



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, October 24, 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) **Public Comment:**

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

6) **Committee Updates**

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

7) **Consent Calendar**

Public Comment



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

7.1 Approve Board Minutes – October 10, 2024

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

8) Action Items:

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

9) Financials:

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

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

9.3 Quarterly Financial Summary (Parkhurst)

10) Staff Updates:

Public Comment

10.1 General Manager

10.2 Recreation Services Director

10.3 Parks and Facilities Director

10.4 Finance Director

11) Announcements and Comments from Board Members:

12) Executive Session:

Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code section 54957

Title: General Manager

13) Meeting Adjourn:

We regularly meet on the second and fourth Thursdays of each month at 6:30pm
Next Meeting: Thursday, November 14, 2024



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BOARD OF DIRECTORS

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GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors

MINUTES

October 10, 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 6:30 p.m., October 10, 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; Parks and Facilities Director, Salvador Nuño; Acting Recreation Director, Julie Myers; Human Resources Director, Lisa Sorvari; Board Clerk, Kimberly Pierson

4) **Approval of Agenda**

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

5) **Public Comment: 1 Speaker**

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

6) **Committee Updates-None**

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

7) **Consent Calendar**

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

Public Comment-None

7.1 Approve Board Minutes – September 26, 2024

7.2 Accept Budget and Finance Committee Minutes-September 17, 2024



7.3 Accept Facility and Development Committee Minutes-September 18, 2024

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

8) Action Items:

8.1 Resolution 2024-06 of the Board of Directors of the Greater Vallejo Recreation District Declaring Facilities Cooperation With the Vallejo City Unified School District (Lanusse)

Director Briseño offered the motion, seconded by Director Starnes to Approve Resolution 2024-06 Declaring Facilities Cooperation with the Vallejo City Unified School District. Roll Call Vote: Ayes: Aliga, Briseño, Starnes, Judt; Noes: None; Absent: None; Abstain: None. Motion passed.

8.2 Resolution 2024-07 of The Board of Directors Of The Greater Vallejo Recreation District Declaring 1110 Colusa Street As Exempt Surplus Land (Legal Counsel)

Director Judt offered the motion, seconded by Director Starnes to Approve Resolution 2024-07 Declaring 1110 Colusa Street as Exempt Surplus Land. Roll Call Vote: Ayes: Aliga, Briseño, Starnes, Judt; Noes: None; Absent: None; Abstain: None. Motion passed.

8.3 Discussion on October 17, 2024, Special Board Meeting Agenda Items (Lanusse)

After discussion it was decided to have the meeting at 5pm to discuss budget questions as well as a board-executive staff retreat.

9) Staff Updates

Public Comment-1 Speaker 9.1

9.1 General Manager

- Read a thank you card from the Vallejo Heights and Bay Terrace neighborhoods thanking staff for their efforts in cleaning up River Park.
- Congratulated Noel Parkhurst on passing his one-year employment probation.
- Announced a meeting next week regarding the pantry at the South Vallejo Community Center.
- Provided an update on a recent meeting regarding the future plans for the Blue Rock Springs Golf Course.

9.2 Recreation Services Director-Given by Julie Myers, Recreation Supervisor

- Announced donations being accepted for three upcoming events: Toy Giveaway, Turkey Giveaway and Nightmare on Glenn Street.
- Gave an update on spring planning. Six new proposals received, and the cooking class is returning.



- Announced new classes coming to the pool next spring: kids water polo and mermaid school.
- Discussed errors in the reporting numbers. Board provided feedback.

9.3 Parks and Facilities Director

- Announced a school cross county track event happened at Hanns Park today.
- The RFP for the Franklin project went out today.
- Announced the visitors service season ends this weekend.

9.4 Human Resources Director

- Announced Employee of the Month for September: Gilbert Marquez, Brice Sweet and Armando Segura.
- Announced De-Escalation training has been scheduled for December 4th.
- Provided an update on the open Accounting Clerk II position.

9.5 Finance Director

- Announced weekly standing meetings to preview department spending.
- Provided an update on the open payroll position.
- Announced 1 year anniversary and thanked the board for the opportunity.
- Provided an update on departmental training.

10) Executive Session- After a 5-minute recess: at 7:50pm Chairperson Aliga convened to executive session.

Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code section 54957

Title: General Manager

at 9:03pm Chairperson Aliga re-convened to regular session and reported the following: Feedback shared, and direction given.

11) Announcements and Comments from Board Members

Chairperson Aliga announced that he was in the splash chair at the recent Waterfront Weekend event and raised \$150.

Director Briseño requested to have an agenda item added to an upcoming meeting to discuss the General Manager salary scale.

12) Meeting Adjourn

Meeting Adjourned at 9:05pm

Tom Starnes, Board Secretary



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BOARD OF DIRECTORS

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Robert Briseño
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors-Special Meeting

MINUTES

October 17, 2024 – 401 Amador Street

5:00 p.m.

1) **Call to Order**

Chairperson Aliga called a special meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 5:10 p.m., October 17, 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; Parks and Facilities Director, Salvador Nuño; Human Resources Director, Lisa Sorvari; Board Clerk, Kimberly Pierson

4) **Approval of Agenda**

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

5) **Discussion/Action Items: Public Comment-None**

Budget Questions: General Manager Lanusse and Finance Director Parkhurst responded to questions that were presented by Director Judt.

Informal direction: Always zero out Measure K funds, staff will confirm the yearly amount budgeted to legal fees, Director Judt will schedule a meeting with the Finance Director and General Manager for one-on-one government finance training.

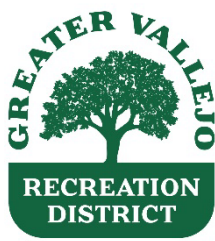
6) **Board of Directors and Executive Staff Retreat**

The Board of Directors and Executive Staff did teambuilding activities.

7) **Meeting Adjourn**

Meeting Adjourned at 7:35pm – Director Judt left the meeting at 7:11pm

Tom Starnes, Board Secretary



Agenda 8

BOARD COMMUNICATION

Date: October 24, 2024

TO: Board Chairperson and Directors

FROM: Gabriel Lanusse, General Manager

SUBJECT: Authorize General Manager to attend the CWSS conference January 22-24, 2025

BACKGROUND AND DISCUSSION

I am requesting authorization to attend the following conference:

The California Weed Science Society Conference (CWSS) will be held January 22-24. This conference provides approximately 20 CEU's of the 40 CEU's required for my Pest Control Advisor License for the State of California. I am currently the only pest control advisor on staff. This is the top license for pesticides. Due to the Districts' budget constraints, I am currently asking for the time to attend. I would also like the District to pay the registration fee of \$350, I would pay it now, and to be reimbursed in January after GVRD has received our property tax apportionment. I will pay for my own room, meals and transportation.

RECOMMENDATION

Authorize attendance for the CWSS conference.

FISCAL IMPACT

Estimate: \$350.

ALTERNATIVES CONSIDERED

- Authorize conference
- Adjust what can be reimbursed.
- Choose what can be approved/denied.
- Deny request completely

DOCUMENTS AVAILABLE FOR REVIEW

None

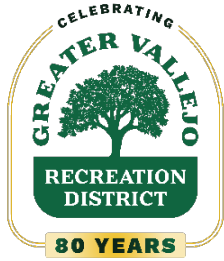
Check Register Report

Greater Vallejo Recreation District
For September 2024

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	<u>Detail Notes</u>
72892	09/27/2024	CAPRI	\$39,729.75	Property & Liability / Workers Comp Ins.	
72836	09/24/2024	US Bank Corporate Payment System	\$28,497.98	CalCard Master Statement Payment	
72864	09/26/2024	P G & E	\$21,298.11		
72855	09/24/2024	Lift Off, LLC	\$10,578.00	MS 365 Licenses	
72861	09/24/2024	Security Enforcement Alliance	\$8,884.20	Security Services - Park Lock Ups & Center Events	
72890	09/26/2024	Metropolitan Life Insurance Company	\$6,312.75	Employee Life, Dental & Vision Premium	
72798	09/12/2024	Commercial Pool Systems, Inc	\$5,760.65		
72793	09/12/2024	Battlebots Inc.	\$5,000.00		
72830	09/19/2024	NetXperts, LLC	\$4,975.00	IT & Network Support Provider	
72805	09/12/2024	Recreation Science Inc	\$4,250.00		
72854	09/24/2024	Kay Cady-Johnson	\$4,105.50	Leisure Service Contract Instructor	
72828	09/19/2024	Commercial Pool Systems, Inc	\$3,659.14		
72786	09/12/2024	P G & E	\$3,610.40		
72849	09/24/2024	Commercial Pool Systems, Inc	\$3,561.56		
72804	09/12/2024	Napa Ford-Lincoln	\$3,498.46		
72848	09/24/2024	Commercial Energy Of Montana	\$3,346.22	Energy Service - Cunningham Pool	
72815	09/17/2024	Tecogen	\$2,294.82		
72835	09/23/2024	Teletrac Navman US Ltd.	\$2,089.20	District Fleet Maintenance & Tracking Software	
72746	09/04/2024	One People Tribe	\$2,039.90	Leisure Service Contract Instructor	
72819	09/19/2024	Horizon	\$1,827.98		
72801	09/12/2024	Georgia House Graphics	\$1,700.00		
72753	09/04/2024	Verizon Wireless	\$1,698.00	Cell Phone Provider	
72853	09/24/2024	GreatAmerica Financial Services	\$1,600.18	Lease: District Copiers/ Printers	
72891	09/26/2024	Commercial Pool Systems, Inc	\$1,537.92		
72759	09/06/2024	Fortify Fire Protection	\$1,518.95		
72845	09/24/2024	Center For Advanced Learning	\$1,417.00		
72829	09/19/2024	Green Valley Aloha Saw & Mower	\$1,373.73		
72810	09/12/2024	Uline Shipping Supplies	\$1,349.62		
72792	09/12/2024	B & G Tires Of Vallejo	\$1,345.89		
72778	09/10/2024	Antony Ryans	\$1,300.00	Executive Staff	
72843	09/24/2024	Bay Alarm Company	\$1,231.25		
72822	09/19/2024	CITY OF VALLEJO	\$1,229.00		
72760	09/06/2024	Les Schwab Tires	\$1,211.88		
72776	09/06/2024	Victor Wallace	\$1,152.00	Leisure Service Contract Instructor	
72789	09/12/2024	Tecogen	\$1,118.37		
72813	09/16/2024	Tecogen	\$1,118.37		
72825	09/19/2024	C-DAT	\$1,084.00		
72755	09/06/2024	Ross Recreation	\$1,083.46		
72866	09/26/2024	Angelito Or Loana Claudio	\$1,022.00	Leisure Service Contract Instructor	
72787	09/12/2024	Pitney Bowes Bank Inc	\$1,009.75		
72851	09/24/2024	Folger Graphics	\$1,007.22		
72871	09/26/2024	Betty DalPorto	\$908.26	Retiree Benefit Stipend - Thru April 2025	
72750	09/04/2024	Ring Central Inc.	\$878.87	District Phone System	
72824	09/19/2024	Brady Industries	\$871.80		
72811	09/12/2024	Veritiv Operating Company	\$863.69		
72809	09/12/2024	Turf Star, Inc.	\$824.01		
72775	09/06/2024	Frankie Valentine-Flores	\$814.10	Leisure Service Contract Instructor	
72751	09/04/2024	Morris Saypanya	\$750.00		
72800	09/12/2024	Gerardo Cortez	\$750.00		
72856	09/24/2024	Omar Melendez	\$750.00		
72858	09/24/2024	Sonia Ortega	\$750.00		
72783	09/12/2024	California Glass Of Vallejo	\$700.00		
72839	09/24/2024	Grainger	\$656.13		
72857	09/24/2024	NuCO2	\$647.30		
72784	09/12/2024	Express Shirt Printing	\$642.66		
72799	09/12/2024	Continuant, Inc.	\$636.98		
72756	09/06/2024	All Star Rents	\$620.41		
72754	09/06/2024	Destiny Perkins	\$614.25		
72768	09/06/2024	Karen Houston	\$543.20		
72831	09/19/2024	NuCO2	\$468.39		
72802	09/12/2024	Green Valley Aloha Saw & Mower	\$463.67		
72808	09/12/2024	Syber Fiber	\$444.00	Internet Provider: Administration & Other Locations	
72870	09/26/2024	Richard Conzelmann	\$435.99	Retiree Benefit Stipend	
72873	09/26/2024	David Flowers	\$432.00	Retiree Benefit Stipend	
72875	09/26/2024	Penny Harman	\$430.08	Retiree Benefit Stipend	
72774	09/06/2024	Frank Silveira	\$405.60	Leisure Service Contract Instructor	

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	<u>Detail Notes</u>
72780	09/11/2024	Vallejo Fire Extinguisher	\$353.19		
72771	09/06/2024	Lorna Mandap	\$333.55		
72823	09/19/2024	Big Creek Lumber & Building Materials	\$333.45		
72790	09/12/2024	Alhambra	\$324.12		
72761	09/06/2024	Sherwin-Williams	\$319.66		
72772	09/06/2024	Theodore Rocha	\$317.80		
72770	09/06/2024	Virlynda Luciano	\$315.00	Leisure Service Contract Instructor	
72846	09/24/2024	Cintas Corporation	\$308.01		
72844	09/24/2024	AT&T	\$291.84	Phone Lines: Alarm Multiple Locations	
72794	09/12/2024	Big Creek Lumber & Building Materials	\$279.64		
72886	09/26/2024	Anita Sailas	\$278.79	Retiree Benefit Stipend	
72867	09/26/2024	Eileen Brown	\$275.00	Retiree Benefit Stipend	
72879	09/26/2024	Roger Maryatt	\$275.00	Retiree Benefit Stipend	
72881	09/26/2024	Randy Nicks	\$275.00	Retiree Benefit Stipend	
72769	09/06/2024	Steven Logoteta	\$263.00	Leisure Service Contract Instructor	
72877	09/26/2024	Jerome Lohr	\$258.17	Retiree Benefit Stipend	
72788	09/12/2024	State Of California	\$256.00		
72748	09/04/2024	Sandra Cruz	\$254.00		
72834	09/23/2024	Sandra Cruz	\$254.00		
72832	09/19/2024	Vallejo Tint Shop	\$250.00		
72837	09/24/2024	Bayshore Materials	\$234.56		
72816	09/17/2024	Calmat Co Db a Vulcan Materials Co	\$220.00		
72762	09/06/2024	SiteOne Landscape Supply	\$215.23		
72876	09/26/2024	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend	
72803	09/12/2024	Virlynda Luciano	\$194.60	Leisure Service Contract Instructor	
72781	09/11/2024	Tiana Dickson	\$190.00		
72865	09/26/2024	Big Creek Lumber & Building Materials	\$189.05		
72773	09/06/2024	Karen Silas	\$183.00	Leisure Service Contract Instructor	
72791	09/12/2024	AT&T	\$180.48	Phone Lines: Alarm Multiple Locations	
72758	09/06/2024	Big Creek Lumber & Building Materials	\$175.95		
72765	09/06/2024	Break It Down Soul Line Dance	\$168.00	Leisure Service Contract Instructor	
72868	09/26/2024	Deberah Carey	\$167.79	Retiree Benefit Stipend	
72869	09/26/2024	Kerry Carmody	\$167.79	Retiree Benefit Stipend	
72872	09/26/2024	Jose Famalette	\$167.79	Retiree Benefit Stipend	
72874	09/26/2024	Patricia Gloyd	\$167.79	Retiree Benefit Stipend	
72878	09/26/2024	Prisco Manglona	\$167.79	Retiree Benefit Stipend	
72880	09/26/2024	Jeremias Morgado	\$167.79	Retiree Benefit Stipend	
72882	09/26/2024	Nancy Ortiz	\$167.79	Retiree Benefit Stipend	
72883	09/26/2024	Steve Pressley	\$167.79	Retiree Benefit Stipend	
72884	09/26/2024	Francis Radziewicz	\$167.79	Retiree Benefit Stipend	
72885	09/26/2024	Joan Russell	\$167.79	Retiree Benefit Stipend	
72887	09/26/2024	Barbara Schmidt	\$167.79	Retiree Benefit Stipend	
72888	09/26/2024	Audrey Tucker	\$167.79	Retiree Benefit Stipend	
72889	09/26/2024	Adeline Varni	\$167.79	Retiree Benefit Stipend	
72797	09/12/2024	Comcast	\$156.00	Internet Provider: Multiple Locations	
72821	09/19/2024	Vallejo Fire Extinguisher	\$149.04		
72847	09/24/2024	Comcast	\$135.03	Internet Provider: Multiple Locations	
72807	09/12/2024	Aiesha Roberson	\$125.00		
72833	09/19/2024	Aiesha Roberson	\$125.00		
72757	09/06/2024	Bay Area Air Quality Mgmt District	\$115.00		
72826	09/19/2024	Central Valley Builders	\$114.44		
72862	09/24/2024	Sherwin-Williams	\$113.30		
72863	09/24/2024	Big Creek Lumber & Building Materials	\$106.72		
72764	09/06/2024	Bay Area Driving School	\$104.98		
72785	09/12/2024	General Plumbing Supply Co	\$104.56		
72841	09/24/2024	Itzel Ambriz	\$103.30		
72806	09/12/2024	Linda Riley	\$95.00		
72779	09/11/2024	Bert Williams & Sons Inc	\$80.80		
72842	09/24/2024	AT&T	\$74.19	Phone Lines: Alarm Multiple Locations	
72767	09/06/2024	Philip Graham Jr	\$72.00	Leisure Service Contract Instructor	
72850	09/24/2024	Benjamin Denina	\$64.12		
72852	09/24/2024	Adamasis Gonzales	\$62.51		
72747	09/04/2024	AT&T	\$61.13	Phone Lines: Alarm Multiple Locations	
72814	09/16/2024	Cintas Corporation	\$58.35		
72763	09/06/2024	Ryan Allen	\$57.49		
72840	09/24/2024	P G & E	\$54.39		
72818	09/19/2024	Quench USA, Inc.	\$49.39		
72752	09/04/2024	Sandy Tawaratsumida	\$47.97		
72838	09/24/2024	California Glass Of Vallejo	\$42.00		
72859	09/24/2024	Patrick Pierson	\$39.31		
72766	09/06/2024	Marina Cruise	\$37.59		
72817	09/19/2024	Big Creek Lumber & Building Materials	\$36.87		
72782	09/12/2024	Bert Williams & Sons Inc	\$31.35		
72795	09/12/2024	AT&T	\$30.00	Phone Lines: Alarm Multiple Locations	

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	<u>Detail Notes</u>
72812	09/12/2024	Jetea Wright	\$19.20		
72749	09/04/2024	Noel Parkhurst	\$13.40	Executive Staff	Mileage Reimbursement
72820	09/19/2024	Bert Williams & Sons Inc	\$10.91		
72827	09/19/2024	Cintas Corporation	\$7.81		
72777	09/06/2024	Tyese M Wortham	\$7.20	Leisure Service Contract Instructor	
72796	09/12/2024	Central Valley Builders	\$5.22		



**Greater Vallejo Recreation District
Preliminary Balance Sheet Year-to-Date
as of September 30, 2024
All Funds Combined**

Assets

Cash - Solano County	3,479	
Cash - General Account - BMO	864,796	
Cash - Payroll Account - BMO	50,682	
Cash - 15% Unrestricted Reserve - Umpqua	1,180,301	
Cash - Retiree Benefit Trust Fund - Umpqua	1,298,520	
Accounts Receivable	262,219	
Total Assets		<u>3,659,997</u>

Liabilities

Accounts Payable	101,977	
Payroll Related Payables	562,845	
Building Deposits Payable	45,005	
Amount Due Customers - Etrak	4,096	
Total Liabilities		<u>713,923</u>

Net Assets

Fund Balance- Unrestricted Operating Reserve	1,940,345	
Fund Balance - Restricted Retiree Benefit	1,298,520	
Fund Balance - Designated Reserve 15%	1,462,250	
Excess Revenues Over Expenses	(1,755,040)	
Total Net Assets		<u>2,946,074</u>

Total Liabilities and Net Assets		<u>3,659,997</u>
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Greater Vallejo Recreation District
 Budget to Actuals by Category
 General Fund and Measure K Combined
 As of September 30, 2024
 25% of Fiscal Year

Revenue/Expense Category	FY 23/24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Remaining Budget	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 09/30/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
General Fund Revenue							
Property Taxes	6,059,159	5,833,217	225,942	6,298,331	157	6,298,174	0.00%
Intergovernmental Revenue	739,690	664,152	75,538	1,660,930	253,636	1,407,295	15.27%
Charges for Services	1,039,720	866,125	173,595	534,856	118,186	416,670	22.10%
Rents: Use of Facilities/Equipment	584,783	681,764	(96,981)	656,415	193,891	462,524	29.54%
Use of Money & Property (Contract Rents,Leases, Int Income)	142,796	186,079	(43,283)	113,131	13,449	99,682	11.89%
Grants	1,131,052	250,000	881,052	500,000	177,952	322,048	35.59%
Donations	5,500	300	5,200	0	20,000	(20,000)	0.00%
Other Revenue	40,090	183,980	(143,890)	43,590	6,749	36,841	15.48%
Total General Fund Revenue	9,742,790	8,665,617	1,077,173	9,807,253	784,019	9,023,234	
Full-Time Salaries	3,028,926	3,062,746	(33,820)	3,239,982	756,227	2,483,755	23.34%
Part-Time Salaries	1,258,839	1,611,914	(353,075)	2,346,250	512,663	1,833,587	21.85%
Non-Retirement Employee Benefits	1,031,997	933,270	98,727	1,072,877	292,715	780,162	27.28%
Medical Insurance - Retiree	0	0	0	87,000	18,479	68,521	21.24%
CalPERS	763,114	149,683	613,431	385,292	146,954	238,338	38.14%
Services & Supplies	1,640,358	1,359,968	280,390	936,850	164,473	772,378	17.56%
Computer Services, Software & Equipment	104,901	111,766	(6,865)	144,400	31,535	112,865	21.84%
County Tax Collection Fee	80,000	66,364	13,636	70,700	0	70,700	0.00%
Professional Services	276,608	537,633	(261,025)	554,416	99,993	454,423	18.04%
Facilities Maintenance Expense	726,376	517,345	209,031	0	330	(330)	0.00%
Other Post Employment Benefit (OPEB)	0	0	0	0	0	0	0.00%
Transfer to Debt Service (POB)	330,493	330,493	(1)	330,565	0	330,565	0.00%
Total General Fund Expense	9,241,611	8,681,182	560,429	9,168,332	2,023,369	7,144,963	
Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	501,179	(15,565)	516,744	638,920	(1,239,350)	1,878,270	
Capital Outlay & CIP	2,522,038	2,558,274	(36,236)	580,000	0	580,000	0.00%
Total Capital Outlay & CIP Expense	2,522,038	2,558,274	(36,236)	580,000	0	580,000	0.00%
Total General Fund Expense with Capital Outlay & CIP	11,763,649	11,239,455	524,194	9,748,332	2,023,369	7,724,963	
Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay & CIP Expense	(2,020,859)	(2,573,838)	552,979	58,920	(1,239,350)	1,298,270	
Measure K Revenue							
Other Revenue	0		0	0	0	0	0.00%
Special Assessments - Measure K	2,030,000	2,123,335	(93,335)	2,145,414	0	2,145,414	0.00%

Greater Vallejo Recreation District
 Budget to Actuals by Category
 General Fund and Measure K Combined
 As of September 30, 2024
 25% of Fiscal Year

Revenue/Expense Category	FY 23/24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Remaining Budget	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 09/30/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
Total Measure K Revenue	2,030,000	2,123,335	(93,335)	2,145,414	0	2,145,414	
Part-Time Salaries	503,941	306,823	197,118	0	0	0	0.00%
Non-Retirement Employee Benefits	50,929	27,755	23,175	0	0	0	0.00%
Services & Supplies	903,300	871,427	31,873	1,472,247	474,857	997,390	32.25%
Computer Services, Software & Equipment	30,000	66,460	(36,460)	0	0	0	0.00%
Professional Services	2,000	0	2,000	2,800	0	2,800	0.00%
Facilities Maintenance Expense	0	6,835	(6,835)	347,367	40,830	306,537	11.75%
Measure K Refunds	0	(76,412)	76,412	0	0	0	0.00%
Total Measure K Expense	1,490,170	1,202,887	287,284	1,822,414	515,687	1,306,727	
Capital Outlay & CIP	540,427	809,268	(268,841)	323,000	0	323,000	0.00%
Total Capital Outlay & CIP	540,427	809,268	(268,841)	323,000	0	323,000	0.00%
Total Measure K Expense with Capital Outlay & CIP	2,030,597	2,012,155	18,443	2,145,414	515,687	1,629,727	
Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	(597)	111,180	(111,778)	0	(515,687)	515,687	
Total General Fund & Measure K Combined Excess/Deficiency of Revenue Over Expense	(2,021,456)	(2,462,658)	441,201	58,920	(1,755,036.93)	1,813,957	

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined - YTD
 As of September 30,2024
 25% of Fiscal Year

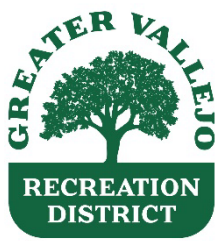
Departments Revenue/Expense	FY 23-24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Budget Remaining	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 09/30/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
General Fund Revenue							
001-General Support & Administration	6,204,045	6,169,662	34,383	6,561,552	14,407	6,547,144	0.22%
Total Administration & General Support	6,204,045	6,169,662	34,383	6,561,552	14,407	6,547,144	
301-Visitor Services	198,900	227,605	(28,705)	234,400	72,798	161,602	31.06%
310-Landscaping & Grounds	0	9,972	(9,972)	0	4,275	(4,275)	0.00%
Total Parks & Facilities	198,900	237,577	(38,677)	234,400	77,073	157,327	
010-Recreation Administration	3,500	6,417	(2,917)	8,000	0	8,000	0.00%
415-Children's Wonderland	53,200	40,457	12,743	44,750	7,895	36,855	17.64%
430-Break Camp	69,740	103,635	(33,895)	67,500	29,741	37,759	44.06%
450-Vallejo Community Center	100,232	128,264	(28,032)	132,800	33,925	98,876	25.55%
451-Foley Cultural Center	199,552	256,517	(56,965)	223,500	61,371	162,129	27.46%
460-Sports	90,332	80,806	9,526	59,775	15,273	44,502	25.55%
465-Community Events	12,300	4,984	7,316	9,800	22,148	(12,348)	225.99%
480-ExLP	203,100	585,033	(381,933)	720,662	228,775	491,887	31.75%
481-After School Programs	339,300	339,917	(617)	815,268	24,861	790,408	3.05%
486-Teen Services	79,475	480	78,995	29,666	0	29,666	0.00%
487-Franklin Gym	52,000	0	52,000	51,500	944	50,556	1.83%
490-Adaptive Recreation	330	770	(440)	800	560	240	70.00%
720-North Vallejo Community Center	26,800	42,868	(16,068)	37,380	5,108	32,272	13.66%
721-South Vallejo Community Center	64,235	57,761	6,474	61,900	5,392	56,509	8.71%
730-Cunningham Pool	378,107	281,350	96,757	248,000	78,596	169,404	31.69%
Total Recreation	1,672,203	1,929,259	(257,056)	2,511,301	514,587	1,996,714	
906-CIP	1,667,642	329,119	1,338,523	500,000	177,952	322,048	35.59%
Total CIP	1,667,642	329,119	1,338,523	500,000	177,952	322,048	
Total General Fund Revenue	9,742,790	8,665,617	1,077,173	9,807,253	784,019	9,023,234	
General Fund Expense							
001-General Support & Administration	1,973,958	1,830,338	143,620	1,366,228	231,295	1,134,933	16.93%
007-Human Resources	415,847	343,257	72,590	417,230	83,071	334,159	19.91%
100-Finance	479,689	581,906	(102,216)	698,203	152,959	545,244	21.91%
Total Administration & General Support	2,869,494	2,755,500	113,994	2,481,661	467,325	2,014,336	
200-Park Maintenance & Development	212,511	185,027	27,484	215,351	55,961	159,391	25.99%
300-Facilities	1,197,464	946,123	251,340	701,522	157,743	543,780	22.49%

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined - YTD
 As of September 30,2024
 25% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Budget Remaining	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 09/30/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
301-Visitor Services	154,256	143,553	10,703	154,170	41,129	113,041	26.68%
310-Landscaping & Grounds	1,403,479	1,245,458	158,021	1,396,774	339,096	1,057,678	24.28%
312-McIntyre Ranch	50,000	51,794	(1,794)	10,000	0	10,000	0.00%
Total Parks & Facilities	3,017,709	2,571,955	445,754	2,477,818	593,928	1,883,890	
010-Recreation Administration	392,351	420,202	(27,850)	422,482	95,048	327,434	22.50%
415-Children's Wonderland	84,773	156,539	(71,766)	224,631	54,462	170,168	24.25%
430-Break Camp	196,074	223,666	(27,592)	214,406	121,840	92,566	56.83%
450-Vallejo Community Center	218,066	185,220	32,846	203,112	44,347	158,766	21.83%
451-Foley Cultural Center	314,188	261,715	52,473	329,775	64,170	265,606	19.46%
460-Sports	159,524	119,681	39,843	97,464	47,901	49,563	49.15%
465-Community Events	107,631	95,831	11,801	98,401	50,721	47,680	51.54%
480-ExLP	332,192	548,669	(216,477)	702,271	108,630	593,641	15.47%
481-After School Programs	551,799	400,077	151,722	728,167	41,446	686,720	5.69%
486-Teen Services	66,695	12,074	54,621	29,666	4,102	25,564	13.83%
487-Franklin Gym	212,912	83,451	129,462	157,088	25,472	131,615	16.22%
490-Adaptive Recreation	35,893	9,880	26,013	25,022	3,214	21,809	12.84%
720-North Vallejo Community Center	70,257	77,190	(6,933)	99,713	14,261	85,452	14.30%
721-South Vallejo Community Center	70,277	66,026	4,251	17,266	6,354	10,912	36.80%
730-Cunningham Pool	541,775	693,506	(151,731)	859,390	280,148	579,242	32.60%
Total Recreation	3,354,408	3,353,726	681	4,208,854	962,116	3,246,738	
906-CIP	2,522,038	2,558,274	(36,236)	580,000	0	580,000	0.00%
Total CIP	2,522,038	2,558,274	(36,236)	580,000	0	580,000	
Total General Fund Expense	11,763,649	11,239,455	524,194	9,748,332	2,023,369	7,724,963	
Total General Fund Excess (Deficiency) of Revenue Over Expense	(2,020,859)	(2,573,838)	552,979	58,920	(1,239,350)	1,298,270	
Measure K Revenue							
001-General Support & Administration	2,030,000	2,123,335	(93,335)	2,145,414	0	2,145,414	0.00%
Total Measure K Revenue	2,030,000	2,123,335	(93,335)	2,145,414	0	2,145,414	
Measure K Expense							
001-General Support & Administration	76,400	39,584	36,816	559,000	294,270	264,730	52.64%
100-Finance	2,000	0	2,000	2,800	0	2,800	0.00%

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined - YTD
 As of September 30,2024
 25% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Amended Budget	FY 23/24 Actuals thru 06/30/24 - Preliminary	FY 23/24 Budget Remaining	FY 2024-25 Adopted Budget	FY 24/25 Actuals thru 09/30/24	FY 24/25 Remaining Budget	FY 24/25 Budget % Rcvd/Used
Total General Support & Administration	78,400	39,584	38,816	561,800	294,270	267,530	
300-Facilities	342,253	224,566	117,687	643,567	77,827	565,740	12.09%
310-Landscaping & Grounds	263,920	204,191	59,730	156,286	39,918	116,368	25.54%
312-McIntyre Ranch				0	48	(48)	0.00%
Total Facilites	606,173	428,757	177,417	799,853	117,792	682,061	
010-Recreation Administration	30,000	66,460	(36,460)	0	0	0	0.00%
415-Children's Wonderland	83,674	115,102	(31,428)	5,600	1,114	4,486	19.89%
450-Vallejo Community Center	17,500	25,998	(8,498)	18,513	4,943	13,570	26.70%
451-Foley Cultural Center	67,000	59,915	7,085	70,350	24,175	46,175	34.36%
460-Sports	64,542	77,199	(12,657)	18,200	3,303	14,897	18.15%
465-Community Events	8,808	26,623	(17,815)	0	0	0	0.00%
486-Teen Services	16,516	6,077	10,440	0	0	0	0.00%
487-Franklin Gym	0	0	0	30,000	0	30,000	0.00%
490-Adaptive Recreation	2,743	63	2,680	0	0	0	0.00%
720-North Vallejo Community Center	12,800	11,287	1,513	13,440	3,332	10,108	24.79%
721-South Vallejo Community Center	18,800	20,772	(1,972)	19,740	5,148	14,592	26.08%
730-Cunningham Pool	483,212	325,049	158,163	284,918	61,609	223,309	21.62%
Total Recreation	805,597	734,546	71,051	460,761	103,624	357,137	
906-CIP	540,427	809,268	(268,841)	323,000	0	323,000	0.00%
Total CIP	540,427	809,268	(268,841)	323,000	0	323,000	
Total Measure K Expense	2,030,597	2,012,155	18,442	2,145,414	515,687	1,629,727	
Total Measure K Excess (Deficiency) of Revenue Over Expense	(597)	111,180	(111,778)	0	(515,687)	515,687	
Total General Fund & Measure K Combined Excess (Deficiency) of Revenue Over Expense	(2,021,456)	(2,462,658)	441,202	58,920	(1,755,037)	1,813,957	



Agenda 9.3

BOARD COMMUNICATION

Date: October 24, 2024

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: 1st Quarter FY 2024-2025 Financial Summary

OVERVIEW

GVRD began the fiscal year with the district focusing on disciplined management of expenditures and maximizing revenue, where possible. These efforts are especially important to be maintained during the first half of the Fiscal Year as the district's main source of revenue/ cash, which comes from Property Tax and Measure K Special Assessment Revenue is not received until the very end of December 2024. This is noted by the district postponing all new CIP projects for the year. In addition, the district continued efforts in reduced expenditures in all departments and at all levels. Deferred Maintenance and major repairs have been limited to prioritized needs based on the safety of the public and the district staff. This has been a concerted effort among all staff throughout the district. This Fiscal Year's overall plan for GVRD is to operate within the financial means provided by the current year's revenue.

GENERAL FUND REVENUE

The General Fund Revenue for the first quarter is \$784K, which is a deficit to the budgeted \$9.807M. This was expected due to the timing of receiving Property Tax and Grant Revenue. However, compared to an Adjusted Budgeted Revenue of \$752K (25% of annual revenue budget of \$9.807M less Property Tax Revenue and Grant Revenue), the Revenue has a \$32K surplus.

The revenue leader for the quarter is Intergovernmental Revenue, which is comprised of VCUSD's EXLP & Before School Programs, which earned \$254K. However, the deficiency against the budget for Intergovernmental Revenue was <\$162K> or 13% of budget. The two drivers for this are the district facing staff hiring challenges for EXLP programs and realizing \$0 of the budgeted Participatory Budget from the City of Vallejo. Grant Revenue was received for the completion of the Prop. 68 renovation project at Terrace Park. This project began during FY 23/24 and earned \$178K. The district also realized a 14.5% surplus over budget in Use of Facilities/ Equipment. This is due to increases in parking fees at Dan Foley and Blue Rock Springs Parks. The Use of Money and Property revenue of \$13.5K provided a **deficiency of 13%** against the expected \$28K. This deficiency was driven mainly by unbudgeted, cancelation of lease contracts for the Washington Park and Colusa Street buildings. No revenue

replacement has been introduced yet for either property.

For the 2nd Quarter, the district expects a slow down during the holiday season for most revenue channels. The district does not expect to have any Grant or CIP revenue during the next quarter. However, Property Taxes will be received at the end of the 2nd Quarter (estimated 12/31/24).

GENERAL FUND EXPENDITURES

The 1st Quarter Total Expenditures, including Capital Outlay and CIP, were \$2.02M Compared to the Budgeted \$9.748M, providing a remaining budget of \$7.725M. Like the Revenue, this “gap” in comparison is due to comparing an annual budgeted amount to 3 months of activity. The prorated budget (25% of annual budgeted Expenditures and less \$145K of CIP) provides an adjusted budget for Expenditures of \$2.292M. The Actual Expenditures were better than the Adjusted Budget by 12%, or <\$269K>.

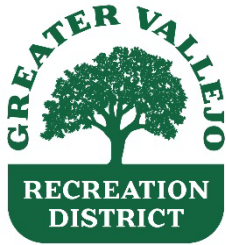
The leader (in terms of \$) for Expenditure reductions is Part Time Salaries at \$513K for the 1st Quarter. This is <\$74K> better than the Budgeted (adjusted at 25% of Annual Budget) \$587K. This is mainly due to hiring challenges in the EXLP and After School Programs, but this figure is also coupled with a few areas where we missed budget. This includes <\$72K>, or 58% at Cunninham Pool due to under budgeting for Part Time Staff compared to actual needs based on programs and open times. Other offsets were Part Time Wages Expenditures for Break Camp underperforming against the budget by <\$56K>, or 348%. This is due to higher-than-budgeted activity, which is visible in the Revenue for Break Camps being 19% better than budgeted. The district also performed better than the budget on Full Time Salaries by about 2%; this is due to unfilled positions in Finance and Maintenance. It is noteworthy to point out that the Services and Supplies expenditures were better than budget by 7.5% as well as Professional Services beating budget by 7%, or <\$39K>. There were no expenditures for Transfer to Debt Services and Capital Outlay/ CIP in the 1st Quarter.

MEASURE K FUND

For Fiscal Year 2024-2025, The District has a balanced Budget of \$2,145,414 for the Measure K Fund. Revenue is received twice a year, once in December and again in April. As mentioned earlier with Property Tax Revenue in the General Fund, the Fund will experience a deficit at times based on timing. Expenditures in the Measure K Fund totaled \$516K for the 1st Quarter. This represents 24% of the annual budget, which is slightly better than the prorated budget (25% of the annual budgeted expenditure) of \$536K.

Q1 FY 2024-25 FINANCIAL SUMMARY

GVRD ended the 1st Quarter of FY2024-25 at a Total Deficit to Budget of <\$1.755M>. By prorating the Budget to 25% and removing Property Tax Revenue, Measure K Funds Revenue, Transfer to Debt Service Expenditure and all CIP activity, we have an Adjusted Budget of <\$1.913M>. Comparing this to the 1st Quarter Deficit, the district ended the quarter with a surplus of \$158K.



General Manager Board Update

10-24-2024

- We held a special board meeting to discuss finance questions submitted by Director Judt, and a mixer with the Board of Directors and Department heads.
- As most of recreation was out, I will continue scheduling one on one meetings to review spending.
- We have received five responses for the fee study RFP. We are reviewing them this week.
- I have been meeting with the City of Vallejo regarding impact fees, collection, disbursement, and the 3.18 system.
- I am working with Dan Keen to complete the updated goal setting.
- I am working with human resources and legal regarding employee items.

BOARD GM PROJECTS UPDATE



		Date	10/24/2024			
TASK	START	END	% COMPLETE	DONE	NOTES	
Goals						
Reduce Vacancies						
Increase percentage of occupied FT Positions			85%	<input type="radio"/>	As of March 28, 2024-All Full Time Positions Filled. Vacancies occurred June, and due to budget, frozen	
Goal setting with Consultant						
Board to hire consultant			100%	<input checked="" type="checkbox"/>		
Work with consultant regarding list of goals from Board and GM			100%	<input checked="" type="checkbox"/>		
Consultant to interview BOD			100%	<input checked="" type="checkbox"/>		
Feedback Meeting			100%	<input checked="" type="checkbox"/>		
GM and Consultant to update goals			90%	<input type="radio"/>		
GM and BOD to discuss and agree			0%	<input type="radio"/>		
Succession Planning						
Hire Consultant			100%	<input checked="" type="checkbox"/>		
Plan Finalized			100%	<input checked="" type="checkbox"/>		
Distribute questionnaire			75%	<input type="radio"/>	End of October 2024	
Crunch Data			0%	<input type="radio"/>	November	
Plan Finalized			0%	<input type="radio"/>	Present to Board December	
Master Lease						
Define areas that need clarification			100%	<input checked="" type="checkbox"/>		
Staff Review			100%	<input checked="" type="checkbox"/>		
Legal Counsel Draft			25%	<input type="radio"/>		
Present to City of Vallejo			0%	<input type="radio"/>		
VCUSD Use Agreements						
Update Use Agreements			95%	<input type="radio"/>		

BOARD GM PROJECTS UPDATE



		Date	10/24/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
Update Fence Locations			50%	<input type="radio"/>	
Update EXLP Agreements			100%	<input checked="" type="radio"/>	
Update Kids Club Agreements			50%	<input type="radio"/>	
Task Tracking					
Task and Objectives Spreadsheet			99%	<input type="radio"/>	Tracks ongoing projects
Update Marketing Plan					
Meet with Board to clarify goals			100%	<input checked="" type="radio"/>	Special Board Meeting held on March 21, 2024
Develop plan, staff?, identify which staff will have designated assignments.			0%	<input type="radio"/>	Due to budget, hold
Work with Finance to budget			0%	<input type="radio"/>	
Implement			0%	<input type="radio"/>	
Community Center At North Vallejo					
Develop goals/location/ 3rd party			100%	<input checked="" type="radio"/>	
RFP for interested parties			50%	<input type="radio"/>	
Develop Contract				<input type="radio"/>	
Sign				<input type="radio"/>	
Review Progress				<input type="radio"/>	
Have them present to board				<input type="radio"/>	
Ongoing Projects					
ADA Upgrades to BRS					
Design Plan			100%	<input checked="" type="radio"/>	
Construction Documents/permits			0%	<input type="radio"/>	
Construction			0%	<input type="radio"/>	
Annual Priority retreat					
Goal setting to be part of Board training. Plan winter	24-25		0%	<input type="radio"/>	Waiting on 5th board member

BOARD GM PROJECTS UPDATE



		Date	10/24/2024			
TASK	START	END	% COMPLETE	DONE	NOTES	
Annual Retreats- Executive staff and/with board						
Determine fall team building activity			<div style="width: 25%;"></div> 25%	<input type="radio"/>		
Determine spring team building			0%	<input type="radio"/>		
Determine a date and hold board retreat			0%	<input type="radio"/>	Waiting on 5th board member	
Board Tour of Facilities- Ongoing						
Determine Interested Directors			<div style="width: 20%;"></div> 20%	<input type="radio"/>		
Determine dates			<div style="width: 20%;"></div> 20%	<input type="radio"/>		
Determine locations			<div style="width: 20%;"></div> 20%	<input type="radio"/>		
Board Training						
Determine needs			<div style="width: 50%;"></div> 50%	<input type="radio"/>		
Board trainings, set date			0%	<input type="radio"/>		
Review other training			0%	<input type="radio"/>		
Schedule training			0%	<input type="radio"/>		
City Park Master Plan-Hold due to Budget						
Community Outreach			<div style="width: 100%;"></div> 100%	<input checked="" type="checkbox"/>		
Work with architects for community design			<div style="width: 75%;"></div> 75%	<input type="radio"/>		
Get costs, permits, etc.,			0%	<input type="radio"/>		
Bidding Process			0%	<input type="radio"/>		
Construct			0%	<input type="radio"/>		
Ribbon cutting			0%	<input type="radio"/>		
Compensation Study						
Develop and post RFP			<div style="width: 100%;"></div> 100%	<input checked="" type="checkbox"/>		
Interview Companies			<div style="width: 100%;"></div> 100%	<input checked="" type="checkbox"/>		
Determine Best Fit and Cost			<div style="width: 100%;"></div> 100%	<input checked="" type="checkbox"/>		
Conduct Study			<div style="width: 100%;"></div> 100%	<input checked="" type="checkbox"/>		

BOARD GM PROJECTS UPDATE



		Date	10/24/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
Board Review of Results- and provide direction			<div style="width: 25%; background-color: green;"></div> 25%	<input type="radio"/>	
Hanns Park Disc Golf					
Part of Master Plan			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Get cost estimate, find funding source			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Meet with stakeholders to design			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Work with City			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Order materials, install			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Staircase with permits			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	Getting approval from planning department
Signage and ribbon cutting			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	Signage and ribbon cutting
Impact Fee Request					
Requested Impact Fees	1/23/2021		<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	Projects identified i.e. pool
Discuss with City Staff			<div style="width: 75%; background-color: green;"></div> 75%	<input type="radio"/>	Issue with COV accounting
Approved by Appropriate City Staff			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Place into budget			0%	<input type="radio"/>	Waiting to receive funds
Receive funds			<div style="width: 25%; background-color: green;"></div> 25%	<input type="radio"/>	OK from COV Finance Dept. for pool funds
Master Plan BRS-Hold due to budget					
Survey site			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Meet standards			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	
Develop draft, review at committee			<div style="width: 90%; background-color: green;"></div> 90%	<input type="radio"/>	
Community Outreach			<div style="width: 25%; background-color: green;"></div> 25%	<input type="radio"/>	
Construction Documents/permits			0%	<input type="radio"/>	
Construction			0%	<input type="radio"/>	
McIntyre Ranch-Surplus Land Act					
Board Resolution			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	11/9/2023
Issue Notice of Availability			<div style="width: 100%; background-color: green;"></div> 100%	<input checked="" type="checkbox"/>	12/13/2023

BOARD GM PROJECTS UPDATE



		Date	10/24/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
60 Day Notice Period			100%	<input checked="" type="checkbox"/>	no offiers yet
90 day Good Faith Negotiaion Period			100%	<input checked="" type="checkbox"/>	No offiers yet
McIntyre Ranch Survey					
Check records and hire surveyor			100%	<input checked="" type="checkbox"/>	
File completed survey			90%	<input type="checkbox"/>	
Move fencing if needed				<input type="checkbox"/>	
New Finance/HR software-Restart					
Develop RFP			95%	<input type="checkbox"/>	
Interview Companies			25%	<input type="checkbox"/>	
Determine best fit and cost			25%	<input type="checkbox"/>	
Implement			0%	<input type="checkbox"/>	
Outdoor Equity Grant					
Identify Project		Due 12-14-23	100%	<input checked="" type="checkbox"/>	COV has shown interest to work together
Submit Application			100%	<input checked="" type="checkbox"/>	
Response Received			0%	<input type="checkbox"/>	
OPEB					
Consultant drafted policy			100%	<input checked="" type="checkbox"/>	
Review by Finance committee (2)			66%	<input type="checkbox"/>	
Consultant brought in to work with finance Dept.			50%	<input type="checkbox"/>	
Board approval			0%	<input type="checkbox"/>	
PB Projects-Exercise Equipment at Setterquist					
Get a contract from COV	8/1/2024		50%	<input type="checkbox"/>	COV policy that it has to be on COV property
Budget and develop			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	

BOARD GM PROJECTS UPDATE



		Date	10/24/2024		
TASK	START	END	% COMPLETE	DONE	NOTES
Reimbursement			0%	<input type="radio"/>	
Planning department changed zoning in parks					
Review and propose changes			<div style="width: 15%; background-color: green;">15%</div>	<input type="radio"/>	
Present update to City Council					
Schedule for 2024			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="radio"/>	Will request for 2025
Sister City Project					
Develop Plans, Location and Goals			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	
Sister City to fund			0%	<input type="radio"/>	
Blue prints, permits, etc.,			0%	<input type="radio"/>	
Build Process			0%	<input type="radio"/>	
Records Rentention					
Hire Consultant			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="radio"/>	
Phase 1-RIM Policy and Retention Schedule Updates			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	
Phase 2-Training			0%	<input type="radio"/>	
Phase 3-Electronic Records Management Assessment			0%	<input type="radio"/>	
Utilities Solar					
City states they will upgrade their buildings			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="radio"/>	
VallejoNET					
Update and Reduce Internet Costs			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="radio"/>	
Install new internet			<div style="width: 20%; background-color: green;">20%</div>	<input type="radio"/>	
2+2 Committee				<input type="radio"/>	
Develop Committee Functions			0%	<input type="radio"/>	
Coordinate with other agency			0%	<input type="radio"/>	

BOARD GM PROJECTS UPDATE



Date 10/24/2024

TASK	START	END	% COMPLETE	DONE	NOTES
Set up meeting specs			0%	<input type="radio"/>	
Board decide members, other agency decide members and begin meetings.			0%	<input type="radio"/>	

Topics

8 Goals
McIntyre Property
Franklin Middle School
Impact Fee Request
Prop 68- Franklin Gym and Fields
Outdoor Equity Grant
Afro Outdoors/ Latino Outdoors
Sister City Project
Marketing plan
PB projects-Exercise equipment at Setterquist
Master Plan BRS
Hanns Park Disc Golf
ADA upgrades to BRS
ADA 395 and 401 Amador
McIntyre Ranch Survey
New Finance/HR software
OPEB
Utilities Solar
Classification Study
Board Training
Strategic Planning
GM goals and evaluation
Annual Priority retreat
Present update to City Council
Use of Community Centers- South Vallejo contract use
Use of Community Centers- Youth Center at North Vallejo
Annual retreats- Executive staff and/with board
VallejoNET
Board Tour of Facilities
City Park Master Plan
Planning department changed zoning in parks
Compensation RFP
2+2
Update contracts with School District

Top 12

8 Goals

Impact fee request

Prop 68

Marketing plan

OPEB

Classification Study

Compensation Study

GM goals and evaluation

McIntyre

Planning department changed zoning in parks
--

Update contracts with School District
--

New Finance/HR software



Recreation Department Board Update

10/24/2024

Gym and Marketing/Outreach

- Two New staff members came on board for the GVRD Sports Gym this week. One new hire came on board 10/15 while our second hire begins this Sunday on 10/20. We have interviews to hire a Senior Rec position and will begin interviewing process end of October.
- We have an outreach event with One People Tribe for their Harvest Festival event at Norman C King on Saturday 10/19. We will provide staffing and the nerf wars zone for the kids zone.
- We have several sponsors confirming for Nightmare on Glenn Street who will provide candy for trick-or-treat lane.

Pool Update

- Our fall swim lessons are wrapping up, with strong participation and great progress from students throughout the season.
- We are gearing up for this Saturday's Floating Pumpkin Patch event. While the team is excited and has planned a fun experience, we're continuing to promote the event in hopes of boosting attendance.
- Last weekend, the Vallejo Aquatics Club (VJO) hosted a swim meet with 400 participants. It was a successful event and a great showcase for our local swim community.

Children's Wonderland/Community Events

- GVRD had their Harvest Party on Friday Oct. 11th from 11:30-1:30 pm. We had arts and crafts out, carving supplies and pumpkins for sale as we welcomed Autumn!
- Children's Wonderland is having their Annual Field Trips to the Great Pumpkin Patch! We are encouraging schools to come play, eat lunch at the park, take a walk through our Haunted Hallway and our hay maze! All field trips include a pumpkin.
- Nightmare on Glenn Street is on Halloween Night! Thursday Oct. 31st we will be celebrating with our community partners our spooky trick or treat lane! We are currently working with Kaiser to get volunteers to come out to help pass out candy to the kids of Vallejo.

Youth Department

- Homecoming Boutique day one went as planned on 10/11. Series of dates will conclude on Friday 10/18 at the Vallejo Community Center.
- Youth Services Division Staffing has increased to fill the contract with VCUSD with 7 additional new hires completing the onboarding process.
- Kid's Club Before School Program increased registration capacity due to demand and needs at each school site.
- Recreation Coordinator continues reaching out to businesses and potential instructors to increase programs/classes. It has been a successful response with 5 pending course proposals.
- Staff started planning for a new Senior Social and contacting local businesses to sponsor this event. Confirmation was received from Starbucks to donate coffee on a monthly basis, and potentially pastries as well.



Maintenance Department Board Update

10/24/2024

Parks and Facilities

- Glen Cove Waterfront Park
 - The Vallejo Watershed Alliance, along with the Solano Resource Conservation District had a volunteer workday on October 19th to support the habitat restoration project.

- Blue Rock Springs Park
 - Staff will order and install knox boxes and locks for the upper parking lot gate requested by the Fire Department.

- Setterquist Park
 - Staff replaced a broken slide on the playground.
 - Staff is working with the Vallejo Little League on repainting the North Vallejo Little League logo after being tagged.

- Beverly Park
 - Staff made some repairs on one of the playground platforms.

- Visitor Services
 - The season came to an end on October 14th; they did a great job working on the weekends and holidays. We had a BBQ for them at Richardson Corp Yard to show them our appreciation.

- Training
 - Staff will be completing the assigned training for defensive driving and active shooter.

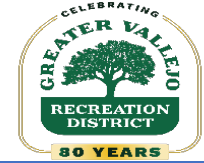
BOARD PROJECTS UPDATE



Date 10/24/2024

TASK	START	END	% COMPLETE	DONE	NOTES
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
Permit Issued	11/1/2024	3/1/2025	0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued			0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone 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	100%	<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	100%	<input checked="" type="checkbox"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	3/1/2025	30%	<input type="checkbox"/>	New restrooms were completed; the rest of the work will be postponed until winter season to help with the budget.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2024	1/30/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	11/30/2024	65%	<input type="checkbox"/>	The landscape company began with the installation of the new irrigation for the new plants.
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"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
RFP	7/1/2024	10/30/2024	80%	<input type="radio"/>	We received the electrical panels; staff will work on getting this completed beginning of next year to help with budget.
Build	11/1/2024	2/1/2025	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	10/30/2024	0%	<input type="radio"/>	We received the electrical panels; staff will work on the RFP for the installation. PG&E is scheduled for January.
Build	1/1/2025	2/1/2025	0%	<input type="radio"/>	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	This project is postponed until funding is available.
Permit Issued			0%	<input type="radio"/>	
RFP			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Franklin Middle School					
Prop 68 Management RFP	1/1/2024	2/19/2024	25%	<input type="radio"/>	The request for proposals for design, engineering, and project management is out.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
SVCC EV Charging Stations					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2024	11/15/2024	80%	<input type="radio"/>	Contractor began with the installation; waiting on PG&E for a construction date.



Finance Department Board Update

October 24, 2024

Updates in the Finance Department

- Update on Job Opening for Accounting Clerk II – Payroll position.
- Update on FY 21-22 Audit Progress.
- Progress Update on Weekly Spending Preview Meetings with staff.