



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 Meeting Agenda

Thursday, August 8, 2024

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) **Presentations:**

5.1-Proposal for McIntyre Ranch by Vallejo Project

5.2-Daniel Keen Consulting: Facilitated Performance Reviews for General Managers

6) **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.



7) Committee Updates

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

8) 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.

8.1 Approve Board Minutes – July 25, 2024

8.2 Accept Facility and Development Committee Minutes-July 23, 2024

9) Staff Updates

Public Comment

9.1 General Manager

9.2 Recreation Services Director

9.3 Parks and Facilities Director

9.4 Human Resources Director

9.5 Finance Director

10) Announcements and Comments from Board Members:

11) Executive Session

Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code section 54957

Title: General Manager

12) Meeting Adjourn



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Greater Vallejo Recreation District Board of Directors

MINUTES

July 25, 2024 – 401 Amador Street

6:30 p.m.

1) Call to Order

Chairperson Aliga called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:31 p.m., July 25, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance

Chairperson Aliga led the pledge.

3) Roll Call

Present: Chairperson Rizal Aliga; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Acting Parks and Facilities Director, Chris Andrade; Finance Director, Noel Parkhurst; Recreation Director, Antony Ryans; Human Resources Director, Lisa Sorvari; Board Clerk, Kimberly Pierson

4) Approval of Agenda

Director Briseño offered the motion, seconded by Director Starnes to approve the agenda. Motion passed.

5) Public Hearing on Annual Budget: 1 Speaker

To receive public comment regarding adoption of the District's Annual Operating Budget for 2024-2025 Fiscal Year

Hearing Opened: 6:32pm Hearing Closed: 6:36pm

6) Public Comment: -3 Speakers

(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.

7) Committee Updates-None

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



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.

Public Comment-None

8.1 Approve Board Minutes – July 11, 2024

8.2 Accept Publicity, Programs Committee Minutes-Special Meeting-July 10, 2024

8.3 Accept Policies and Personnel Committee Minutes Meeting – July 15, 2024

8.4 Accept Budget and Finance Committee Minutes – July 16, 2024

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

9) **Financials:**

Public Comment

9.1 Accept Finance Statement through 5/31/2024 (Parkhurst)

Director Starnes offered the motion, seconded by Director Briseño to approve the finance statement through 5/31/2024. Motion passed.

9.2 Accept Payment of Bills 6/1/2024 through 6/30/2024 (Parkhurst)

Director Starnes offered the motion, seconded by Director Briseño to approve the payment of bills 6/1/2024 through 6/30/2024. Motion passed.

9.3 Resolution 2024-03 of the Board of Directors of the Greater Vallejo Recreation District to Adopt the Annual Operating Budget for Fiscal Year 2024-2025 (Parkhurst)

A revised version of the Resolution was distributed with updated verbiage and formatting, no financial information was changed. Director Briseño offered the motion, seconded by Director Starnes to allocate the projected revenue over expense amount of \$58,920 to unrestricted reserves and approve Resolution 2024-03 adopting the annual operating budget for fiscal year 2024-2025. Roll Call Vote: Ayes: Aliga, Judt, Briseño, Starnes, Noes: None; Absent: None. Motion passed.

10) **Staff Updates**

Public Comment-

10.1 General Manager

- Provided details on the recent ribbon cutting at Terrace Park.
- Gave updates on recent meetings regarding impact and Quimby fees, Eden Housing loan and Vallejo School District agreements.

10.2 Recreation Services Director

- Announced the upcoming Bands and Brews event happening on Friday
- Gave an update on the upcoming 80th Anniversary Celebration

10.3 Parks and Facilities Director-Given by Facilities Supervisor

- Provided an update on the recent trash clean up at River Park



- Announced the new informational kiosk was installed at Hanns Park and recognized the Napa Solano Labor Council and Local Carpenters Union for volunteer time and providing materials.
- Announced that staff completed emergency repairs to the bleachers at Wilson Park.

10.4 Human Resources Director

- Announced the employee of the month is being featured on the website.
- Provided an update on upcoming benefit changes and staff headcount
- Announced new drug screen protocols for staff who drive district vehicles.

10.5 Finance Director

- Provided an update on the vacant Accounting Clerk II position.
- Announced the final budget book will be completed and posted on the website.

11) Announcements and Comments from Board Members

Director Briseño inquired about Thurmon Field in response to an earlier public comment. He also invited recreation staff to table at an upcoming Soltrans Summer Event on August 9th.

Director Aliga announced that he recently received an employment promotion.

12) Executive Session- at 8:03pm Chairperson Aliga convened to executive session.

Public Comment-1 Speaker

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

Title: General Manager

12.2 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION, pursuant to Government Code section 54956.9(d)(1)

Name of case: *Brown v. Greater Vallejo Recreation District*, Solano County Superior Court, Case No. CU23-06028

at 10:04pm Chairperson Aliga re-convened to regular session and reported the following: **12.1 & 12.2** -Information provided, direction given

13) Meeting Adjourn

Director Starnes offered the motion, seconded by Director Aliga to adjourn the meeting at 10:04pm. Motion passed.

Tom Starnes, Board Secretary



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Facility and Development - Committee Minutes

Tuesday, July 23, 2024

1:30 p.m.

Administrative Office-Board Room

401 Amador Street

In attendance: Director Starnes, Director Briseño, General Manager
Lanusse, Facilities Supervisor Andrade

Meeting began: 1:30 P.M.

1. Public Comment

There was no public attendance/ Comment at this meeting.

1. Proposed Policy-Memorial Trees & Benches:

General Manger Lanusse introduced the proposed policy, establishing this was an older draft and still needs to be updated. The committee recommended removing the specific bench items with prices and provide language that leaves decisions up to GVRD including type of bench/tree, placement, and cost. It was also recommended to provide language that limits how long the implements would be maintained.

2. Request to rename Shevland Park Garden:

General Manager Lanusse reported that the local POA has requested to name the small garden after Patricia Gatz, also noting there were two names, of unknown origin, currently on the Shevland Park Garden sign. The committee recommended taking the recommendation to the full board for approval, and if approved, to keep the two existing names on the new sign.

3. South Vallejo Community Center Charging Stations (City of Vallejo Project:

Facilities Supervisor Andrade provided an update on the progress of the project. The committee remarked concern about the recent vandalism at other charging stations in Vallejo and recommended installing a sign that says who to call for repairs. Facilities Supervisor Andrade mentioned that the contractor stated there will be stickers on each station noting such.

4. Terrace Park Playground Ribbon Cutting – Prop 68:

Facilities Supervisor Andrade noted that the ribbon cutting was a success and made the front page of the newspaper. The committee commended staff for their efforts on the project and would like to see more staff recognition in the future.



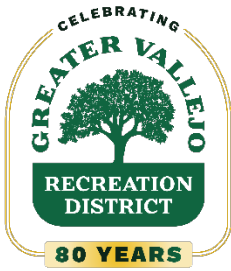
5. Cunningham Aquatic Complex Restroom Improvements:

Facilities Supervisor Andrade provided an update on the project and noted it is on hold until December when we can close the pool for both phases to be completed simultaneously and due to cashflow projections it was in our best interest to delay the project. The committee expressed concern with the timeline of the project being finished on time to reopen the pool. The committee also said they would like to see the restrooms that are finished being used by the public. Facilities Supervisor Andrade acknowledged the concerns about the timeline and noted that with the information we have now the project would be on schedule; staff would be notified to open restrooms when possible.

6. Lake Dalwigk Park Improvements:

Facilities Supervisor Andrade provided an update on the project including the restroom building built but had not passed final inspection by the City Building Dept. The contractor still needs to make electrical and water connections and is causing other delays in the project. Interwest agreed to take possession of the restroom as the project manager. The committee agreed with GVRD not taking possession of the restroom until it is fully usable by the public and making sure the final product is delivered in new condition.

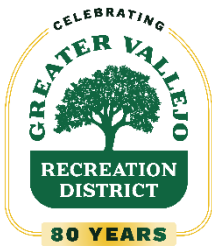
Adjourned 2:13 p.m.



General Manager Board Update

8-8-2024

- We had a meeting with the City regarding Quimby fees and the pool request. We were provided direction and will reapply.
- I had a meeting with the school district to discuss updating the use agreement, and other items. They will provide me with a draft of items we discussed in September to review.
- We are in discussions with the City regarding River Park and updating policies and procedures regarding camping. I explained items that GVRD would like to see, such as buffer zones and more cooperation between the two agencies.
- Looking forward to the 80th party on August 10th.
- The City of Vallejo is promoting National Night Out. As a few parks are being utilized, I have asked who the contact person is, so that they can coordinate and include us before the date.
- Executive staff and I have a workshop in August to discuss GVRD mission and goals, per the 10-year master plan.
- I will provide my S.M.A.R.T goals to the board in a separate document.
- I am working with HR regarding personnel concerns.
- Our annual staff appreciation lunch BBQ will be scheduled for some time in September. Our Holiday training and lunch will be in December.



Recreation Services Board Updates

08/08/2024

Activity Guide:

- The Activity Guide will be available in the next several weeks.

Aquatics:

- Movies on Deck was held last Thursday, August 1st at the pool. 30 participants swim and enjoyed a showing of, "Kung Fu Panda 4."



- Both the Davey Jones Camp and Guard Start Camp have been consistently full since the start of summer. The programs have been running smoothly and have received positive feedback from participants and parents.

Community Centers:



- North Vallejo Community Center continues to host private events on weekend. The photo above was taken from a private event held last weekend at the facility.

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

- The final Flavor Town Food Truck Tuesdays of the summer was held on Tuesday, August 6th from 4-8pm at Children’s Wonderland. This event is free to attend!
- The Adaptive Recreation Luau was a success! There was food, fun and swimming. We had over 50 attendees and can’t wait to do it again next year!
- GVRD Hosted its Bands and Brews event of the season. We had great attendance of over 500 people. The community brought their lawn chairs, purchased brews and food from our vendors.



- The 80th Anniversary Celebration is this Saturday, August 10th from 3-8pm at Blue Rock Springs Park. Join us as we celebrate 80 GREAT years serving the community of Vallejo and surrounding cities.





Sports/Gym:

- 309 youth will celebrate the end of their season with a Jr. Giants BBQ which was held on Friday, August 2nd at Dan Foley Park. GVRD is partnering with Solano Sunset Rotary Club who will provide 5 volunteers to cook and serve the participants. GVRD received donations from Safeway and Costco. Sac's Hotdogs and Sunset Rotary have pending donations.



- We have a new user group who would like to start a volleyball program using the sports gym for private rentals. In addition to this user agreement their organization wants to host GVRD classes and clinics to increase GVRD programs.

Staffing:

- Courtney Collier, Recreation Coordinator in Youth Services has accepted a FT Recreation Supervisor position with City of Vacaville. Her last day with the District will be Wednesday, August 14th. We wish her continued success in her new role!

Youth Services:

- FRESH Theatre camp performed “The Little Mermaid” last week. Campers are looking forward to next session with 20 participants registered for camp next week.



- Youth Services 1st Back-to-School Glam Jam event took place on Saturday, August 3rd from 11:00am-3:00pm at Children’s Wonderland. GVRD received a \$500 donation from Target to purchase supplies. 94 youth are registered for the event.



- Youth Services staff is getting ready to close out the summer with their end of summer field trip today to Blue Rock Springs Park with Aquatics. The end of summer BBQ will include a lunch, outdoor games and more!

Kudos:

- I'd like to praise Naz Ali, Administrative Clerk in the Recreation front office. Naz is a very hard-working employee who is very knowledgeable of GVRD programs, rentals, and services. Naz comes to work ready to provide customer service and is very professional with staff and the public. Naz is a valued employee in our Department and we're appreciative to have her as a part of the team!



Maintenance Department Board Update

8/8/2024

Parks and Facilities

- City Park
 - A Community resource fair, backpack and supplies give away event is scheduled for August 10th from 10Am-4Pm.
- BRS Park
 - Staff is working with the Recreation Department to make sure the Park is ready for the GVRD 80th anniversary.
 - The Vallejo Watershed Alliance had their annual BBQ.
- Borges Park
 - Staff worked on repairing a wood structure pergola.
- Hanns Park
 - Shakespeare in the Park was on the last weekend of July; the event went well.
- Franklin GYM
 - Staff installed a score board that came from Mare Island Sport Center.
- Highlands Park
 - Staff aerated and fertilized the grass areas.
- Sports Fields
 - Staff worked on aerating and fertilizing the fields.
- I would like to thank Javier Peña and Chris Andrade for covering for me when I was out on vacation.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	8/28/2024	0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postponed until funding is available.
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
RFP	6/21/2023	10/28/2023	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Build	1/8/2024	2/1/2025	<div style="width: 30%; background-color: green;">30%</div>	<input type="checkbox"/>	New restrooms were completed; the rest of the work will be postpone until winter season to help with the budget.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Build	10/6/2021	8/30/2024	<div style="width: 98%; background-color: green;">98%</div>	<input type="checkbox"/>	Carpenters union installed the new kiosk and staff ordered the welcoming sign.

BOARD PROJECTS UPDATE



Date

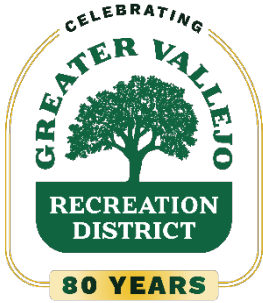
TASK	START	END	% COMPLETE	DONE	NOTES
Lake Dalwigk Park Improvements				<input type="radio"/>	
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2024	13/30/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	10/20/2024	50%	<input type="radio"/>	The installation of the restroom is about 90% completed; the contractor is working on the electrical and the water connection.
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Permit Issued	4/1/2023	5/30/2024	0%	<input type="radio"/>	
RFP	8/1/2024	10/30/2024	0%	<input type="radio"/>	
Build	1/1/2025	3/1/2025	0%	<input type="radio"/>	
Franklin Middle School					
Prop 68 Management RFP	1/1/2024	7/1/2024	50%	<input type="radio"/>	The RFP documents were sent to our legal counsel for their review.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Portable Buildings	1/1/2024	8/30/2024	50%	<input type="radio"/>	Staff replaced an AC unit of one of the portables to get the room ready for camps.
SVCC EV Charging Stations					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2024	8/29/2024	80%	<input type="radio"/>	Contractor began with the installation; waiting on PG&E for a construction date.



Human Resources Board Update

August 8, 2024

BUDGETED VERSUS ACTUAL HEADCOUNT

ADMINISTRATIVE/FINANCE/HR POSITIONS				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Accounting Clerk II	2	1	1	0
Administrative Assistant	1	1	0	0
Clerk of the Board/Asst. GM	1	1	0	0
Finance Director	1	1	0	0
Human Resources Coord.	1	1	0	0
Human Resources Director	1	1	0	0
TOTALS	7	6	1	0

FACILITIES AND PARKS POSITIONS, FULL TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Parks & Facilities Director	1	1	0	0
Facilities Supervisor	1	1	0	0
Lead Maintenance Worker	3	3	0	0
Maintenance Worker I	9	8	0	1
Maintenance Worker II	2	2	0	0
Parks Supervisor	1	1	0	0
TOTALS	17	16	0	1

FACILITIES AND PARKS POSITIONS, PART TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Maintenance Equip. Op.	2	2	0	0
Maintenance Worker	7	5	0	2
Visitor Services Coordinator	1	1	0	0
Visitor Services Monitor	8	6	0	2
TOTALS	18	14	0	4

RECREATION POSITIONS, FULL TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Administrative Support	1	1	0	0
Recreation Coordinator	7	6	0	1
Recreation Director	1	1	0	0
Recreation Supervisor	3	2	0	1
TOTALS	12	10	0	2

RECREATION POSITIONS, PART TIME				
JOB TITLE	POSITIONS BUDGETED	POSITIONS FILLED	POSITIONS OPEN	POSITIONS FROZEN
Administrative Clerk	4	2	1	1
Assistant Coordinator	13	9	2	2
Center Monitor	9	9	0	0
Custodian	3	3	0	0
Lifeguard	46	26	20	0
Pool Specialist	10	7	3	0
Recreation Leader	75	55	20	0
Recreation Leader II	2	1	1	0
Senior Lifeguard	18	16	2	0
Senior Rec. Leader	16	14	2	0
TOTALS	196	142	51	3



Finance Department Board Update

August 8, 2024

FY21/22 Financial Audit Status

- General Manager Lanusse and Finance Director Parkhurst discussed the audit status with the auditing CPA firm MUN and Associates. The District made inquiries into the timeline to complete the FY 21/22. They will put the FY 21/22 audit back on their engagement calendar once they receive the Capital Asset roll forward.
- Finance Director Parkhurst and Financial Consultant Casey met last week and developed a plan to work together to complete the three open audit items. The plan begins with Director Parkhurst completing and forwarding the Asset Roll forward and Depreciation schedule by 08/09/2024.

FY23/24 Fiscal Year End Close

- Staff will continue to review and/ or reconcile all General Ledger Accounts. The priority will be set according to the category and importance of the accounts. This process will be driven by a Year End Close Calendar that allocates workload to staff.

FY24/25 Final Budget and Publication of Budget

- Progress has been made by staff toward the development of the Budget Book. The goal is to publish the hard copy and the digital version on the District website by the end of August.

Updates and Efforts in the Finance Department

- Staff successfully processed the first payroll pay date since that position has become vacant. Efforts continue to reconcile payroll related accounts and re-evaluate current processes.
- Director Parkhurst and HR Director are developing a new job title and description for the Payroll function that will be more in line with the functions needs and in turn fulfill the District's needs from this position.