



# 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  
Ward Stewart

## 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 on our [website](#).

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

## Board of Directors Meeting Agenda

Thursday, August 28, 2025

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

6:30 p.m. – Regular Session

### Public Comment on Items on the Agenda

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

1. Call to Order:

2. Pledge of Allegiance:

3. Roll Call:

4. Approval of Agenda:

5. Public Comment:

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

6. Presentations:

Solano Community Fund (Mike Ioakimedes and Leslie Janik)



7. Committee Updates:

The Chairperson for Standing Committees will provide any updates to the Board of Directors.

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

8.1 Approve Board Minutes – August 14, 2025

9. Action Items:

9.1 Approve Changes to Policy 3030-Budget Process and Reserves  
(Lanusse/Parkhurst)

9.2 Increase Salary of Human Resources Coordinator Classification by 7.8%, to  
Bring the Salary Within 5% of Median for Similar Positions. (Lanusse)

10. Financials:

10.1 Accept Payment of Bills 7/1/2025 through 7/31/2025(Parkhurst)

11. Staff Updates:

- 11.1 General Manager
- 11.2 Recreation Services Director
- 11.3 Parks and Facilities Director
- 11.4 Human Resources Director
- 11.5 Finance Director

12. Announcements and Comments from Board Members:

13. Executive Session:

13.1 Public Employee Performance Evaluation; pursuant to Government Code  
Section 54957

Title: General Manager



13.2 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

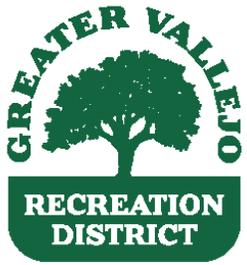
Agency Designated Representative: General Manager Gabe Lanusse  
Unrepresented Employees: Finance Director, Parks and Facilities Director, Human Resources Director, Recreation Director, Board Clerk and Human Resources Coordinator

14. Meeting Adjourn:

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We regularly meet on the second and fourth Thursdays of each month at 6:30pm  
*Next Meeting: September 11, 2025 – Regular Meeting*

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# Greater Vallejo Recreation District

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## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Tom Starnes  
Ward Stewart

## GENERAL MANAGER

Gabe Lanusse

## Greater Vallejo Recreation District Board of Directors Minutes

Thursday, August 14, 2025- 401 Amador Street, Vallejo, CA 94590  
6:30 p.m. – Regular Session

### 1. Call to Order

Chairperson Briseño called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., August 25, 2025, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

### 2. Pledge of Allegiance

Chairperson Briseño led the pledge of allegiance.

### 3. Roll Call

**Present:** Chairperson, Robert Briseño; Vice-Chairperson, Tom Starnes Secretary, Thomas Judt, Director Rizal Aliga; Director Ward Stewart

**Staff:** General Manager, Gabe Lanusse; Legal Counsel, Andrew Shen; Recreation Services Director, Antony Ryans; Parks and Facilities Director, Salvador Nuño; Finance Director, Noel Parkhurst; Human Resources Director, Lisa Sorvari; Board Clerk, Kimberly Pierson

### 4. Approval of Agenda

Director Judt offered the motion, seconded by Director Starnes to approve the agenda with one change-Remove item 8.1-Approve Changes to Policy 3030. Motion passed unanimously.

### 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



## 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.

- 7.1 Approve Board Minutes – July 24, 2025
- 7.2 Accept Policy and Personnel Committee Minutes-July 22, 2025
- 7.3 Accept Facility and Development Committee Minutes-July 30, 2025

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

## 8. Action Items: 1 Speaker Rue Mapp (Outdoor Afro)

~~8.1 Approve Changes to Policy 3030 Budget Process and Reserves (Lanusse/Parkhurst)~~

- 8.2 Authorize General Manager to Attend the California Special District Association (CSDA) Annual Conference August 25-28<sup>th</sup>, 2025, Apply for the Certified Special District Manager (CSDM) Designation and Training from the Special District Leadership Foundation, and Attend the California Weed Science Society (CWSS) Conference January 27-30, 2026. (Lanusse)

Director Starnes offered the motion, seconded by Director Judt to authorize the General Manger to attend the August 2025 CSDA and January 2026 CWSS Conferences, and apply for the CSDM Designation and Training. Motion passed unanimously.

- 8.3 Discussion and Status Update on Two Real Properties: McIntyre Ranch and 1110 Colusa Street (Lanusse)

The General Manger provided an update on the two real properties. Discussions are ongoing with realtors for both properties regarding sales price and zoning.

- 8.4 Discussion and Possible Action on GVRD Involvement in Honoring CC Sabathia's Contributions to the Vallejo Community (Lanusse)

Discussion on CC's contributions to Vallejo and GVRD. Specifically, the North Vallejo Basketball Courts and Thurmon Little League Field. There was additional discussion on the possibility of installing a recognition plaque to honor his contributions. GVRD is onboard to support events being planned by the City of Vallejo.



## 9. Financials:

- 9.1 Accept June Financials 6/1/2025 through 6/30/2025 (Parkhurst)  
Director Judt offered the motion, seconded by Director Starnes to accept June Financials 6/1/2025 through 6/30/2025. Motion passed unanimously.

## 10. Staff Updates:

### 10.1 General Manager

- Provided an update on a recent meeting with Pastor Summers regarding unsheltered clean up services.
- Announced the Impact Fee Request was sent to the City of Vallejo today.
- Announced he attended the final Bands and Brews and Late-Night Basketball events last Friday.
- Announced he will be volunteering at the Vallejo Chamber golf tournament fundraiser. Additional volunteers are needed.
- Provided details on the recruitment efforts for the Vallejo Leadership next class. GVRD will send one person this year. Informed the board that he is the current President.

### 10.2 Recreation Services Director

- Announced the Fall/Winter Activity Guide will be out online tomorrow, and the printed version will be delivered in a week or so.
- Acknowledged staff for a great summer.

### 10.3 Parks and Facilities Director

- Provided an update on completed repairs to the irrigation pump at Blue Rock Springs Park. Announced the grass is green again.
- Announced he will attend the Vallejo Watershed Alliance annual meeting on Saturday. Event takes place at Foley Cultural Center.
- Provided details on the current City of Vallejo project at Dan Foley Park. As part of the Costco Project, two bio retention areas are being installed in the park.
- Provided an update on the advance funding request for the Frankin Prop. 68 project.



#### 10.4 Human Resources Director

- Announced the second round of Recreation Coordinator interviews were held and a job offer is being sent.

#### 10.5 Finance Director

- Provided an update on the Franklin Prop. 68 grant project: The Office of Grants and Local Services provided confirmation of receipt of pre-funding request.
- Announced he will attend the California Special District Association (CSDA) Annual Conference representing the Yolo-solano chapter of CSDA.

#### 11. Announcements and Comments from Board Members:

Director Aliga announced he was invited to DJ at an upcoming event at FairyLand in Oakland.

Chairperson Briseño shared feedback received regarding the Winter pool closure: Vallejo Aquatics would love to see the pool reopen in February. Announced: an upcoming fundraiser for Shakespeare in the Park at Vino Godfather. August Summer Nights happening in Downtown Vallejo-Redman's Hall will be hosting an after party.

#### 12. Executive Session: At 8:06pm Chairperson Briseño convened to executive session.

12.1 Public Employee Performance Evaluation; pursuant to Government Code Section 54957

Title: General Manager

12.2 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager Gabe Lanusse  
Unrepresented Employees: Finance Director, Parks and Facilities Director, Human Resources Director, Recreation Director, Board Clerk and Human Resources Coordinator

At 9:48pm Chairperson Briseño re-convened to regular session and reported the following:

12.1 and 12.2 Direction given-nothing to report

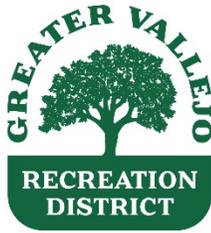


13. Meeting Adjourn: 9:49pm

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Thomas Judt, Board Secretary

DRAFT



## Agenda 9.1

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### BOARD COMMUNICATION

Date: August 28, 2025

**TO: Board Chairperson and Directors**

**FROM: Noel Parkhurst, Finance Director & Gabriel Lanusse, General Manager**

**SUBJECT: Update of District Policy #3030 and Removal of District Policy #RR3030 - Budget Process and Reserves**

#### **BACKGROUND AND DISCUSSION**

The Board of Directors has not adopted these policies regarding the District's Budget Process and Reserve Fund since 2013.

Staff recommends an update to Policy #3030 to provide more clarity on the annual budget process and how to fund, manage and appropriate funds from various Reserve Funds. Staff has produced, with input from the Finance Committee, an updated and improved policy that will enable staff to carry out the budget process and to manage and maintain the portfolio of reserve funds held by the District with confidence and efficiency. The proposed policy also incorporates provisions set forth in Public Resources Code Sections 5788-5788.25. This version of the policy has been reviewed by staff multiple times and the Budget and Finance Committee twice.

Staff also acknowledges that Policy #3030 will take time to implement, especially with respect to the reserve balance targets. But Policy #3030 would set appropriate targets for Staff with respect to budgets and reserves.

If the Board of Directors approves the proposed Policy #3030, Staff also recommends the removal of Policy #RR3030. With the proposed changes, Policy #3030 addresses the same matters addressed by Policy #RR3030 and thus makes Policy #RR3030 unnecessary.

### Summary

The Staff is providing an updated version of Policy #3030 - Budget Process and Reserves to the Board for review and approval. By replacing the current Policy #3030 with the updated version, both the Board and Staff will be able to oversee and operate, respectively, with more clarity, efficiency and confidence as it relates to the Budget Process and Reserve Funds.

### **RECOMMENDATION**

Approve the updated Policy #3030 Budget Process and Reserves as presented and remove Policy #RR3030 in its entirety.

### **FISCAL IMPACT**

Better control of reserves and budget will have an impact on management of funds. The actual cost is undetermined at this time.

### **ENVIRONMENTAL REVIEW**

N/A

### **ALTERNATIVES CONSIDERED**

1. Decline to approve the update of Policy #3030 and the removal of Policy #RR3030 - Budget Process and Reserves.
2. Provide staff with additional direction and return with a revised Policy at a later date.
3. Provide staff with additional direction, incorporate the suggested changes in the policy tonight, and approve.

### **ATTACHMENTS**

Attachment A: Updated Policy #3030 – Budget Process and Reserves.

Attachment B: Current Policy and #RR3030 – Budget Process  
and Reserve Fund

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Budget Process and Reserves  
**POLICY NUMBER:** 3030

### Purpose

The Greater Vallejo Recreation District establishes this Budget Process and Reserves Policy to provide clear and comprehensive guidelines for budget development, adoption, implementation, and fiscal management of Reserve Funds.

### General Guidelines

The District adopts a budget annually to be effective July 1, for the ensuing fiscal year which runs from July 1 to June 30. Adopted budgets will be consistent with generally accepted accounting principles (GAAP) and the Governmental Finance Officers Association (GFOA) best practices. The Board of Directors adopts a budget through a resolution. This budget resolution sets the maximum authorized expenditures for the fiscal year and cannot legally be exceeded except by subsequent amendments approved by the Board of Directors.

The budgeting process shall be thought-out, practical, support the District's Master Plan, serve the residents of the District, and comply with state law.

The preparation of the budget is a planning process allowing for adequate participation of staff, Board members, and the public. It includes review sessions, evaluation of programs, short range and long-range capital expenditure needs, and a review of the District's overall financial picture.

The Board of Directors may request staff to prepare a two-year budget for consideration and adoption.

The District's budget process shall proceed according to the following timeline:

- In January, the General Manager and the Board of Directors shall engage in budget planning, to establish priorities and provide direction for budget preparation for the upcoming fiscal year.
- In January, the General Manager and Finance Department shall develop a budget calendar to outline the key dates for the completion of the budget.
- By March, staff will review all District fees, including but not limited to, park reservation fees, entry fees into sports leagues, after school programs, community center rental fees, and classes. In March, staff shall submit an updated fee schedule to the Finance Committee for recommendation to the Board of Directors
- On or before July 1, the Board of Directors shall adopt a preliminary budget.
- On or before July 1, the Board of Directors shall publish a notice stating that it has adopted a preliminary budget and setting forth the date, time, and place when the Board of Directors will meet to adopt the District's final budget.

- On or before July 1, the Board of Directors shall adopt a resolution establishing its appropriations limit.
- On or before August 30, after making any changes to the preliminary budget, the Board of Directors shall adopt a final budget.

After the Board of Directors adopts a final budget, the General Manager may recommend budget amendments, as needed, during the ensuing fiscal year.

### Budget Development Principles

The following general principles are designed to help guide budget planning and development. The District will strive to:

- **Use a transparent process and informed financial decision-making.** The District will conduct its financial business with transparency. The District will proactively pursue ways to make budget information publicly available, accessible, and easy to understand for all community members. District staff will identify and evaluate short and long-term impacts of issues for community and Board of Directors consideration.

**Adopt a structurally balanced budget.** The General Fund operating budget will be structurally balanced, with recurring expenditures (including debt service) funded with recurring revenues. One-time revenues and reserves will be used only for non-recurring expenditures. When, for a variety of reasons, true structural balance may not be possible for a given fiscal year, use of reserves to balance the budget may be considered to address temporary shortfalls or to ease the transition to downsized and/or reorganized operations. Use of reserves to fund recurring expenditures will be considered in the context of a plan to return to structural balance, replenish fund balance, and mitigate the negative impacts of any other short-term balancing actions that may be taken.

- **Achieve financial sustainability.** The District will strive to maintain a strong and diversified revenue base to fund a level of expenditures that provides for the public well-being, safety, and quality of life for residents in the community. The District will proactively identify and monitor long-term financial liabilities, including unfunded pension and retirement obligations, and strive to manage these commitments in way that prioritizes the District's long-term financial sustainability. The District recognizes a responsibility as an employer to appropriately fund staff compensation to attract and retain a skilled workforce while maintaining long-term fiscal sustainability and a balanced budget. The District will work to identify sufficient funding sources for capital improvements to prevent significantly higher costs at a later time due to deferred investment in infrastructure.
- **Seek efficiency and effectiveness.** Staff will continuously explore innovative ways to reduce costs while preserving or enhancing desired outcomes and results. Budget increases or reductions will be analyzed in terms of both the impact on current levels of service to the community as well as potential indirect and long-term impacts. Community programs and services will be regularly evaluated to ensure needs are met in the most effective and efficient way possible. The use of consultants, contractors, limited term or part-time positions will be considered for situations when it is more cost-effective than hiring a full-time position. Organizational efficiency will be supported with ongoing investment in technology and equipment, especially when staffing is limited.

## Vehicle, Technology and Long-Term Building Maintenance

Internal Service Funds (ISFs) may be used to provide a funding mechanism for certain expenditures made in support of District operating departments on a cost reimbursement basis. Internal Service Funds are self-supporting through charges to departments and/or funds. Use of Internal Service Funds helps to prevent large swings in annual costs by anticipating future needs and amortizing replacement costs over a period of time. Internal service rates will be updated annually to ensure charges to departments can pay for the timely replacement of equipment and major maintenance costs. Capital outlays for purchases of replacement equipment are budgeted in the Internal Service Funds, while expenditures for new equipment that are not capital assets are included within the operating program budgets.

The District may establish ISFs for:

- the planned and systematic replacement of existing vehicles and related equipment (Vehicle Replacement Fund);
- the operational costs, maintenance, and planned replacement of installed computer systems as well as software, telephone systems and other critical office equipment (Management Information Systems Fund); and
- the future replacement or repair of certain maintenance items such as re-painting, re-flooring, re-roofing and mechanical equipment replacement in existing District building facilities (Long-Term Building Maintenance Fund).

Although not recommended, if needed, the above listed ISFs may be utilized in other areas upon emergency needs as determined by the Board of Directors or General Manager. They are designated but unrestricted funds.

## Budget Control

Expenditures are controlled at the fund level for all budgeted departments within the District. This is the level at which expenditures may not legally exceed Board-approved appropriations.

Operating Budget: The General Manager or designee is authorized to transfer General Fund operating budget appropriations within and between departments. Any amendments to the total level of net appropriations for a fund, or transfers between funds, must be approved by the Board of Directors.

Capital Improvement Program Budget: The General Manager or designee is authorized to transfer budget between CIP projects within a fund; however, Board of Directors approval is required for capital project cost increases more than 10% of a project's current total authorized budget. Any amendments to the total level of net appropriations for a fund, or transfers between funds, must also be approved by the Board of Directors.

Supplemental appropriations financed by unanticipated revenues during the fiscal year are subject to Board of Directors approval.

## Year-End Surplus

Any year-end surpluses in the operating budget will be used to increase fund balance reserves and utilized in accordance with this Policy. Unexpended appropriations in the operating budget for projects that are in progress

and not anticipated to be completed by the end of the fiscal year will be included in the proposed operating budget for re-appropriation in the following year.

### General Fund Reserves

Reserves are set aside for various purposes that are essential to the successful and stable, short and long-term operation of the District.

Adequate reserves for District operations ensure that customers can experience and enjoy the services from parks and recreation. Adequate reserves and proper fiscal oversight also ensure that the District will have sufficient funding available to meet its operating, debt obligations, as well as any unfunded mandates.

The District manages its operation in a manner that allows the District to provide funding for costs consistent with its annually updated multi-year plan. This allows the District to avoid significant deficit fluctuations due to changes in cash flow requirements. The ability of the District to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength.

Based on the District's experience with unreliable revenue sources from the State, Solano County, and the City of Vallejo, and expenses arising from sudden and unforeseen circumstances, the Board of Directors desires to establish general fund reserves to assist in maintaining the financial stability of the District. These policies will guide the District in:

- Planning for economic uncertainties, downturns in the local or national economy, local disasters or catastrophic events;
- Maintaining good standing with credit rating agencies;
- Anticipating future debt or capital obligations;
- Ensuring cash availability when revenue is unavailable;
- Deciding when to use reserves and how to replenish reserves if they have been spent.

Public Resources Code Section 5788.9 addresses the establishment of budget reserves, providing:

- In its annual budget, the Board of Directors may establish a restricted reserve for capital outlay and a restricted reserve for contingencies. When the Board of Directors establishes a restricted reserve, it shall declare the exclusive purposes for which the funds in the reserve may be spent. The funds in the restricted reserve shall be spent only for the exclusive purposes for which the Board of Directors established the restricted reserve. The reserves shall be maintained according to generally accepted accounting principles and Government Accounting Standards Board Statement No. 54, (GASB 54)
- Any time after the establishment of a restricted reserve, the Board of Directors may transfer any funds to that restricted reserve.
- If the Board of Directors finds that the funds in a restricted reserve are no longer required for the purpose for which the restricted reserve was established, the Board of Directors may, by a four-fifths vote, discontinue the restricted reserve or transfer any funds that are no longer required from the restricted reserve to the District's general fund.

Per current Government Accounting Standards Board Statement No. 54, ("GASB" 54), fund balances are divided into five (5) categories in financial statements:

CATEGORY	DESCRIPTION
Non-Spendable	Cannot be readily converted to cash or is not legally spendable (example: assets required to be maintained intact)
Restricted	Externally imposed restrictions on spending (creditors, granting agencies, or laws)
Committed	District-imposed restrictions on spending (by resolution or other formal action)
Assigned	Funds reserved by the Board of Directors for designated purposes
Unassigned	Residual balance not classified in any of the above categories and available for expenditure

Special Districts often create different reserves within these classifications to set aside funds for specific purposes. For purposes of this document, the District's General Fund reserve will include the sum of the Committed, Assigned, and Unassigned Fund Balances for that fund.

### GENERAL FUND RESERVES

GENERAL FUND			
Reserves	Description	Calculation	GASB Categorization
<b>General Fund Operating Reserve</b>	Provide funding to evaluate alternatives in the event of financial hardships, provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.	Two (2) months annual operating expenditures or 15% of annual operating expenditures	Committed
<b>General Fund Emergency Reserve</b>	Provide operating and/or repair funds in the event of a local disaster or catastrophic event.	Base amount of \$1,500,000	Committed
<b>General Fund Unassigned Reserve</b>	Residual balance not classified in any of the above categories and available for expenditure	Residual General Fund balance not classified above and available for expenditure	Unassigned

#### General Fund Operating Reserve

The purpose of the General Fund Operating Reserve is to provide sufficient cash flow and to provide breathing room for the District to evaluate alternatives in the event of financial hardships, provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.

The GFOA maintains a best practice for general fund reserves. While the level of reserves should be assessed based on the District's unique circumstances or risk levels, the recommended best practice is to keep at least two months of operating expenditures or minimum of 15% reserves.

The General Fund Operating Reserve can cover any significant unanticipated or mandated expenditures which cannot be deferred or efficiently funded by borrowing. This reserve is not intended to provide funding for new programs or for "buys of opportunity" or similar circumstances, usually involving the purchase of property. The General Fund Operating Reserve is distinguished from the General Fund Emergency Reserve, from any reserves that may be Committed for specific purposes, and from unassigned fund balance and shall be reported separately on the balance sheet.

Under "GASB 54," the General Fund Operating Reserve will also be categorized in the District's financial statements as a *Committed* fund balance.

When adopting the budget each year, the District shall establish a General Fund Operating Reserve of ,at least, 15% of annual General Fund expenditures, equal to two months of annual operating expenditures, which is available for appropriation for financial hardships or to provide resources in times of economic uncertainties and downturns, and to provide funding due to unexpected expenditures and/or reductions in revenues.

Process for the use of the General Fund Operating Reserve in the event of financial adversity:

- In the event of financial adversity, defined as a prolonged downturn in one or more major revenue sources for the General Fund or imposition of a significant, unanticipated and unavoidable expense that cannot be deferred or efficiently funded by borrowing, staff would request Board of Directors approval to utilize the General Fund Operating Reserve to maintain current service levels until a reduced budget is prepared or other solutions identified.
- Appropriate staff (i.e., General Manager and Department Heads) would evaluate affected revenues and programs and make recommendations regarding any reduced service levels and/or any other solutions.
- The proposed financial plan would be shared with all District staff.
- Recommendations from the General Manager and staff on the proposed financial plan will be presented to the Board of Directors for review, discussion, and adoption at a public meeting.

Use of the General Fund Operating Reserve in the event of financial adversity will be by the direction of the Board of Directors only and shall be appropriated by a simple majority vote of the Board.

Whenever expenditures or transfers are made from the General Fund Operating Reserve, it shall be a high priority for the District to reimburse such expenditures soon, normally by deferring other services or project expenditures.

Should the Board of Directors opt not to draw on the General Fund Operating Reserve or should the financial hardship exceed the available reserve funds, the Board of Directors may direct that funding be augmented through the following options:

- External/Third-Party Financing;
- Immediate spending freeze; and/or
- Other financing options available at the point of need.

In the event of financial adversity, the Board of Directors may from time-to-time authorize budget appropriations that would reduce the General Fund Operating Reserve below its policy-mandated 15% level, and this shall be by a simple majority vote of the Board.

If the Board of Directors appropriates funds that, for any purpose authorized in this policy, would drop the General Fund Operating Reserve below 15%, the next budget cycle should include a plan for how the General Fund Operating Reserve will be restored to the required 15% reserve level within a reasonable time.

### General Fund Emergency Reserve

When adopting the budget each year, the District shall establish a General Fund Emergency Reserve of \$1.5 million, which is available for appropriation to respond to significant events such as, but not limited to, natural disasters, declared emergencies or catastrophic events.

The Board of Directors may from time-to-time authorize budget appropriations that would reduce the General Fund Emergency Reserve below its policy-mandated \$1.5 million level, and this shall be by a simple majority vote of the Board. These appropriations should be made only in response to significant events such as, but not limited to, natural disasters, declared emergencies or catastrophic events.

If the Board of Directors appropriates funds that, for any purpose authorized in this policy, would drop the General Fund Emergency Reserve below \$1.5 million, the next budget cycle should include a plan for how the General Fund Emergency Reserve will be restored to the required \$1.5 million reserve level within a reasonable time.

Under "GASB 54," the General Fund Emergency Reserve will be categorized in the District's financial statements as a *Committed* fund balance.

### Summary

This Policy will allow for funding of the District's operating and capital obligations, as well as funding for unforeseen events. Reserves will be established, replenished, and used only in a manner, which allows the District to fund costs consistent with the Master Plan and other actions approved by the Board of Directors.

**POLICY MANUAL**

**POLICY TITLE: Budget Process and Reserve Fund**  
**POLICY NUMBER: 3030**

The budgeting process shall be thought out and practical, and result in a budget that supports the District's Strategic Action Plan, best serves the residents of the District and complies with state law.

The preparation of the budget is a planning process allowing for adequate participation of staff, Board members, and the public. It includes review sessions, evaluation of programs, short range and long range capital expenditure needs, and a review of the District's overall financial picture. The budget year is from July 1 to June 30.

### Reserves

Based on the Greater Vallejo Recreation District's experience with unreliable revenue sources from the State, Solano County, and the City of Vallejo, and expenses arising from sudden and unforeseen circumstances, the Board of Directors desires a budget reserve to be established to assist in maintaining the financial stability of the District. The goal set by the Board of Directors is 15% of general fund revenues.

### Purpose of Reserve Policy

An adequate reserve fund set aside for various legitimate purposes is essential to the successful and stable, short and long- term operation of the Greater Vallejo Recreation District.

Adequate reserves for District operations ensure that customers can experience and enjoy the services from parks and recreation. Adequate reserves and proper fiscal oversight ensure that the District will have sufficient funding available to meet its operating, capital debt obligations, as well as any unfunded mandates.

GVRD manages its operation in a manner that allows the District to provide funding for costs consistent with its annually updated multiyear plan. This allows GVRD to avoid significant deficit fluctuations due to changes in cash flow requirements. The ability of the Greater Vallejo Recreation District to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength.

Annually during the budget adoption process, the Greater Vallejo Recreation District Board reviews and approves the appropriate levels and uses for reserve funds based upon the needs of the district.

### Operating Reserve Fund

The Operating Reserve will vary over time. This reserve is considered a working cash requirement. It bridges the gap between the time expenses are paid and the time tax revenues are collected.

### Capital Reserve Fund

The purpose of this fund is to establish funds that are intended for projects not considered routine maintenance. The funds come from grants, other agencies or from funds that were budgeted on capital projects in prior years but unspent. This fund is spent directly on capital projects and is not held in reserve for some other purpose.

The Capital Reserve Fund is drawn down annually as planned capital expenditures amounts are made. At the end of each fiscal year, any unspent budgeted capital funds will be reallocated to this fund and may be used in the following year's capital budget.

### Unrestricted Reserves

The purpose of Unrestricted Reserve also termed "General Reserve" is for unforeseen events, extraordinary expenses or a loss of revenue. This fund should maintain a minimum of 15% of our annual operating expenses.

### Summary

The reserve fund policy states that designated reserves will be maintained to allow for funding of the District's operating and capital obligations, as well as funding for unforeseen events. Reserves will be established, replenished, and used only in a manner, which allows the District to fund costs consistent with the Multi Year Financial Plan and Strategic Action Plan and other Board adopted actions. The District's reserve fund policy shall be periodically reviewed and adjusted to meet the needs of the District.

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# Greater Vallejo Recreation District

## Rules and Regulations

**POLICY NUMBER/TITLE:** 3030 Budget Process  
**Rule and Regulation:** RR3030

The preparation of the budget is a planning process which includes review sessions, evaluation of programs, short range and long range capital expenditure needs, and a review of the District's overall financial picture.

### Strategic Planning Meeting:

During the annual Strategic Action Plan goal session the General Manager and the Board of Directors will establish priorities and give direction for the budget preparation for the upcoming fiscal year. Prior to the meeting the General Manager shall work with staff to develop a list of key issues that may affect the budget. The process for strategic planning starts in January.

### Budget Calendar:

The General Manager and Finance Department shall develop a budget calendar to outline the key dates for the completion of the budget. It will include work sessions for the staff and Board and due dates for assignments. This calendar will be prepared in January.

### Outline Fiscal Circumstances:

Staff shall prepare a list of "financial circumstances" that the District faces. These shall be the assumptions under which the budget shall be prepared. This includes but is not limited to Strategic Action Plan goals and objectives, contract requirements, inflation, capital repairs and expenditures, state of the economy, anticipated cost in benefits, risk management costs, and others. This should be conducted in March.

### Review of Fees:

Staff shall review all the fees that are being charged as a part of the District doing business. These include but are not limited to park reservation fees, entry fee into sports leagues, after school program, center rental fees, and community education classes. In reviewing these fees staff shall take into consideration the direct and indirect costs of providing the service or program, other agencies charges for similar programs, increased fees affect on the program, and other factors unique to the program or service. This review shall be completed in March in order to submit a new fee schedule to the Finance Committee for recommendation to the Board. The approved fees shall be used to calculate the revenue projections in the budget.

### Preliminary Budget:

Develop the preliminary budget for the General Fund, and Capital Projects Fund in February. The preliminary budget as approved by the Board during review shall be adopted at its first regular meeting in April.

### Publication

As prescribed by the Public Resource Code, "on or before July 1 of each year, the Board of Directors shall publish a notice stating all of the following:

1. That it has adopted a preliminary budget that is available for inspection at a time and place within the district specified in the notice.
2. The date, time, and place when the Board of Directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The Board of Directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the District pursuant to Section 6061 of the Government Code."

### Final Budget:

Publicize the date of the Public Hearing and adoption of the Final Budget. Notice must be published no later than one month prior to final budget adoption, which should occur prior to the beginning of the fiscal year, July 1<sup>st</sup>. Adoption of Annual Proceeds of Taxes and appropriation Limitation (State Constitution Article XIII B) shall occur in August. GVRD will follow all state and local laws as timelines and budget submittals as required.

### Budget Forecasts:

Staff shall complete a budget forecast that will be a best effort at estimating the final revenue and expense amounts for the current fiscal year. This shall be completed in January.

### Budget Reopener:

GM may recommend a budget reopener based on revenue and expense forecasts and other financial information available to realign and adjust the budget to best reflect the anticipated needs of the district. The reopener shall comply with applicable state law.

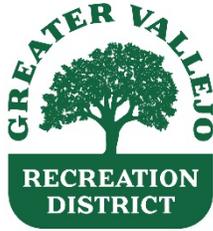
### Budget Categories:

#### Revenues:

- Property Taxes
- Fees
- Local Revenues
- Insurance rebates
- Rents and concessions
- Grants
- Refunds and miscellaneous

#### Expenditures:

- Salaries and Employee Benefits
- Utilities
- Materials and Supplies
- Operating costs
- Capital Outlay
- Reserve for Priority Allocations



## Agenda 9.2

### BOARD COMMUNICATION

Date: August 28, 2025

**TO: Board Chairperson and Directors**

**FROM: Gabe Lanusse, General Manager,**

**SUBJECT: Increase Salary of Human Resources Coordinator Classification by 7.8%, to Bring the Salary Within 5% of Median for Similar Positions**

#### **BACKGROUND AND DISCUSSION**

During the 2023 collective bargaining negotiations, the Board and unions agreed to conduct a compensation study. There is no prior record of an across-the-board compensation study for all full-time positions at GVRD.

The compensation study revealed that some positions were below the median salary for those classifications. The unrepresented employees met with the General Manager several times to discuss the study and the positions that fell below the median.

After further discussions, GVRD decided to address the Human Resource Coordinator position, which is 10.7% below the median for similar positions. After discussions with the Board of Directors, the General Manager recommends aligning the salary of the Human Resources Coordinator with the District's Recreation Coordinator position, which would be a 7.8% salary increase (but would still be 2.9% below the median). The cost would be \$5,844.80 for the fiscal year.

Aligning the pay scale of the Human Resources Coordinator with the Recreation Coordinator position does not imply that both positions are interchangeable or are being combined into one position. They would simply follow the same pay scale going forward.

Further research is being conducted regarding the pay scales for other unrepresented positions.

#### **RECOMMENDATION**

Approve a salary increase of 7.8%, in order to bring the Human Resource Coordinator position within 5% of the median salary, pursuant to the June 2024 compensation study.

#### **FISCAL IMPACT**

The proposal will have a direct cost to GVRD of \$5,844.80 for this fiscal year.

Note that this salary increase does not include CalPERS, Workers Compensation, and payroll taxes which would be an additional 9.84% of total salary.

**ALTERNATIVES CONSIDERED**

- Approve as proposed
- Approve with edits (increases or decreases or other suggestions).
- Reject
- Reject with edits (increases or decreases or other suggestions).

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

- Attachment A: June 2024 Compensation Study Results
- Attachment B: Current Full-time pay scale.



Greater Vallejo Recreation District  
Results Summary  
May 2024

DRAFT

GREATER VALLEJO RECREATION AREA  
Compensation Study Results  
Completed by Gallagher  
June 2024

Classification	Unadjusted Top Monthly Salary Data					Adjusted Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Unadjusted Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Adjusted Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Accounting Clerk II	\$ 7,634	\$ 6,287	17.6%	\$ 6,116	19.9%	\$ 7,634	\$ 6,133	19.7%	\$ 6,103	20.1%	\$ 10,944	\$ 9,051	17.3%	\$ 8,675	20.7%	10
Administrative Assistant	\$ 5,522	\$ 6,705	-21.4%	\$ 6,944	-25.8%	\$ 5,522	\$ 6,548	-18.6%	\$ 6,646	-20.4%	\$ 8,716	\$ 9,494	-8.9%	\$ 9,813	-12.6%	11
Assistant to General Manager/Board Clerk	\$ 10,026	\$ 8,897	11.3%	\$ 9,281	7.4%	\$ 10,026	\$ 8,673	13.5%	\$ 9,207	8.2%	\$ 13,931	\$ 11,914	14.5%	\$ 12,751	8.5%	11
Facilities Supervisor	\$ 10,026	\$ 9,470	5.5%	\$ 9,789	2.4%	\$ 10,026	\$ 9,255	7.7%	\$ 9,747	2.8%	\$ 13,468	\$ 12,579	6.6%	\$ 13,309	1.2%	10
Finance Director	\$ 12,040	\$ 13,774	-14.4%	\$ 13,682	-13.6%	\$ 12,040	\$ 13,488	-12.0%	\$ 13,341	-10.8%	\$ 16,057	\$ 17,399	-8.4%	\$ 17,263	-7.5%	10
General Manager	\$ 16,498	\$ 20,510	-24.3%	\$ 21,117	-28.0%	\$ 16,498	\$ 20,120	-22.0%	\$ 20,580	-24.7%	\$ 21,903	\$ 25,728	-17.5%	\$ 26,422	-20.6%	12
Human Resources Coordinator	\$ 6,091	\$ 6,924	-13.7%	\$ 6,965	-14.3%	\$ 6,091	\$ 6,717	-10.3%	\$ 6,742	-10.7%	\$ 9,316	\$ 9,833	-5.5%	\$ 9,813	-5.3%	9
Human Resources Director	\$ 12,040	\$ 14,166	-17.7%	\$ 13,778	-14.4%	\$ 12,040	\$ 13,849	-15.0%	\$ 13,669	-13.5%	\$ 16,057	\$ 17,529	-9.2%	\$ 17,393	-8.3%	7
Maintenance Specialist	\$ 7,935	\$ 7,198	9.3%	\$ 7,472	5.8%	\$ 7,935	\$ 7,076	10.8%	\$ 7,226	8.9%	\$ 11,262	\$ 10,048	10.8%	\$ 10,191	9.5%	11
Maintenance Worker II	\$ 6,497	\$ 6,466	0.5%	\$ 6,641	-2.2%	\$ 6,497	\$ 6,335	2.5%	\$ 6,424	1.1%	\$ 9,745	\$ 9,305	4.5%	\$ 9,173	5.9%	12
Parks and Facilities Director	\$ 12,040	\$ 12,817	-6.5%	\$ 11,854	1.5%	\$ 12,040	\$ 12,702	-5.5%	\$ 11,980	0.5%	\$ 16,149	\$ 16,783	-3.9%	\$ 16,763	-3.8%	8
Parks Supervisor	\$ 10,026	\$ 9,426	6.0%	\$ 9,789	2.4%	\$ 10,026	\$ 9,208	8.2%	\$ 9,590	4.4%	\$ 13,468	\$ 12,469	7.4%	\$ 13,101	2.7%	10
Recreation Coordinator	\$ 6,568	\$ 7,084	-7.9%	\$ 6,970	-6.1%	\$ 6,568	\$ 6,956	-5.9%	\$ 6,708	-2.1%	\$ 9,820	\$ 10,012	-2.0%	\$ 9,890	-0.7%	12
Recreation Services Director	\$ 12,040	\$ 12,258	-1.8%	\$ 11,798	2.0%	\$ 12,040	\$ 12,124	-0.7%	\$ 11,980	0.5%	\$ 16,149	\$ 16,285	-0.8%	\$ 16,323	-1.1%	8
Recreation Supervisor	\$ 10,026	\$ 9,028	10.0%	\$ 9,180	8.4%	\$ 10,026	\$ 8,925	11.0%	\$ 8,895	11.3%	\$ 13,468	\$ 12,368	8.2%	\$ 12,716	5.6%	10
		<b>AVERAGE:</b>	<b>-3.2%</b>	<b>AVERAGE:</b>	<b>-3.6%</b>		<b>AVERAGE:</b>	<b>-1.1%</b>	<b>AVERAGE:</b>	<b>-1.6%</b>		<b>AVERAGE:</b>	<b>0.9%</b>	<b>AVERAGE:</b>	<b>-0.4%</b>	

## Greater Vallejo Recreation District Full Time Pay Range Tables 3.5% Increase Plus Addition of Steps 6 and 7 Effective 07-01-25

Pay Range Table - Full Time - IBEW									
Effective 07/01/25									
Range	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
42IB	Maintenance Worker I	Hourly 7/1/25	27.24	28.61	30.05	31.55	33.13	34.79	36.54
		Bi-weekly	2,179.20	2,288.80	2,404.00	2,524.00	2,650.40	2,783.20	2,923.20
		Monthly	4,721.60	4,959.07	5,208.67	5,468.67	5,742.53	6,030.27	6,333.60
		Annually	56,659.20	59,508.80	62,504.00	65,624.00	68,910.40	72,363.20	76,003.20
46IB	Maintenance Worker II	Hourly 7/1/25	30.09	31.59	33.17	34.84	36.59	38.42	40.34
		Bi-weekly	2,407.20	2,527.20	2,653.60	2,787.20	2,927.20	3,073.60	3,227.20
		Monthly	5,215.60	5,475.60	5,749.47	6,038.93	6,342.27	6,659.47	6,992.27
		Annually	62,587.20	65,707.20	68,993.60	72,467.20	76,107.20	79,913.60	83,907.20
54IB	Maintenance Specialist Lead Maintenance Worker LMW-Irrigation Specialist	Hourly 7/1/25	36.75	38.58	40.53	42.56	44.69	46.93	49.28
		Bi-weekly	2,940.00	3,086.40	3,242.40	3,404.80	3,575.20	3,754.40	3,942.40
		Monthly	6,370.00	6,687.20	7,025.20	7,377.07	7,746.27	8,134.53	8,541.87
		Annually	76,440.00	80,246.40	84,302.40	88,524.80	92,955.20	97,614.40	102,502.40

Pay Range Table - Full Time - SEIU									
Effective 07/01/25									
Range	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
39S	Administrative Assistant	Hourly 7/1/25	27.87	29.27	30.73	32.27	33.89	35.59	37.37
		Bi-weekly	2,229.60	2,341.60	2,458.40	2,581.60	2,711.20	2,847.20	2,989.60
		Monthly	4,830.80	5,073.47	5,326.53	5,593.47	5,874.27	6,168.93	6,477.47
		Annually	57,969.60	60,881.60	63,918.40	67,121.60	70,491.20	74,027.20	77,729.60
43S	Accounting Clerk I	Hourly 7/1/25	28.20	29.61	31.10	32.65	34.29	36.02	37.83
		Bi-weekly	2,256.00	2,368.80	2,488.00	2,612.00	2,743.20	2,881.60	3,026.40
		Monthly	4,888.00	5,132.40	5,390.67	5,659.33	5,943.60	6,243.47	6,557.20
		Annually	58,656.00	61,588.80	64,688.00	67,912.00	71,323.20	74,921.60	78,686.40
46S	Recreation Coordinator	Hourly 7/1/25	30.41	31.94	33.54	35.22	36.98	38.83	40.79
		Bi-weekly	2,432.80	2,555.20	2,683.20	2,817.60	2,958.40	3,106.40	3,263.20
		Monthly	5,271.07	5,536.27	5,813.60	6,104.80	6,409.87	6,730.53	7,070.27
		Annually	63,252.80	66,435.20	69,763.20	73,257.60	76,918.40	80,766.40	84,843.20
52S	Accounting Clerk II	Hourly 7/1/25	35.33	37.12	38.98	40.93	42.99	45.15	47.40
		Bi-weekly	2,826.40	2,969.60	3,118.40	3,274.40	3,439.20	3,612.00	3,792.00
		Monthly	6,123.87	6,434.13	6,756.53	7,094.53	7,451.60	7,826.00	8,216.00
		Annually	73,486.40	77,209.60	81,078.40	85,134.40	89,419.20	93,912.00	98,592.00
63S	Facilities Supervisor Parks Supervisor Recreation Supervisor	Hourly 7/1/25	46.44	48.76	51.20	53.77	56.46	59.28	62.26
		Bi-weekly	3,715.20	3,900.80	4,096.00	4,301.60	4,516.80	4,742.40	4,980.80
		Monthly	8,049.60	8,451.73	8,874.67	9,320.13	9,786.40	10,275.20	10,791.73
		Annually	96,595.20	101,420.80	106,496.00	111,841.60	117,436.80	123,302.40	129,500.80

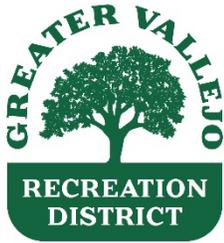
Pay Range Table - Full Time - Unrepresented Staff									
Effective 07/01/25									
Range	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
43	Human Resources Coordinator	Hourly 7/1/25	28.20	29.61	31.10	32.65	34.29	36.02	37.83
		Bi-weekly	2,256.00	2,368.80	2,488.00	2,612.00	2,743.20	2,881.60	3,026.40
		Monthly	4,888.00	5,132.40	5,390.67	5,659.33	5,943.60	6,243.47	6,557.20
		Annually	58,656.00	61,588.80	64,688.00	67,912.00	71,323.20	74,921.60	78,686.40
63	Assistant to the GM/Board Clerk	Hourly 7/1/25	46.44	48.76	51.20	53.77	56.46	59.28	62.26
		Bi-weekly	3,715.20	3,900.80	4,096.00	4,301.60	4,516.80	4,742.40	4,980.80
		Monthly	8,049.60	8,451.73	8,874.67	9,320.13	9,786.40	10,275.20	10,791.73
		Annually	96,595.20	101,420.80	106,496.00	111,841.60	117,436.80	123,302.40	129,500.80
67	Recreation Services Director Parks and Facilities Director Human Resources Director Finance Director	Hourly 7/1/25	55.77	58.57	61.51	64.58	67.81	71.20	74.77
		Bi-weekly	4,461.60	4,685.60	4,920.80	5,166.72	5,424.80	5,696.31	5,981.34
		Monthly	9,666.80	10,152.13	10,661.73	11,193.87	11,753.73	12,341.33	12,960.13
		Annually	116,001.60	121,825.60	127,940.80	134,334.72	141,044.80	148,104.03	155,514.83
General Manager		Hourly 7/1/25	106.02						
		Bi-weekly	8,481.45						
		Monthly	18,376.47						
		Annually	220,517.60	Per Board Approval 06/26/25 1.6% CPI Per Contract plus 3.4% Merit salary increase					

**Check Register Report**  
**Greater Vallejo Recreation District**  
**For July 2025**

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>
74367	07/29/2025	CAPRI	\$345,842.25	Property & Liability / Workers Comp Ins.
74338	07/24/2025	Greater Vallejo Recreation District	\$168,326.00	Replenish 15% Reserve
74374	07/29/2025	Brightly Software, Inc.	\$31,673.99	Asset Essentials Work Order Software - Annual
74400	07/29/2025	Renne Public Law Group LLP	\$25,849.00	District Legal Counsel
74325	07/22/2025	Portola Systems Inc	\$20,889.00	Alarm System Provider (exc. 401)
74339	07/25/2025	P G & E	\$20,312.61	
74395	07/29/2025	Arolo Company, Inc	\$11,809.53	BRS pump motor
74368	07/29/2025	P G & E	\$11,540.48	
74318	07/21/2025	Sustainable Solano	\$7,475.00	Special Event-Culinary Camp
74326	07/22/2025	Verdin	\$5,396.00	Marketing Consultant
74319	07/22/2025	Ameritas Life Ins. Group	\$5,375.52	Dental Insurance Provider
74295	07/10/2025	The Monitoring Center	\$4,520.05	Install + Alarm Monitoring
74324	07/22/2025	Isabel James	\$4,431.28	Leisure Service Contract Instructor
74323	07/22/2025	Epic Sports	\$4,109.96	Replacement Soccer Goal
74334	07/23/2025	The Jingle Lab LLC	\$4,000.00	Bands & Brews Band
74296	07/10/2025	Michael Rayray	\$3,000.00	Bands & Brews Band
74337	07/24/2025	Tecogen	\$2,936.91	Energy Service - Cunningham Pool
74316	07/21/2025	Rodrigo Silva	\$2,559.55	Hanns Park-Concrete pump & concrete
74379	07/29/2025	Cougar Mountain Software	\$2,556.32	Software Assurance Renewal
74361	07/28/2025	GreatAmerica Financial Services	\$2,537.97	Lease: District Copiers/ Printers
74393	07/29/2025	Antony Ryans	\$2,500.00	Executive Staff
74335	07/24/2025	Gene's Auto Repair	\$2,325.88	Fleet maintenance-Brakes
74390	07/29/2025	Uline Shipping Supplies	\$2,037.77	
74397	07/29/2025	Bay Alarm Company	\$1,809.25	
74365	07/29/2025	GreatAmerica Financial Services	\$1,754.65	Lease: District Copiers/ Printers
74389	07/29/2025	Turf Star, Inc.	\$1,651.50	
74381	07/29/2025	Gene's Auto Repair	\$1,646.12	
74363	07/28/2025	Verizon Wireless	\$1,218.34	Cell Phone Provider
74333	07/23/2025	Party Jump	\$1,199.00	
74315	07/17/2025	Frankie Valentine-Flores	\$1,043.00	Leisure Service Contract Instructor
74385	07/29/2025	NuCO2	\$889.69	
74362	07/28/2025	Ring Central Inc.	\$862.47	District Phone System
74380	07/29/2025	Ewing Irrigation Products, Inc.	\$818.65	
74294	07/10/2025	Steve Landaker	\$800.00	
74306	07/17/2025	Steve Landaker	\$800.00	
74328	07/23/2025	Steve Landaker	\$800.00	
74394	07/29/2025	Qunilan's Tire Service	\$785.76	
74387	07/29/2025	Les Schwab Tires	\$777.41	
74298	07/17/2025	Maria Aguarin	\$750.00	
74309	07/17/2025	Office Of Environmental Health	\$750.00	

74310	07/17/2025	Tania Ramirez	\$750.00	
74314	07/17/2025	Joseph Ventura	\$750.00	
74398	07/29/2025	Bay Area Ridge Trail Council	\$750.00	
74386	07/29/2025	Primo Brands	\$723.25	
74373	07/29/2025	Brady Industries	\$683.99	
74331	07/23/2025	Jolly Ice Cream	\$678.00	
74366	07/29/2025	Horizon	\$656.46	
74297	07/15/2025	Franchise Tax Board	\$645.81	
74364	07/28/2025	Franchise Tax Board	\$645.81	
74391	07/29/2025	Veritiv Operating Company	\$563.87	Paper Supplies
74303	07/17/2025	Rosa Gonzalez	\$550.00	
74312	07/17/2025	Joseph Toki	\$550.00	
74320	07/22/2025	Mutual Of Omaha	\$510.49	
74392	07/29/2025	Angelito Or Loana Claudio	\$490.00	Leisure Service Contract Instructor
74343	07/28/2025	Richard Conzelmann	\$453.28	Retiree Benefit Stipend
74388	07/29/2025	Syber Fiber	\$444.00	Internet Provider: Administration & Other Locations
74317	07/21/2025	Robert Sturge	\$436.00	
74345	07/28/2025	David Flowers	\$432.00	Retiree Benefit Stipend
74346	07/28/2025	Penny Harman	\$430.08	Retiree Benefit Stipend
74299	07/17/2025	Janice Bailey	\$400.00	
74302	07/17/2025	Gerald Davis	\$400.00	
74305	07/17/2025	Dallas Jones	\$400.00	
74308	07/17/2025	Keith Norwood	\$400.00	
74375	07/29/2025	Logan Brough	\$380.00	
74383	07/29/2025	Jolly Ice Cream	\$375.00	
74369	07/29/2025	Antioch Water Park	\$365.00	
74376	07/29/2025	AT&T	\$355.97	Phone Lines: Alarm Multiple Locations
74384	07/29/2025	Les Schwab Tires	\$330.89	
74401	07/31/2025	Dennis Mukes	\$313.28	
74311	07/17/2025	Terra Sorrentino	\$313.00	
74348	07/28/2025	Jerome Lohr	\$312.06	Retiree Benefit Stipend
74357	07/28/2025	Anita Sailas	\$295.63	Retiree Benefit Stipend
74301	07/17/2025	Deborah Byrd	\$281.70	
74340	07/28/2025	Eileen Brown	\$274.00	Retiree Benefit Stipend
74350	07/28/2025	Roger Maryatt	\$274.00	Retiree Benefit Stipend
74352	07/28/2025	Randy Nicks	\$274.00	Retiree Benefit Stipend
74292	07/10/2025	Vincent Foster Jr	\$255.00	
74329	07/23/2025	Hannah Best	\$255.00	
74321	07/22/2025	American Leak Detection	\$250.00	
74347	07/28/2025	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend
74382	07/29/2025	Green Valley Aloha Saw & Mower	\$200.21	
74313	07/17/2025	Ariel Uribe	\$200.00	
74377	07/29/2025	Cintas Corporation	\$191.72	
74341	07/28/2025	Deberah Carey	\$185.08	Retiree Benefit Stipend
74342	07/28/2025	Kerry Carmody	\$185.08	Retiree Benefit Stipend
74344	07/28/2025	Jose Famalette	\$185.08	Retiree Benefit Stipend
74349	07/28/2025	Prisco Manglona	\$185.08	Retiree Benefit Stipend
74351	07/28/2025	Jeremias Morgado	\$185.08	Retiree Benefit Stipend
74353	07/28/2025	Nancy Ortiz	\$185.08	Retiree Benefit Stipend
74354	07/28/2025	Steve Pressley	\$185.08	Retiree Benefit Stipend

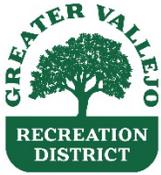
74355	07/28/2025	Francis Radziewicz	\$185.08	Retiree Benefit Stipend
74356	07/28/2025	Joan Russell	\$185.08	Retiree Benefit Stipend
74358	07/28/2025	Barbara Schmidt	\$185.08	Retiree Benefit Stipend
74359	07/28/2025	Audrey Tucker	\$185.08	Retiree Benefit Stipend
74360	07/28/2025	Adeline Varni	\$185.08	Retiree Benefit Stipend
74396	07/29/2025	AT&T	\$180.48	Phone Lines: Alarm Multiple Locations
74399	07/29/2025	M & M Sanitary LLC	\$158.41	
74293	07/10/2025	Kimberly Franco	\$150.00	
74327	07/23/2025	Rhonda Smith	\$143.00	
74378	07/29/2025	Comcast	\$141.45	
74300	07/17/2025	Krysta Bernacki	\$130.00	
74330	07/23/2025	Cynthia Combs	\$92.40	
74307	07/17/2025	Dale Lauder	\$90.00	
74322	07/22/2025	Cynthia Combs	\$81.60	
74370	07/29/2025	AT&T	\$74.19	
74336	07/24/2025	Virlynda Luciano	\$67.20	
74371	07/29/2025	Big Creek Lumber & Building Materials	\$63.57	
74332	07/23/2025	Isabel James	\$43.12	
74304	07/17/2025	Heidi Iniguez	\$35.00	
74372	07/29/2025	Shavon Booker	\$20.70	



## General Manager Board Update

8-28-2025

- We are working with the Mayor's office to put on Chalk the Block at Children's Wonderland on Saturday August 30<sup>th</sup> from 12-4pm
- I met with a representative from The Seaweed. Staff and I are confused because they said that the field was very good. Also, in researching field repairs, since there are no specifics, to redo the whole field in natural grass and irrigation pricing can range from \$500,00 to over a million. Since the board said it was the City of Vallejo Vice Mayor that made the comment, I have reached out to them for clarification.
- CSDA Solano and Yolo bi-county chapter meeting will be held on Sept. 16. This is online, and board members are welcome to attend. I can send the link to whomever is interested.
- Working with HR, legal counsel, consultants, and CAPRI regarding employee issues and investigations. This may look repetitive, but this is taking more time than normal.
- Due to work, I was not able to assist in the golf tournament held by the Chamber. They do have other fundraising in the future.
- I have provided parks, dates, and timeframes to Suite Treatments in regards to data from Placer.AI and have not heard a response to date.
- I attended the CSDA conference and applied to the Certified Special District Manager test. Thank you, board, for allowing participation.
- Recreation Staff is working with Elite School to use our facilities.
- Working with staff regarding policies.
- Asking for clarification with the City of Vallejo regarding National Night Out.



## Recreation Services Board Updates

08/28/2025

### Activity Guide:

- Our Fall/Winter Activity Guide is now available! Patrons can access it electronically or pick up printed copies at designated locations throughout the city. Guides have also been mailed, and convenient postcards with a QR code will be available, making it easy for the community to scan and view the guide right from their mobile devices.

### Additional Project(s):

- The Recreation Services Director and General Manager met with the City of Vallejo Youth Coordinator to prioritize the \$300K Measure P grant dedicated to youth programs and services. Recommended allocations include expanding scholarship funds, scholarships for sports field access, increasing outreach and marketing, launching a mobile recreation program, providing free activity days, and supporting youth events, partnerships, and teen services. These recommendations align with City liaison and counsel guidance and can be adjusted as needed to best serve our community's youth.

Activity:	Allocations:
Youth Scholarships	\$75,000
Targeted Programming, Per District	\$25,000
Youth Programs/Events	\$75,000
Free Days	\$25,000
Teen Programs/Events	\$75,000
Outreach/Marketing/ Data Collection	\$25,000
<b>TOTAL</b>	<b>\$300,000</b>

### Aquatics:

- Our summer camps wrapped up on a high note! During the final week, Davey Jones reached full capacity with 15 participants, while Guard Start exceeded capacity with 18. It was a fantastic way to close out the season.

- Aqua Zumba continues to gain momentum! In August, we had 10 registered participants, plus an average of 3–5 drop-ins each class. This growing interest is exciting as we head into the fall session.
- Looking ahead, all 21 of our one-on-one private swim lessons (Aug 31–Oct 4) are already sold out, a great sign of strong community demand!

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

- We’re thrilled to launch our new Teddy Bear Picnic at Children’s Wonderland! Families can enjoy face painting, story time, and fun activities. Kids are encouraged to bring their favorite teddy bear or stuffed animal for a day full of smiles and bear hugs.
- Staff are busy preparing for a festive fall season, including Pumpkin Patch Field Trips, our Annual Nightmare on Glenn Street, and more October fun. We’re excited to create engaging, family-friendly experiences for the community

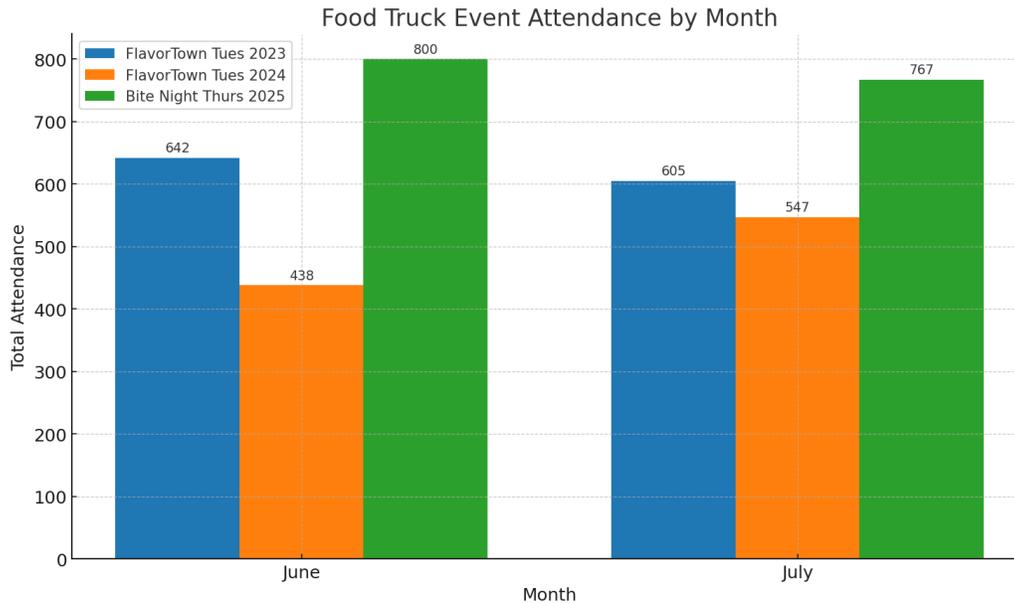


- As we prepare for Nightmare on Glenn Street, we’re seeking candy donations for our Trick-or-Treat lane from community partners. Your support helps ensure a safe and fun celebration for all participants!

- Our recent Food Truck event series was a success, drawing strong community participation. Attendance numbers highlight the growing popularity of these gatherings, with 1,479 attendees enjoying great food, music, and a fun, family-friendly atmosphere. We look forward to building on this momentum for future events next season!
- Our Food Truck Series continues to attract strong community participation. FlavorTown Tuesdays drew 1,247 attendees in 2023 and 985 in 2024, with steady turnout across June and July. In 2025, our new Bite Night Thursdays launched with record attendance 800 in June and 767 in July. The shift to Thursday evenings and fresh programming have boosted overall engagement, reflecting the community’s enthusiasm for these events.

### Food Truck Events Series Attendance

FlavorTown Tuesday Dates 2023 (4-7pm)	Attendance	FlavorTown Tuesday Dates 2024 (4-7pm)	Attendance	Bite Night Thursday Dates 2025 (5-8pm)	Attendance
6/13/23	312	6/11/24	226	6/5/25	436
6/27/23	330	6/25/24	212	6/19/25	364
7/11/23	317	7/8/24	268	7/17/25	390
7/25/23	288	7/22/24	279	7/31/25	377
<b>Total</b>	<b>1,247</b>		<b>985</b>		<b>1,567</b>



### **Community Centers:**

- We've been diligently restructuring operations at our Community Centers to improve workflow, implement best practices, and strengthen staff training for monitoring classes, meetings, and private events. A vendor has been selected to provide post-event cleaning services, and we'll begin the professional services agreement process soon.

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

- We're excited to welcome Limitless Queens Volleyball to our facility! Their practices and games will bring added energy and new opportunities for community engagement.
- The Vallejo Generals Basketball program has extended their time with us, offering additional weeks of camps on Tuesdays and Thursdays. These sessions provide youth more chances to develop skills, build teamwork, and stay active through structured training and fun activities.
- Our summer camps wrapped up with Chop It Up Kitchen! Sustainable Solano hosted a week of culinary programming at Foley Cultural Center. Highlights included a visit to Morning Sun Herb Farm and hands-on cooking with locally sourced ingredients. Participants created delicious dishes while learning about food, sustainability, and community. We look forward to expanding this partnership and offering more teen cooking programs in the months ahead.
- Senior programs continue to thrive! Our recent Senior Social, supported by AT&T's generous coffee donation, drew guests from the Florence Douglas Center. Several attendees enjoyed it so much they signed up for Zumba Fun afterward.
- Griffin Academy and GVRD are developing Bridging Generations: Teens & Seniors in Art. This upcoming program will unite teens and seniors to learn new art skills, share personal stories, and create projects inspired by Vallejo, celebrating connection across generations.

### **Staffing:**

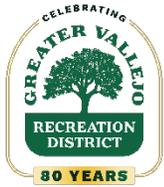
- Recruitment for the full-time Recreation Coordinator position has successfully concluded, and a job offer has been extended. The selected candidate is currently completing the pre-employment process. We look forward to welcoming this new team member to the Department and District soon!

### **Youth Services:**

- Youth Services staff participated in a two-day VCUSD training on August 11–12, connecting with partner vendors and engaging in valuable professional development. GVRD hosted additional training on August 13 at the Foley Cultural Center, covering District policies and expectations. On August 18, staff returned to school sites, welcome back! Kid’s Club at Cave is full with 25 participants plus six on the waitlist, Glen Cove has 11/15 enrolled, and Wardlaw 14/25. ExLP After School Program registrations remain strong across 14 VCUSD sites this school year.

### **Kudos:**

- A big kudos to Nazia Ali, Administrative Clerk in our main office! Nazia demonstrates outstanding professionalism, organization, and efficiency. She greets customers with a smile and assists with program registrations, picnic bookings, and general inquiries. Summer can be hectic, but Nazia remains pleasant, patient, and helpful with everyone she serves. Her dedication to quality customer service makes a real difference, and we are proud to have her representing GVRD. Thank you, Nazia, for ensuring our residents are always in good hands—great job!

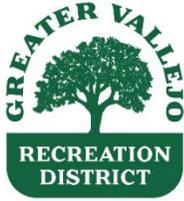


# Maintenance Department Board Update

8/28/2025

## Parks and Facilities

- Children's Wonderland Park
  - We will be receiving reimbursement from a claim submitted to PG&E.
  
- Dan Foley
  - I attended the Vallejo Watershed Alliance annual meeting on Saturday, August 16<sup>th</sup>, at the Dan Foley Cultural Center.
  - Staff will be replacing a light pole in the lake area that was vandalized.
  - Staff is working on getting quotes to repair and recoat the deck near the lake.
  - Staff has ordered a new projector for the Cultural Center.
  
- Cunningham Pool
  - Staff received and placed the pool covers.
  - The Tecogen is down and should be repaired by the company soon.
  
- North Vallejo Park
  - Staff worked with code enforcement and the County to assist with the unauthorized vending in the ball field parking lot.
  
- Crest Ranch School
  - The chain-link fence was hit and damaged by a vehicle. Staff recently received the report from VPD.
  
- 401 Building
  - Security system installation is nearing completion.
  
- SVCC
  - We received notice from the City of Vallejo that they will be removing trees for upgrades in the parking lot.



# Human Resources Board Update

August 28, 2025

## Employee Appreciation:

- Staff appreciation BBQ – September
- Staff breakfast – November
- Holiday potluck and team building – December
- All Staff acknowledgements and safety meeting - January

## Full-Time Recruitment:

Recreation Coordinator – Offered position to candidate who has experience working for City of El Cerrito and City of Fairfield. Currently in the pre-employment process.

## Safety:

- The Safety Committee updated the Injury & Illness Prevention Program.
- The Safety Committee made recommended changes to emergency exit maps for the Foley Cultural Center and Vallejo Community Center
- Creating Indoor Heat Illness Prevention Plan

## Training:

- HR Director attended 8-hour training on *Public Employee Discipline*
- HR Coordinator attended:
  - *Fundamentals of Human Resources*
  - *Dealing with Difficult People*



# Finance Department Board Update

*August 14, 2025*

## Updates in the Finance Department

- New ERP Progress Update
- FY 22/23 Audit Progress Update
- Policy #3050 Fixed Assets and Policy #RR3050 Rules and Regulations Revisions. Adjustments have been made and are currently being reviewed by the General Manager.
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