332</b>	<b>2,530,643</b>	<b>7,217,689</b>	
<b>Total General Fund Excess (Deficiency) of Revenue Over Expense</b>	<b>(2,020,859)</b>	<b>(2,573,838)</b>	<b>552,979</b>	<b>58,920</b>	<b>(1,465,906)</b>	<b>1,524,826</b>	
<b>Measure K Revenue</b>							
001-General Support & Administration	2,030,000	2,123,335	(93,335)	2,145,414	0	2,145,414	0.00%
<b>Total Measure K Revenue</b>	<b>2,030,000</b>	<b>2,123,335</b>	<b>(93,335)</b>	<b>2,145,414</b>	<b>0</b>	<b>2,145,414</b>	
<b>Measure K Expense</b>							
001-General Support & Administration	76,400	39,584	36,816	559,000	297,653	261,347	53.25%
100-Finance	2,000	0	2,000	2,800	0	2,800	0.00%

Greater Vallejo Recreation District  
 Budget to Actuals by Department  
 General Fund and Measure K Combined - YTD  
 As of October 31, 2024  
 33% of Fiscal Year

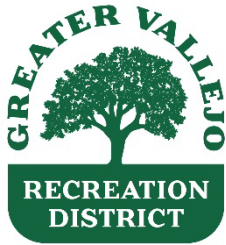
Departments Revenue/Expense	FY 23-24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Budget Remaining	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 10/31/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
<b>Total General Support &amp; Administration</b>	<b>78,400</b>	<b>39,584</b>	<b>38,816</b>	<b>561,800</b>	<b>297,653</b>	<b>264,147</b>	
300-Facilities	342,253	224,566	117,687	643,567	113,486	530,081	17.63%
310-Landscaping & Grounds	263,920	204,191	59,730	156,286	49,074	107,212	31.40%
312-McIntyre Ranch				0	77	(77)	0.00%
<b>Total Facilites</b>	<b>606,173</b>	<b>428,757</b>	<b>177,417</b>	<b>799,853</b>	<b>162,638</b>	<b>637,215</b>	
010-Recreation Administration	30,000	66,460	(36,460)	0	0	0	0.00%
415-Children's Wonderland	83,674	115,102	(31,428)	5,600	1,358	4,242	24.25%
450-Vallejo Community Center	17,500	25,998	(8,498)	18,513	6,008	12,505	32.45%
451-Foley Cultural Center	67,000	59,915	7,085	70,350	30,354	39,996	43.15%
460-Sports	64,542	77,199	(12,657)	18,200	5,593	12,607	30.73%
465-Community Events	8,808	26,623	(17,815)	0	0	0	0.00%
486-Teen Services	16,516	6,077	10,440	0	0	0	0.00%
487-Franklin Gym	0	0	0	30,000	0	30,000	0.00%
490-Adaptive Recreation	2,743	63	2,680	0	0	0	0.00%
720-North Vallejo Community Center	12,800	11,287	1,513	13,440	5,517	7,923	41.05%
721-South Vallejo Community Center	18,800	20,772	(1,972)	19,740	6,378	13,362	32.31%
730-Cunningham Pool	483,212	325,049	158,163	284,918	93,111	191,807	32.68%
<b>Total Recreation</b>	<b>805,597</b>	<b>734,546</b>	<b>71,051</b>	<b>460,761</b>	<b>148,319</b>	<b>312,442</b>	
906-CIP	540,427	809,268	(268,841)	323,000	0	323,000	0.00%
<b>Total CIP</b>	<b>540,427</b>	<b>809,268</b>	<b>(268,841)</b>	<b>323,000</b>	<b>0</b>	<b>323,000</b>	
<b>Total Measure K Expense</b>	<b>2,030,597</b>	<b>2,012,155</b>	<b>18,442</b>	<b>2,145,414</b>	<b>608,610</b>	<b>1,536,804</b>	
<b>Total Measure K Excess (Deficiency) of Revenue Over Expense</b>	<b>(597)</b>	<b>111,180</b>	<b>(111,778)</b>	<b>0</b>	<b>(608,610)</b>	<b>608,610</b>	
<b>Total General Fund &amp; Measure K Combined Excess (Deficiency) of Revenue Over Expense</b>	<b>(2,021,456)</b>	<b>(2,462,658)</b>	<b>441,202</b>	<b>58,920</b>	<b>(2,074,516)</b>	<b>2,133,436</b>	

Greater Vallejo Recreation District  
 Budget to Actuals by Category  
 General Fund and Measure K Combined  
 As of October 31, 2024  
 33% of Fiscal Year

Revenue/Expense Category	FY 23/24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Remaining Budget	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 10/31/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
<b>General Fund Revenue</b>							
Property Taxes	6,059,159	5,833,217	225,942	6,298,331	157	6,298,174	0.00%
Intergovernmental Revenue	739,690	664,152	75,538	1,660,930	413,926	1,247,004	24.92%
Charges for Services	1,039,720	866,125	173,595	534,856	167,293	367,563	31.28%
Rents: Use of Facilities/Equipment	584,783	681,764	(96,981)	656,415	261,422	394,993	39.83%
Use of Money & Property (Contract Rents,Leases, Int Income)	142,796	186,079	(43,283)	113,131	14,786	98,345	13.07%
Grants	1,131,052	250,000	881,052	500,000	197,952	302,048	39.59%
Donations	5,500	300	5,200	0	0	0	0.00%
Other Revenue	40,090	183,980	(143,890)	43,590	9,202	34,388	21.11%
<b>Total General Fund Revenue</b>	<b>9,742,790</b>	<b>8,665,617</b>	<b>1,077,173</b>	<b>9,807,253</b>	<b>1,064,737</b>	<b>8,742,516</b>	
Full-Time Salaries	3,028,926	3,062,746	(33,820)	3,239,982	996,402	2,243,580	30.75%
Part-Time Salaries	1,258,839	1,611,914	(353,075)	2,346,250	649,572	1,696,678	27.69%
Non-Retirement Employee Benefits	1,031,997	933,270	98,727	1,072,877	347,339	725,537	32.37%
Medical Insurance - Retiree	0	0	0	87,000	35,113	51,887	40.36%
CalPERS	763,114	149,683	613,431	385,292	123,494	261,798	32.05%
Services & Supplies	1,640,358	1,359,968	280,390	936,850	225,154	711,697	24.03%
Computer Services, Software & Equipment	104,901	111,766	(6,865)	144,400	33,214	111,186	23.00%
County Tax Collection Fee	80,000	66,364	13,636	70,700	0	70,700	0.00%
Professional Services	276,608	537,633	(261,025)	554,416	120,024	434,392	21.65%
Facilities Maintenance Expense	726,376	517,345	209,031	0	330	(330)	0.00%
Other Post Employment Benefit (OPEB)	0	0	0	0	0	0	
Transfer to Debt Service (POB)	330,493	330,493	(1)	330,565	0	330,565	0.00%
<b>Total General Fund Expense</b>	<b>9,241,611</b>	<b>8,681,182</b>	<b>560,429</b>	<b>9,168,332</b>	<b>2,530,643</b>	<b>6,637,689</b>	
<b>Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay &amp; CIP</b>	<b>501,179</b>	<b>(15,565)</b>	<b>516,744</b>	<b>638,920</b>	<b>(1,465,906)</b>	<b>2,104,826</b>	
Capital Outlay & CIP	2,522,038	2,558,274	(36,236)	580,000	0	580,000	0.00%
<b>Total Capital Outlay &amp; CIP Expense</b>	<b>2,522,038</b>	<b>2,558,274</b>	<b>(36,236)</b>	<b>580,000</b>	<b>0</b>	<b>580,000</b>	<b>0.00%</b>
<b>Total General Fund Expense with Capital Outlay &amp; CIP</b>	<b>11,763,649</b>	<b>11,239,455</b>	<b>524,194</b>	<b>9,748,332</b>	<b>2,530,643</b>	<b>7,217,689</b>	
<b>Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay &amp; CIP Expense</b>	<b>(2,020,859)</b>	<b>(2,573,838)</b>	<b>552,979</b>	<b>58,920</b>	<b>(1,465,906)</b>	<b>1,524,826</b>	

Greater Vallejo Recreation District  
 Budget to Actuals by Category  
 General Fund and Measure K Combined  
 As of October 31, 2024  
 33% of Fiscal Year

Revenue/Expense Category	FY 23/24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Remaining Budget	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 10/31/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
<b>Measure K Revenue</b>							
Other Revenue	0	0	0	0	0	0	
Special Assessments - Measure K	2,030,000	2,123,335	(93,335)	2,145,414	0	2,145,414	0.00%
<b>Total Measure K Revenue</b>	<b>2,030,000</b>	<b>2,123,335</b>	<b>(93,335)</b>	<b>2,145,414</b>	<b>0</b>	<b>2,145,414</b>	
Part-Time Salaries	503,941	306,823	197,118	0	0	0	
Non-Retirement Employee Benefits	50,929	27,755	23,175	0	0	0	
Services & Supplies	903,300	871,427	31,873	1,472,247	549,893	922,354	37.35%
Computer Services, Software & Equipment	30,000	66,460	(36,460)	0	0	0	
Professional Services	2,000	0	2,000	2,800	0	2,800	0.00%
Facilities Maintenance Expense	0	6,835	(6,835)	347,367	58,717	288,650	16.90%
Measure K Refunds	0	(76,412)	76,412	0	0	0	
<b>Total Measure K Expense</b>	<b>1,490,170</b>	<b>1,202,887</b>	<b>287,284</b>	<b>1,822,414</b>	<b>608,610</b>	<b>1,213,804</b>	
Capital Outlay & CIP	540,427	809,268	(268,841)	323,000	0	323,000	0.00%
<b>Total Capital Outlay &amp; CIP</b>	<b>540,427</b>	<b>809,268</b>	<b>(268,841)</b>	<b>323,000</b>	<b>0</b>	<b>323,000</b>	0.00%
<b>Total Measure K Expense with Capital Outlay &amp; CIP</b>	<b>2,030,597</b>	<b>2,012,155</b>	<b>18,443</b>	<b>2,145,414</b>	<b>608,610</b>	<b>1,536,804</b>	
<b>Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay &amp; CIP</b>	<b>(597)</b>	<b>111,180</b>	<b>(111,778)</b>	<b>0</b>	<b>(608,610)</b>	<b>608,610</b>	
<b>Total General Fund &amp; Measure K Combined Excess/Deficiency of Revenue Over Expense</b>	<b>(2,021,456)</b>	<b>(2,462,658)</b>	<b>441,201</b>	<b>58,920</b>	<b>(2,074,516)</b>	<b>2,133,436</b>	



## General Manager Board Update

11-21-2024

- We are reviewing Fee Study proposals with prospective companies this week.
- The Sunset Rotary reached out to me to discuss a Peace Pole for Children's Wonderland Park.
- The RFP for the ERP will go out this week.
- I have been working with HR regarding employee issues.
- I am working on integrating staff with goals for the rest of this fiscal year.
- I attended CALPELRA (HR conference) last week, and will provide a summary report at the next board meeting.



# Recreation Services Board Updates

11/21/2024

## Activity Guide:

- The 1<sup>st</sup> draft of the activity guide will be reviewed this week.

## Aquatics:

- Vallejo Aquatics Club (VJO) Swim Meet: The VJO swim meet is set for the end of the month, bringing local swim talent and families to the pool. We're preparing to support a successful event and ensure a positive experience for all participants.
- Teal Championship Hosted at the Aquatic Complex: we recently hosted the Polo Championship games on November 1<sup>st</sup> and 2<sup>nd</sup>. The games were a great success, showcasing high school skilled athletes and fostering a strong community spirit. Many attendees appreciated the opportunity to enjoy water polo competition at our facility.
- Winter Prep and Upcoming Events: with winter approaching, we're preparing the pool for the season and excitedly planning the "How the Grinch Crashed Breakfast" event. This festive gathering aims to bring families together to celebrate with holiday cheer, games, a visit from the Grinch himself and fun activities.



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

- GVRD is preparing for their Annual Turkey Giveaway! We are accepting donations at different sites such as: Vallejo Community Center, 401 Amador St. Children's Wonderland Park and Cunningham Pool! Our goal

is to assist 100 families with the help and support from Safeway, Food Maxx and Grocery Outlet, Walmart and Costco.

- GVRD is working closely with Costco for our upcoming winter events! Costco is helping us by setting up toy donation boxes for our Upcoming Snow Many Toys Giveaway and Breakfast with Santa events, which are scheduled for next month.
- Children's Wonderland is preparing the park for the Holiday Season! Staff are working hard to provide a decorative park for patrons. Holiday events commence on Friday, December 6<sup>th</sup> with the annual tree lighting celebration.



### **Community Centers:**

- N/A

### **Sports, Gym & Special Interest Classes:**

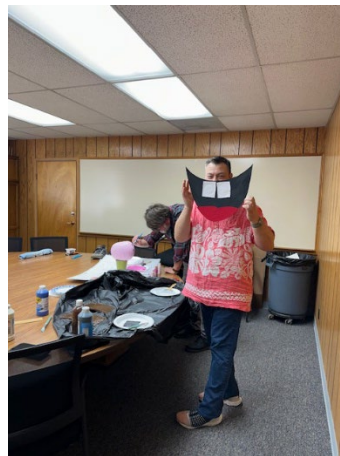
- We have two new user groups we will add to our sports schedule. Serve It Up Crossroads (Enspire Volleyball Club) who will be a re-occurring group at our GVRD Sports Gym. Their season will run from November to June and will assist with programming and revenue share for clinics. We have another softball club who will begin their season with tryouts on Nov. 30<sup>th</sup> at Dan Foley artificial turf field.
- Teacher Kay's Mini Alphapals added a new class session. A new piano intermediate class was added started this month due to the high demand and a waitlist.
- Gigi's Preschool Experience, a new class for Spring 2025, brought their immersive bus to GVRD's Nightmare on Glenn Street event. Lots of kids

got to experience this transformed bus and all the wonderful toys and activities aboard while the new class was advertised.



### **Staffing:**

- The FT Recreation Coordinator and FT Recreation Supervisor positions are frozen due to budget constraints. We're hopeful for approval to open, recruit, and fill the frozen positions.
- GVRD staff participated in a Thrifty Scarecrow Team Building Competition at Bluey created by the Youth Services team were voted the winners. Patrons at the Halloween event voted for their favorite scarecrow.



### **Youth Services:**

- Youth Services staff are ready and excited to host the annual Thanksgiving Break Camp, 11/25-11/27 at the Vallejo Community Center. The session is slowly fulling up for the camp.

- Assistant Coordinators from Youth Services participated in two outreach events one at Wardlaw Elementary on 11/6 and Solano Community College Job Fair on 11/13.

**Kudos:**

- I'd like to give kudos to Johnathan Burton, Assistant Coordinator working in Community Events for his efforts with coaching staff at Children's Wonderland and getting the park decorated for the fall season. In addition, he coordinated the delivery of pumpkins and hay bales with Larry's Produce to ensure they made it in time for the Great Pumpkin Patch! Thank you, Johnathan!



**from the Recreation Services Team!**

## Aquatics- Rec Swim (1-week) below:

### GVRD Rec Swim One Week (June 24-30)

#### Revenue/Expense Forecast Comparison:

##### Revenue

Category	Quantity	Fee	Week		2024
Non Resident 55+	10	\$5	1	\$	50.00
Non Resident 5-55	4	\$6	1	\$	24.00
Rec Swim 0-4	6	\$2	1	\$	12.00
Rec Swim 5-55	20	\$5	1	\$	100.00
Rec Swim 55+	5	\$5	1	\$	25.00
total	45				
Concessions: Drinks	6	\$2	1	\$	12.00
Concessions: Chips	7	\$3	1	\$	21.00
Concessions: Candy	5	\$1	1	\$	5.00

**TOTAL Revenue (Projected) \$ 249.00**

##### Revenue (Actuals)

Category	Quantity	Fee	Week		2024
Non Resident 55+	22	\$5	1	\$	110.00
Non Resident 5-55	2	\$6	1	\$	12.00
Rec Swim 0-4	19	\$2	1	\$	38.00
Rec Swim 5-55	190	\$5	1	\$	950.00
Rec Swim 55+	2	\$5	1	\$	10.00
total	235				
Concessions: Drinks	6	\$2	1	\$	12.00
Concessions: Chips	5	\$3	1	\$	15.00
Concessions: Candy	8	\$1	1	\$	8.00

**TOTAL Revenue per week Actual \$ 1,155.00**

**TOTAL Revenue for 12 weeks Projected \$ 13,860.00**

##### Expenses (Projected and Actual)

Staff	hours	rate	Week		
Pool Manager	35	\$ 19.75	1	\$	691.25
Senior Lifeguard	35	\$ 18.50	1	\$	647.50
Senior Lifeguard	35	\$ 18.50	1	\$	647.50
Senior Lifeguard	35	\$ 18.50	1	\$	647.50
Lifeguard	35	\$ 17.50	1	\$	612.50
Lifeguard	30	\$ 17.50	1	\$	525.00

Lifeguard	30	\$ 17.50	1	\$	525.00
		Price	Quantity		
Concessions		\$200.00	1	\$	200.00
Part-time payroll tax plus workman's comp 13.72%				\$	616.89
<b>Total Direct Expenses per week Actual</b>				\$	<b>5,113.14</b>
<b>Total Direct Expenses for 12 weeks Projected</b>				\$	<b>61,357.63</b>
<b>Net Profit per week Actual (revenue minus expenses)</b>				\$	<b>(3,958.14)</b>
<b>Net Profit for 12 weeks Projected (revenue minus expenses)</b>				\$	<b>(47,497.63)</b>
<b>Cost per participant per week Actual (divide expenses by number of participants)</b>				\$	<b>21.76</b>
<b>Cost per participant for 12 weeks Projected (divide expenses by number of participants)</b>				\$	<b>261.10</b>
<b>Percent of recovery per week Actual (divide revenue by expenses)</b>					<b>22.59%</b>
<b>Percent of recovery for 12 weeks Projected (divide revenue by expenses)</b>					<b>22.59%</b>
<b>Other fixed costs</b>					
		<b>hours</b>	<b>rate</b>		
Supervisor	0	\$ 40.00		\$	-
Coordinator	5	\$ 36.08		\$	180.40
Asst. Coord.	5	\$ 22.50		\$	112.50
Parks/Maint	0	\$ -		\$	-
Part-time payroll tax plus workman's comp 7.52%				\$	22.03
<b>Subtotal other fixed costs</b>				\$	<b>314.93</b>
<b>TOTAL Expenses per week Actual (Expenses plus Other fixed costs)</b>				\$	<b>5,428.06</b>
<b>TOTAL Expenses for 12 weeks Projected (Expenses plus Other fixed costs)</b>				\$	<b>61,672.55</b>
<b>Percent of Full Cost Recovery per week Actual (divide revenue by TOTAL Expenses)</b>					<b>22.59%</b>
<b>Percent of Full Cost Recovery for 12 weeks Projected (divide revenue by TOTAL Expenses)</b>					<b>22.59%</b>

**Aquatics- Lap Swim (1-week) below:**

Lap Swim Data - One Week (August 11-17)

**Revenue/Expense Forecast Comparison:**

<b>Revenue</b>				<b>Budget</b>	
<b>Category</b>	<b>Quantity</b>	<b>Fee</b>	<b>Week</b>	<b>2024</b>	
Early Morning 18-55 Non-Resident	0	\$5	1	\$	-
Mid Day 18-55 Non-Resident	5	\$5	1	\$	25.00
Afternoon 18-55 Non-Resident	10	\$5	1	\$	50.00
Night 18-55 Non-Resident	1	\$5	1	\$	5.00
Early Morning Senior Non-Resident	1	\$4	1	\$	4.00
Mid Day Senior Non-Resident	5	\$4	1	\$	20.00
Afternoon Seniors Non-Resident	10	\$4	1	\$	40.00
Night Seniors Non-Resident	1	\$4	1	\$	4.00
Early Morning 18-55 Resident	3	\$5	1	\$	15.00
Mid Day 18-55 Resident	15	\$5	1	\$	75.00
Afternoon 18-55 Resident	20	\$5	1	\$	100.00
Night 18-55 Resident	3	\$5	1	\$	15.00
Early Morning Senior Resident	1	\$4	1	\$	4.00
Mid Day Senior Resident	5	\$4	1	\$	20.00
Afternoon Seniors Resident	10	\$4	1	\$	40.00
Night Seniors Resident	1	\$4	1	\$	4.00
Swim pass purchases 18-55	30	\$95	1	\$	2,850.00
Swim pass purchases Senior	25	\$75	1	\$	1,875.00
Swim pass Unlimited Monthly	3	\$104	1	\$	312.00
	# of swimmers				
<b>TOTAL Revenue per week Projected</b>	<b>149</b>			<b>\$</b>	<b>5,458.00</b>
<b>TOTAL Revenue for 12 weeks Projected</b>	<b>1788</b>			<b>\$</b>	<b>65,496.00</b>

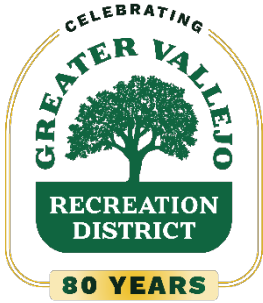
<b>Expenses (Direct)</b>					
<b>Staff</b>	<b>hours</b>	<b>rate</b>	<b>Week</b>		
Pool Manager	43	\$ 19.75	1	\$	849.25
Senior Lifeguard	43	\$ 18.50	1	\$	795.50
Lifeguard	43	\$ 17.50	1	\$	752.50
Part-time payroll tax plus workman's comp 13.72%				\$	328.90
<b>Total Direct Expenses per week Projected</b>				<b>\$</b>	<b>2,726.15</b>

<b>Total Direct Expenses for 12 weeks Projected</b>	<b>\$</b>	<b>32,713.83</b>
<b>Net Profit per week (revenue minus expenses)</b>	<b>\$</b>	<b>2,731.85</b>
<b>Net Profit for 12 weeks (revenue minus expenses)</b>	<b>\$</b>	<b>32,782.17</b>
<b>Cost per participant per week Projected (divide expenses by number of participants)</b>	<b>\$</b>	<b>0.05465578</b>
<b>Cost per participant for 12 weeks Projected (divide expenses by number of participants)</b>	<b>\$</b>	<b>0.05465578</b>
<b>Percent of recovery per week Projected (divide revenue by expenses)</b>		<b>200.21%</b>
<b>Percent of recovery for 12 weeks Projected (divide revenue by expenses)</b>		<b>200.21%</b>

**Other fixed costs (Indirect)**

	<b>hours</b>	<b>rate</b>		
Supervisor	0	\$ 40.00	\$	-
Coordinator	5	\$ 36.08	\$	180.40
Asst. Coord.	5	\$ 22.50	\$	112.50
Parks/Maint	0	\$ -	\$	-
Part-time payroll tax plus workman's comp 7.52%			\$	22.03
<b>Subtotal other fixed costs</b>			<b>\$</b>	<b>314.93</b>

<b>TOTAL Expenses per week Projected (Expenses plus Other fixed costs)</b>	<b>\$</b>	<b>3,041.08</b>
<b>TOTAL Expenses for 12 weeks Projected (Expenses plus Other fixed costs)</b>	<b>\$</b>	<b>36,492.95</b>
<b>Percent of Full Cost Recovery per week Projected (divide revenue by TOTAL Expenses)</b>		<b>179.48%</b>
<b>Percent of Full Cost Recovery for 12 weeks Projected (divide revenue by TOTAL Expenses)</b>		<b>179.48%</b>



# Human Resources Board Update

November 21, 2024

## October Employee of the Month:

- Kimberly Pierson, Board Clerk & Assistant to General Manager

## Recruitment and Staffing:

- Accounting Clerk II – Next step, in-person interviews

## General Training:

- Human Resources:
  - Benefit Law Compliance
- Recreation:
  - Aquatics
    - Develop Professional Skills

## Safety Training

- All Staff or Job-Related
  - Civic Rec. Emergency Alert System
  - CPR/First Aid
  - De-Escalation Training (12/4)
  - Defensive Driving
- Parks:
  - Securing and Tying Down Loads
  - First Rains and Safe Driving Techniques
- Facilities:
  - Electrical Fatalities & Injuries
- Recreation:
  - Aquatics
    - Lifeguard Skills



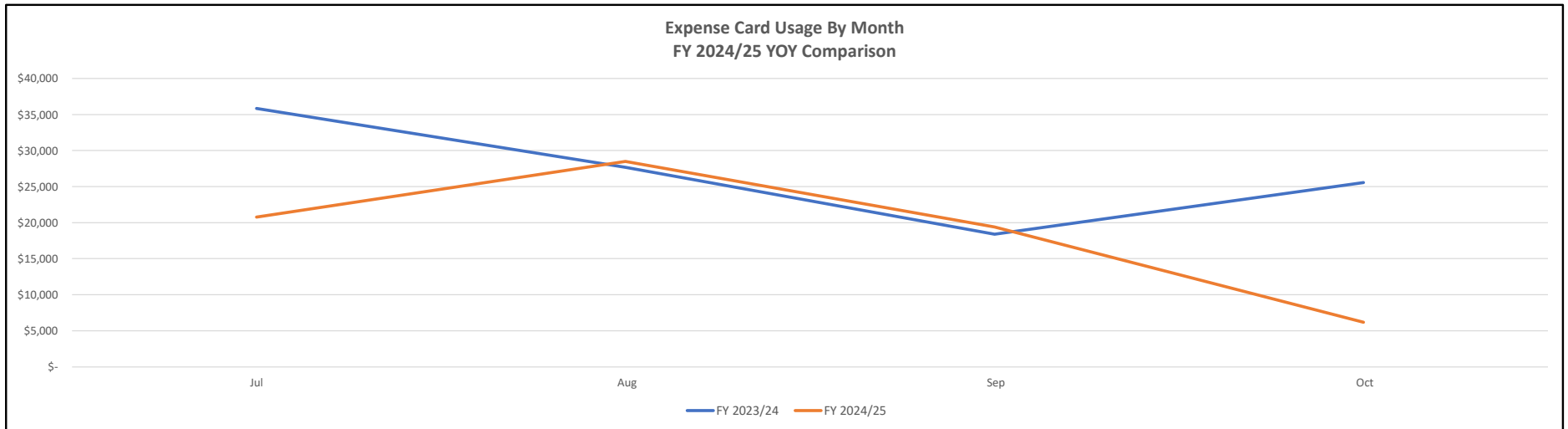
# Finance Department Board Update

*November 21, 2024*

## **Updates in the Finance Department**

- Update on Job Opening for Accounting Clerk II – Payroll position.
- Update on FY 21-22 Audit Progress.
- Update on RFP for new Financial, HR & Payroll System.
- Introduction to new Cal Card Spending Dashboard.

Greater Vallejo Recreation District  
 District Expense Card Comparison  
 Fiscal Year To Date: As of 10/31/2024



Monthly Cal Card Activity					
	July	Aug	Sep	Oct	Total YTD
<b>FY 2024/25</b>	\$ 20,763	\$ 28,498	\$ 19,402	\$ 6,174	\$ 74,836
<b>FY 2023/24</b>	\$ 35,868	\$ 27,692	\$ 18,405	\$ 25,566	\$ 107,531

Year Over Year Difference \$ (32,695)

Monthly Average Spend: \$ 43,013

Highest Month of Spend YTD: August \$ 28,498