



# 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  
Stacey Kennington  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

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, March 28, 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

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

7.1 Approve Board Minutes – March 14, 2024

7.2 Approve Board Minutes -Special Meeting March 21, 2024

7.3 Accept Programs and Publicity Committee Minutes – March 12, 2024



**8) Discussion and Action Items:**

Public Comment

**8.1** Discussion and Possible Action on Impact Fee Requests (Lanusse)

**8.2** Discussion of District Communication Policies (Lanusse)

a. Policy 4015: Board/Staff Communications

b. Policy 1035 & RR 1035: Reporting to the Press

**9) Financials:**

Public Comment

**9.1** Approve Fiscal Year 2024-2025 Fee Schedule (Parkhurst)

**9.2** Fiscal Year 2024-2025 Budget Calendar-Informational Item (Parkhurst)

**10) Staff Updates**

Public Comment

**10.1** General Manager

**10.2** Recreation Services Director

**10.3** Parks and Facilities Director

**10.4** Human Resources Director

**10.5** Finance Director

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

**12) Executive Session**

Public Comment

**12.1 CONFERENCE WITH LABOR NEGOTIATOR:** Government Code section 54957.6

Agency designated representative: General Manager

Employee organizations: SEIU 1021, IBEW 1245, Unrepresented Staff (Directors, Board Clerk, and HR Coordinator)

**12.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

Government Code section 54956.8

Property: Crest Ranch Property Lot 647, known as "County Club Crest Unit 8"

Agency Negotiator(s): General Manager, Legal Counsel, Directors Aliga and Briseño

Negotiating Parties: Vallejo City Unified School District and City of Vallejo

Under Negotiation: Price and/or terms of payment

**13) Meeting Adjourn**



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Gabe Lanusse

## Greater Vallejo Recreation District Board of Directors

### MINUTES

March 14, 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., March 14, 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; Finance Director, Noel Parkhurst; Board Clerk, Kimberly Pierson

**Excused:** Vice-Chair Stacey Kennington

#### 4) Approval of Agenda

Director Starnes offered the motion, seconded by Director Briseño to approve the agenda. Motion passed. Vice Chair Kennington Absent

#### 5) Presentations

##### Public Comment

##### **5.1 Recognition of Wendell Quigley for Service to GVRD (Lanusse)**

General Manager Lanusse presented a certificate of appreciation in recognition of Mr. Quigley's service to GVRD.

##### **5.2 Mare Island Technology Academy Boys Basketball Championship - Chris Owens**

Staff, parents, and students announced their recent championship. They thanked GVRD for providing an indoor space for their teams to play.



## 6) **Public Comment: - 2 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) **Staff Updates**

### Public Comment-None

#### **7.1 General Manager** (including discussion of the California Association for Park & Recreation Indemnity (CAPRI) Insurance Program)

- Provided a brief overview of GVRD's insurance Program.
- Announced that he will attend the upcoming 2+2 meeting at City of Vallejo-Thursdays, March 21<sup>st</sup> at 4pm.
- Provided a brief history of GVRD's participation in local parades.
- Updated the board on the agenda topics for next week's special board meeting.

#### **7.2 Recreation Services Director**

- Provided details on the recent CPRS conference and expressed appreciation for being able to attend.
- Announced the need for sponsorships for this year's Band and Brews series.
- Provided details on a recent meeting with the City of Vallejo's Youth Coordinator. Will have monthly meetings moving forward.
- Provided an update on summer planning.
- Announced the Jr. Warriors program came to an end and had 150 participants.

#### **7.3 Parks and Facilities Director**

- Announced an upcoming Vallejo Watershed Alliance volunteer cleanup event at Dan Foley. It will take place on Saturday, March 16<sup>th</sup> in preparation for the Fishing in the City event.
- Provided project updates on Terrace Park, 395 Amador Street, and Cunningham Pool.
- Announced the Lake Dalwigk bids were received. The low bid came in at 3.1 million.
- Announced the Ribbon Cutting at the Dan Foley turf field next Wednesday at 4pm.

#### **7.4 Human Resources Director**

- Provided details on an upcoming training that will be provided by the Solano Sheriff's Department.
- Gave an update on staff safety regarding staff being able to carry pepper spray.



- Announced a meeting for next week with the compensation study consultant to discuss comparables.
- Provided details on a recent Supervisor Performance Management training held last Friday.

### **7.5 Finance Director**

- Provided an update on the FY 21/22 Audit-3 of the 4 outstanding projects have been completed.
- Provided an update on the budget process-making edits to the budget calendar and budget worksheets.
- Provided an update on the status of the software replacement.
- Announced the plan to move forward with a formal fee study for FY25-26.
- Announced plans to review the current payroll process.

### **8) Committee Updates-None**

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

### **9) 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

**9.1** Approve Board Minutes – February 22, 2024

**9.2** Accept Budget and Finance Committee Minutes – February 12, 2024

**9.3** Accept Policies and Personnel Committee Minutes – February 20, 2024

**9.4** Accept Facility and Development Committee Minutes – February 27, 2024

Director Judt offered the motion, seconded by Director Starnes to approve the consent calendar. Motion passed. Vice Chair Kennington Absent

### **10) Action Items:**

#### Public Comment-None

#### **10.1 Approve Changes to Policy 5010-Board Meeting Agenda (Sorvari)**

Director Judt offered the motion, seconded by Director Starnes to approve changes to Policy 5010-Board Meeting Agenda. Motion passed. Vice Chair Kennington Absent

#### **10.2 Approve Changes to RR 5010-Board Meeting Agenda (Sorvari)**

Director Aliga offered the motion, seconded by Director Judt to approve changes to RR 5010-Roard Meeting Agenda . Motion passed. Vice Chair Kennington Absent



### **10.3 Approve attendance of the General Manager at three conferences in May-June, 2024 (Lanusse)**

Director Starnes offered the motion, seconded by Director Judt to approve attendance of the General Manager at three conferences in May-June 2024. Motion passed. Vice Chair Kennington Absent

### **11) Financials:**

Public Comment-None

#### **Accept Payment of Bills 2/1/2024 through 2/29/2024 (Parkhurst)**

Director Aliga offered the motion, seconded by Director Starnes to accept payment of bills 2/1/2024 through 2/29/2024. Motion passed. Vice Chair Kennington Absent

### **12) Announcements and Comments from Board Members:**

Director Briseño announced that he is selling raffle tickets for a Rotary Wine Cellar Drawing.

Chairperson Aliga announced that he will attend the upcoming Ribbon Cutting and weekend events.

Director Starnes announced that he will attend the events and will also attend the cleanup at Dan Foley Park. He also thanked Director Nuño for taking him on a tour of district facilities.

### **13) Executive Session - at 7:44pm Chairperson Aliga convened to executive session.**

Public Comment

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Government Code section 54956.8

Property: Crest Ranch Property Lot 647, known as "County Club Crest Unit 8"

Agency Negotiator(s): General Manager, Legal Counsel, Directors Aliga and Briseño

Negotiating Parties: Vallejo City Unified School District and City of Vallejo

Under Negotiation: Price and/or terms of payment

at 8:21pm Chairperson Aliga re-convened to regular session and reported the following: Direction given.

### **14) Meeting Adjourn**

Director Briseño offered the motion, seconded by Director Judt to adjourn the meeting at 8:22p.m. Motion passed. Vice Chair Kennington Absent

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**Tom Starnes, Board Secretary**



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Gabe Lanusse

**Greater Vallejo Recreation District Board of Directors**  
**MINUTES -SPECIAL MEETING**  
**March 28, 2024 – 401 Amador Street**  
**6:30 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 6:30 p.m., March 21, 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; Vice-Chair Stacey Kennington; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

**Staff:** General Manager, Gabriel Lanusse  
Parks and Facilities Director, Salvador Nuño; Human Resources Director, Lisa Sorvari; Finance Director, Noel Parkhurst; Board Clerk, Kimberly Pierson

**Excused:** Legal Counsel, Andrew Shen

**4) Approval of Agenda**

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

**5) Discussion and Possible Action Items:**

Public Comment-None

**5.1 Marketing Goals**

**5.2 Current Marketing Outlets**

Staff provided an overview of current district marketing practices and provided input on additional marketing needs.

Board members provided feedback on current marketing and made suggestions for moving forward.





6) **Executive Session** - at 7:51pm Chairperson Aliga convened to executive session.

Public Comment

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Government Code section 54956.8

Property: Crest Ranch Property Lot 647, known as “County Club Crest Unit 8”

Agency Negotiator(s): General Manager, Legal Counsel, Directors Aliga and Briseño

Negotiating Parties: Vallejo City Unified School District and City of Vallejo

Under Negotiation: Price and/or terms of payment

at 8:18pm Chairperson Aliga re-convened to regular session and reported the following: Information provided.

7) **Meeting Adjourn**

Director Starnes offered the motion, seconded by Director Aliga to adjourn the meeting at 8:24p.m. Motion passed.

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**Tom Starnes, Board Secretary**





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## Programs and Publicity Committee Minutes Tuesday, March 12, 2024 4:00 P.M. Administrative Office-Board Room 401 Amador Street

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

Meeting began: 2:03 P.M.

- 1. Public Comment-** There was no public comment.
- 2. Review Policy 3014-Sponsorship and Partnerships-** This meeting item was tabled due to direction from legal counsels' direction to revise the policy before submitting to committee for review.
- 3. Discuss GVRD entering floats into local parades-** Director Ryans shared application for participation with the committee. The committee offered support of the project if they volunteered to participate and not be required to work during a volunteer. The committee suggested creating a budget requesting the total amount of dollars and staff time needed to complete the project and present it at the next board meeting.
- 4. Bike Program-** Director Starnes suggested that we get buy-in from the any patron interested in offering a new class. We could offer a bike camp one-day program where kids can learn about bike safety and offer free mobile bike repairs. There are no plans to build a bike trail, pump track or BMX skate park. Look up local programs like pedal fest or kids bike derby.

Meeting Adjourned: 2:34 PM

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Board/Staff Communication  
**POLICY NUMBER:** 4015

### Requests from Directors to Staff

Requests for information or questions by directors to Staff, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. So that all Board members are equally informed, all written information material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the Staff, Staff either may direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

Individual Directors cannot directly assign work to Staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered

- Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the Staff and, in most cases, the General Manager should directly handle the request for the Director.
- For long term, involved studies or where the matter included confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a board meeting prior to Staff working on the assignments
- In the event that Staff is a participate or representative of a committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group

### Staff Comments at Board Meetings

Staff is encouraged to give their professional recommendations and the Board should recognize that Staff may make recommendations that could be viewed as unpopular with the public and with the individual Board members. Board members may request clarification and ask questions of Staff at public meetings and Directors are encouraged to participate in healthy discussion amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with Staff at Board meetings about Staff recommendations other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a Staff recommendation and that the Board's wishes will be implemented by Staff even if it was contrary to a staff recommendation.

### Directors Comments to Staff

Approved 4/28/2005  
Revised 9/25/2008  
Electronic Copy Created 06/24/2021

4015-1

Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of an employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

- Staff will respect the right of Directors to refuse to provide information or answer to Staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of Staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

#### Public Comments at Board Meetings

In accordance with state law, the Board is prohibited from discussing items not on the agenda calendar. The public may address the Board on any item not listed on the agenda. Public comments can be made under the agenda item "Public Comment." These non-agenda matters brought-up by the public may be referred to staff for action or calendared on a future agenda.

Please refer to Policy 5020 Conducting Meetings for specific information regarding the Public Comment period.

#### Correspondence from Directors

Directors may wish to have letters/ correspondence written to the residents, businesses, or other entities Greater Vallejo Recreation District. Typically, the General Manager and/or Board President shall be charged with transmitting the District's position on matters to the residents, businesses, or other entities in the District.

#### Responding to Public Complaints

When Directors receive a complaint or inquiry from the public regarding the District's services and/or staff, the Director should acknowledge the complaint/ inquiry without making any commitment as to what will happen on behalf of the District and forward the message to General Manager.

#### Speaking for the District

When Directors are asked the District's position on an issue, their response should reflect the position of the District as a whole. A Director may clarify his/her vote on an issue. When representing the District at meetings or other venues that the Board of Directors has approved prior to attending, the Director can state the District's position not their individual position in any issue.

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:      Reporting to the Press**  
**POLICY NUMBER:    1035**

### Purpose

To improve our relationship and communication with the community and the press by establishing protocol for employees who speak on behalf of the Greater Vallejo Recreation District.

### Policy

When responding to the press, the following three individuals are the only employees who may speak for GVRD:

1. General manager – General Manager is the designee
2. Maintenance Superintendent
3. Recreation Superintendent

### General Rule

The General Manager is the only employee who may speak on behalf of GVRD. If any employee, including the Maintenance Superintendent, and the Recreation Superintendent, are approached to speak on behalf of GVRD, that employee must direct those inquiring to the General Manager. Comments from members of the Board of Directors should be brief and provide information on GVRD policy, procedures, and actions.

When the General Manager is officially out of the office for a period that exceeds the time necessary to provide comment to the press, employees shall follow- three special circumstances guidelines:

1. General Special Circumstances
2. Maintenance and development Related Special Circumstances
3. Recreation Related Special Circumstances

### General Special Circumstances

If the General Manager is out of the office and the press is asking for information on General Special matters, then the Recreation Superintendent or Maintenance Superintendent shall speak in behalf of GVRD in providing general comments.

### Maintenance and developmental Related Special Circumstances

If the General Manager is out of the office and the press is asking for a comment related to maintenance and development matters, employees including the Recreation Superintendent must direct the press to the Maintenance superintendent. In this circumstance, the Maintenance Superintendent is the only individual who may speak on behalf of GVRD.

### Recreation Related Special Circumstances

If the General Manager is out of the office and the press is asking for a comment related to recreation matters, employees including the Maintenance Superintendent must direct the press to the Recreation Superintendent. In this circumstances, the Recreation Superintendent is the only individual who may speak on behalf GVRD.

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** #1035 Reporting to the Press  
**POLICY NUMBER:** #RR1035

### **Printed Material**

Advertising of liquor and tobacco products is not allowed in Districts Publications, or on the District's Internet Website. Advertising is not to display copy that is false, misleading, deceptive, and /or may not contain sexually explicit or violent material contrary to good taste. Politically oriented advertising is not allowed in Districts Publications, on the District website, or in facilities owned or operated by the district. All printed materials must contain GVRD name, logo and mission statement. The General Manager or his/her designee must approve all printed materials which include: bill inserts, newsletters, handout, fliers, direct mailings, parent packets, and District Activity Guide.

### **Media**

General Manager or his/her designee must approve all videos created by District staff, including District programming or staff events, prior to releasing on District Website or distribution. Media includes videos, news releases, public service announcements, newspaper radio, and social Media. For purposes of the policy, "social Media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include but are not limited to Facebook, Blogs, Myspace, YouTube, Twitter, LinkedIn and any other social networks including articles, pictures, videos or any other form of communication content posted on District website.

### **Electronic Media**

Advertising of liquor and tobacco products is not allowed in Districts publication, on the District's Internet Website. Advertising will not display advertising copy that is false, misleading, deceptive, and/or contrary to good taste. Politically oriented advertising is not allowed in District's Publications, on the District Website, or in facilities owned or operated by the District. The General Manager or his/her designee must approve all items uploaded onto GVRD website, DVDs, email, Facebook, Twitter, etc.

### **Direct Contact**

All direct requests for information regarding the District, from reporters (newspapers or television) proceed in the following order:

1. General manager
2. Maintenance Superintendent
3. Recreation Superintendent

Comments from members of the board of Directors should be brief and provide information on GVRD policy, procedures, and actions.

**GREATER VALLEJO RECREATION DISTRICT  
FEE SCHEDULE - DRAFT FOR APPROVAL  
FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
<b>Activities</b>							
<b>Sports</b>							
<b>Adult Sports</b>							
Adult Softball	Plus \$50 (sportsman fee)	\$510	\$612	\$510	\$612	0%	0%
Co-Ed League Softball	Plus \$50 (sportsman fee)	\$510	\$612	\$510	\$612	0%	0%
On-site storage	Per contract agreement with District						
<b>Sports Gym</b>							
<b>Open Gym Adult Sports</b>	Per Person	\$5	\$6	\$5	\$6	0%	0%
<b>Open Gym Youth Sports</b>	Per Person	\$3	\$4	\$3	\$4	0%	0%
<b>Half Court Reservation, per hour</b>	Per Rental	\$20	\$24	\$20	\$24	0%	0%
<b>Full Court Reservation, per hour</b>	Per Rental	\$40	\$48	\$40	\$48	0%	0%
<b>Gymnasium Reservation Weekday</b>	Per Rental	\$90	\$108	\$90	\$108	0%	0%
<b>Gymnasium Reservation Weekend</b>	Per Rental	\$95	\$114	\$95	\$114	0%	0%
<b>Field Reservation</b>	Per Rental	\$27	\$33	\$27	\$33	0%	0%
<b>Sports Birthday Party</b>	Per Rental	\$200	\$240	\$200	\$240	0%	0%
<b>Membership Pass</b>	Per Month	\$40	\$48	\$40	\$48	0%	0%
<b>Building Attendant Fee</b>	Per Attendant/ Per Hour	\$25	\$30	\$25	\$30	0%	0%
<b>Youth Sports</b>							
Run, Jump, Throw		N/C	N/C	N/C	N/C	N/C	N/C
Jr Giants (Youth)		N/C	N/C	N/C	N/C	N/C	N/C
Sports Camp	Per Week	\$160	\$192	\$160	\$192	0%	0%
E-Sports	\$20 comp/\$35/\$50 League						
Mobile Recreation Rental	Per Hour	\$100	\$120	\$100	\$120	0%	0%
<b>Sports Classes /Contract</b>							
National Academy of Athletics	60% Vendor/40% District						
Optimal Body Fitness	60% Vendor/40% District						
New Frontier Tennis	60% Vendor/40% District						
Phil Grahams Tennis	60% Vendor/40% District						
E-Sports	60% Vendor/40% District						
<b>Sports Fields Additional Fees</b>							
Application Fee	Per Rental	\$10	\$12	\$10	\$12	0%	0%
Non-Profit	Per Rental	\$5	\$6	\$5	\$6	0%	0%
Cleaning Deposit 1 Day	Per Rental	\$150	\$180	\$150	\$180	0%	0%
Cleaning Deposit 2-14 Days	Per Rental	\$300	\$360	\$300	\$360	0%	0%
Cleaning Deposit 15-30+ Days	Per Rental	\$600	\$720	\$600	\$720	0%	0%
Rescheduling Fee/Late Booking	Per Rental	\$25	\$30	\$25	\$30	0%	0%
Bounced Check/Declined Card	Per Rental	\$50	\$60	\$50	\$60	0%	0%
Key Deposit Fee	Per Rental	\$50	\$60	\$50	\$60	0%	0%
<b>Aquatics</b>							
<b>Daily Fees (Lap / Recreation Swim)</b>							
4 Yrs and Under	Per Person	\$3	\$4	\$3	\$4	0%	0%
5 Yrs - 55 Yrs.	Per Person	\$6	\$7	\$6	\$7	0%	0%
Seniors/Veteran	Per Person	\$4	\$5	\$4	\$5	0%	0%
<b>Lap Swim Pass (20 Swims)</b>							
Lap Swim Pass Sr/Vet (20 Swims)							
Senior	Per Pass	\$57	\$71	\$57	\$71	0%	0%
Veteran	Per Pass	\$57	\$71	\$57	\$71	0%	0%
Lap Swim Monthly Swim Pass 18+	Per Pass	\$100	\$120	\$100	\$120	0%	0%
<b>Water Exercise</b>							

	Daily		20 swims		Monthly (30 days)	
	\$3	\$4	\$60	\$80	\$90	\$120
	\$6	\$7	\$120	\$140	\$180	\$210
	\$4	\$5	\$80	\$100	\$120	\$150
	\$1	\$1	\$57	\$71	\$30	\$37
	\$1	\$1	\$57	\$71	\$30	\$37
	\$3.33	\$4.00	\$66.67	\$80.00	\$100	\$120





**GREATER VALLEJO RECREATION DISTRICT  
FEE SCHEDULE - DRAFT FOR APPROVAL  
FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
<b>Kids Club Punch Pass (12)</b>	Per Pass	\$160	\$192	\$170	\$204	6%	6%
No School Day	Per Day	\$85	\$102	\$85	\$102	0%	0%
Late Pickup	Per Day	\$2	\$2	\$2	\$2	0%	0%
Teens							
Dances	Per person	\$15	\$18	\$15	\$18	0%	0%
5th Grade Event, 8th Grade Event	At the door	\$30	\$35	\$30	\$35	0%	0%
Youth Advisory Board	Per person	\$30	\$35	\$30	\$35	0%	0%
Teen Classes	Per session	\$30	\$35	\$30	\$35	0%	0%
Teen Drop-in Fee	Per person	\$5	\$5	\$5	\$5	0%	0%
Break Camps							
Extended (5 days, 7am-6pm)	Per session	\$180	\$216	\$180	\$216	0%	0%
Kinder (5 days, 7am-6pm)	Per session	\$180	\$216	\$180	\$216	0%	0%
COVID Camp	Per session	\$190	\$228	\$190	\$228	0%	0%
Drop-in	Per person	\$45	\$54	\$45	\$54	0%	0%
<b>Extended (3 days, 7am-6pm)</b>	Per session	\$110	\$132	\$120	\$144	9%	9%
<b>Regular (5 days, 9am-3pm)</b>	Per session	\$140	\$168	\$150	\$180	7%	7%
Summer Camps							
FRESH Camp (CW)	2 week camp	\$240	\$288	\$240	\$288	0%	0%
Counselor in Training Camp	Per week (flat rate)	\$50	\$60	\$50	\$60	0%	0%
FRESH Camp Extended Care	Per Day	\$30	\$36	\$30	\$36	0%	0%
In-Camp Field Trips	Per Trip	\$15	\$18	\$15	\$18	0%	0%
Field Trips	Per Trip	\$20-\$40	\$30-\$50	\$20-\$40	\$30-\$50	0%	0%
Community Events							
Fishing in the City							
Pup-Kin Patch Dog Festival	Vendor Fee	\$75	\$90	\$75	\$90	0%	0%
Bands and Brews Beer	Per Item	\$5	\$6	\$5	\$6	0%	0%
Bands and Brews Beer + Mug	Per Item	\$10	\$12	\$10	\$12	0%	0%
Breakfast with Santa	Per Person	\$10	\$12	\$10	\$12	0%	0%
Children's Wonderland							
Individual Entry Fee:							
July - December	Per Person	\$4	\$5	\$4	\$5	0%	0%
January - June	Per Person	\$3	\$4	\$3	\$4	0%	0%
Group Field Trips	Per Person	\$3	\$4	\$3	\$4	0%	0%
Group & Family Rental (Some. Small)	Per Rental	\$35	\$45	\$35	\$45	0%	0%
Group & Family Rental (Some. Big)	Per Rental	\$70	\$80	\$70	\$80	0%	0%
Group & Family Rental (Some. B&S)	Per Rental	\$90	\$105	\$90	\$105	0%	0%
Thumper's Eggs-travaganza	Per Person	\$5	\$6	\$5	\$6	0%	0%
Pass (20 visits)	Per Pass	\$55	\$75	\$55	\$75	0%	0%
Rental of Entire Park	Per Day	\$1,000	\$1,500	\$1,000	\$1,500	0%	0%
Special Event /Per hour:							
Rental per hour	Per Hour	\$300	\$360	\$300	\$360	0%	0%
Security per hour	Per Hour	\$30	\$36	\$30	\$36	0%	0%
Deposit	Per Rental	\$200	\$240	\$200	\$240	0%	0%
Birthday/Picnic Reservations							
Free Day, 1 per month		N/C	N/C	N/C	N/C		
<b>Private Party Package - 2 hours</b>	Per Rental	\$135	\$145	\$155	\$175	15%	21%
<b>Birthday Party Balloons</b>	Per Package	\$25	\$30	\$30	\$36	20%	20%
Refundable Cleaning Fee	Per Rental	\$100	\$120	\$100	\$120	0%	0%
Stage, during Operating Hours	Per Hour	\$25	\$30	\$25	\$30	0%	0%
Stage, Special Event	Per Hour (2 hour minimum)	\$150	\$180	\$150	\$180	0%	0%
Electricity Fee	Per 2-hour timeslot	\$5	\$6	\$5	\$6	0%	0%
Community Center Fee Schedule							
Foley Cultural Center							
Kitchen	Per Hour	\$84	\$101	\$84	\$101	0%	0%
Lake Room	Per Hour	\$168	\$202	\$168	\$202	0%	0%

PT wages have increased and supplies for programs.

Cost to run this program has increased.

Cost to run this program has increased.

Adjust to increased costs - Compared rate to other neighboring cities.

Adjust to increased costs - Compared rate to other neighboring cities.

**GREATER VALLEJO RECREATION DISTRICT  
FEE SCHEDULE - DRAFT FOR APPROVAL  
FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Vista Room	Per Hour	\$44	\$53	\$44	\$53	0%	0%
Refreshment Center	Per Hour	\$56	\$67	\$56	\$67	0%	0%
Arbor Room	Per Hour	\$37	\$44	\$37	\$44	0%	0%
Oak Room	Not Available						
Pine Room	Not Available						
Elm Room	Not Available						
<b>Commercial Kitchen Rental:</b>							
Per hour (Day 7am-7pm) 3 hr min	Per Hour	\$125	\$150	\$125	\$150	0%	0%
Per hour (Evening 7pm-7am) 3 hr min	Per Hour	\$62	\$74	\$62	\$74	0%	0%
<b>Private Party</b>							
Lake, Kitchen, Refreshment Ctr	5 Hours	\$1,050	\$1,260	\$1,050	\$1,260	0%	0%
Over 5 Hours	Per Hour	\$210	\$252	\$210	\$252	0%	0%
Vista Room, Refreshment Ctr (F&Su)	Per Hour (Fri or Sun 5 hr min)	\$74	\$89	\$74	\$89	0%	0%
<b>Category II (Non-Profit 2 Hour Minimum)</b>							
Kitchen	Per Hour	\$67	\$80	\$67	\$80	0%	0%
Lake Room	Per Hour	\$134	\$161	\$134	\$161	0%	0%
Vista Room	Per Hour	\$37	\$44	\$37	\$44	0%	0%
Refreshment Center	Per Hour	\$45	\$54	\$45	\$54	0%	0%
Arbor Room	Per Hour	\$29	\$35	\$29	\$35	0%	0%
Oak Room	Not Available						
Pine Room	Not Available						
Elm Room	Not Available						
<b>North Vallejo Community Center</b>							
<b>Category I (Business 2 Hour Minimum)</b>							
Banquet Room	Per Hour	\$52	\$62	\$52	\$62	0%	0%
Great Room	Per Hour	\$64	\$77	\$64	\$77	0%	0%
Kitchen	Per Hour	\$35	\$42	\$35	\$42	0%	0%
Craft Room	Per Hour	\$35	\$42	\$35	\$42	0%	0%
<b>Private Party</b>							
Banquet or Great Rooms	5 Hours	\$520	\$625	\$520	\$625	0%	0%
Over 5 Hours	Per Hour	\$104	\$125	\$104	\$125	0%	0%
Banquet, Great Room, and Kitchen	5 Hours	\$725	\$870	\$725	\$870	0%	0%
Over 5 Hours	Per Hour	\$145	\$174	\$145	\$174	0%	0%
<b>Category II (Non-Profit 2 Hour Minimum)</b>							
Banquet Room	Per Hour	\$42	\$50	\$42	\$50	0%	0%
Kitchen	Per Hour	\$28	\$34	\$28	\$34	0%	0%
Craft Room	Per Hour	\$28	\$34	\$28	\$34	0%	0%
Great Room	Per Hour	\$51	\$62	\$51	\$62	0%	0%
<b>Norman C. King, SVCC</b>							
<b>Category I (Business 2 Hour Minimum)</b>							
Multi-Purpose Room #1	Per Hour	\$70	\$84	\$70	\$84	0%	0%
Multi-Purpose Room #2	Per Hour	\$70	\$84	\$70	\$84	0%	0%
Multi-Purpose Room #1 & #2	Per Hour	\$140	\$168	\$140	\$168	0%	0%
Conference Room	Per Hour	\$42	\$51	\$42	\$51	0%	0%
Arts/Craft Room	Per Hour	\$42	\$51	\$42	\$51	0%	0%
Game Room	Per Hour	\$50	\$60	\$50	\$60	0%	0%
Kitchen	Per Hour	\$70	\$84	\$70	\$84	0%	0%
<b>Commercial Kitchen Rental:</b>							
Per hour (Day 7am-7pm) 3 hr min	Per Hour	\$90	\$108	\$90	\$108	0%	0%
Per hour (Evening 7pm-7am) 3 hr min	Per Hour	\$45	\$54	\$45	\$54	0%	0%
<b>Private Party</b>							
Multi-Purpose 1 or 2 and Kitchen	5 Hours	\$520	\$625	\$520	\$625	0%	0%
Over 5 Hours	Per Hour	\$104	\$125	\$104	\$125	0%	0%
Multi-Purpose 1 and 2 and Kitchen	5 Hours	\$725	\$870	\$725	\$870	0%	0%
Over 5 Hours	Per Hour	\$145	\$174	\$145	\$174	0%	0%

**GREATER VALLEJO RECREATION DISTRICT  
 FEE SCHEDULE - DRAFT FOR APPROVAL  
 FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
<b>Category II (Non-Profit 2 Hour Minimum)</b>							
Multi-Purpose Room #1	Per Hour	\$47	\$56	\$47	\$56	0%	0%
Multi-Purpose Room #2	Per Hour	\$47	\$56	\$47	\$56	0%	0%
Multi-Purpose Room #1 & #2	Per Hour	\$94	\$112	\$94	\$112	0%	0%
Conference Room	Per Hour	\$28	\$34	\$28	\$34	0%	0%
Arts/Craft Room	Per Hour	\$28	\$34	\$28	\$34	0%	0%
Game Room	Per Hour	\$35	\$42	\$35	\$42	0%	0%
Kitchen	Per Hour	\$47	\$56	\$47	\$56	0%	0%
<b>Vallejo Community Center</b>							
<b>Category I (Business 2 Hour Minimum)</b>							
Kitchen	Per Hour	\$67	\$80	\$67	\$80	0%	0%
Auditorium/Foyer	Per Hour	\$151	\$181	\$151	\$181	0%	0%
Foyer	Per Hour	\$101	\$121	\$101	\$121	0%	0%
Club Room	Per Hour	\$44	\$53	\$44	\$53	0%	0%

**GREATER VALLEJO RECREATION DISTRICT  
FEE SCHEDULE - DRAFT FOR APPROVAL  
FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Teen Room	Per Hour	\$44	\$53	\$44	\$53	0%	0%
<b>Commerical Kitchen Rental:</b>							
Per hour (Day 7am-7pm), 3hr min	Per Hour	\$125	\$150	\$125	\$150	0%	0%
Per hour (Evening 7pm-7am), 3hr min	Per Hour	\$62	\$74	\$62	\$74	0%	0%
<b>Private Party</b>							
Kitchen/Foyer	5 Hours	\$685	\$820	\$685	\$820	0%	0%
Over 5 Hours	Per Hour	\$137	\$164	\$137	\$164	0%	0%
Kitchen/Foyer/Auditorium	5 Hours	\$945	\$1,135	\$945	\$1,135	0%	0%
Over 5 Hours	Per Hour	\$189	\$227	\$189	\$227	0%	0%
<b>Category II (Non-Profit 2 Hour Minimum)</b>							
Kitchen	Per Hour	\$54	\$65	\$54	\$65	0%	0%
Auditorium/Foyer	Per Hour	\$121	\$145	\$121	\$145	0%	0%
Foyer	Per Hour	\$81	\$97	\$81	\$97	0%	0%
Club Room	Per Hour	\$37	\$44	\$37	\$44	0%	0%
Teen Room	Per Hour	\$37	\$44	\$37	\$44	0%	0%
<b>All Community Centers</b>							
<b>Additional Fees</b>							
<b>Banquet Seating (Set-up, Take-down)</b>							
Up to 200	Per Set	\$150	\$180	\$150	\$180	0%	0%
201 to 350	Per Set	\$225	\$270	\$225	\$270	0%	0%
351 to 500	Per Set	\$270	\$325	\$270	\$325	0%	0%
<b>Theatre Seating (Set-up, Take-down)</b>							
Up to 150	Per Set	\$80	\$96	\$80	\$96	0%	0%
151 to 200	Per Set	\$90	\$108	\$90	\$108	0%	0%
201 to 300	Per Set	\$100	\$120	\$100	\$120	0%	0%
301 to 400	Per Set	\$110	\$132	\$110	\$132	0%	0%
401 to 500	Per Set	\$120	\$145	\$120	\$145	0%	0%
501 to 600	Per Set	\$130	\$156	\$130	\$156	0%	0%
<b>Deposits/Additional Fees</b>							
Foley	Refundable Cleaning Deposit	\$750	\$900	\$750	\$900	0%	0%
VCC	Refundable Cleaning Deposit	\$750	\$900	\$750	\$900	0%	0%
N. King	Refundable Cleaning Deposit	\$400	\$480	\$400	\$480	0%	0%
NVCC	Refundable Cleaning Deposit	\$400	\$480	\$400	\$480	0%	0%
<b>Public Address System Rental:</b>							
Audio	Per Item	\$50	\$60	\$50	\$60	0%	0%
Projection	Per Item	\$50	\$60	\$50	\$60	0%	0%
<b>Security Officer:</b>							
July	Per Hour	\$36	\$44	\$36	\$44	0%	0%
Aug - Jan	Per Hour	\$36	\$44	\$36	\$44	0%	0%
Feb - June	Per Hour	\$36	\$44	\$36	\$44	0%	0%
Surcharge	Per Hour	\$25	\$30	\$25	\$30	0%	0%
Jumper Permit	Per Day	\$30	\$36	\$30	\$36	0%	0%
Additional Custodial	Per Hour	\$50	\$60	\$50	\$60	0%	0%
Application Fee	Per Application	\$25	\$30	\$25	\$30	0%	0%
<b>Park Reservation</b>							
<b>Field Rentals All Fields</b>							
Resident Non-Profit	Per hour, 2 hour minimum	\$14	\$17	\$14	\$17	0%	0%
Non Resident Non-Profit	Per hour, 2 hour minimum	\$17	\$20	\$17	\$20	0%	0%
Resident Profit	Per hour, 2 hour minimum	\$32	\$39	\$32	\$39	0%	0%
Non Resident Profit	Per hour, 2 hour minimum	\$48	\$58	\$48	\$58	0%	0%
<b>Dan Foley Artificial Turf Field:</b>	Per hour Mon - Fri	\$40	\$48	\$48	\$58	20%	21%
	Per hour Sat - Sun	\$48	\$58	\$58	\$70	21%	21%
Dan Foley Concession Stand	Per hour flat rate	\$40	\$50	\$40	\$50	0%	0%
Pickball Court	Per hour, per court, flat rate	\$14	\$17	\$14	\$17	0%	0%
Tennis Court	Per hour, per court, flat rate	\$14	\$17	\$14	\$17	0%	0%

Reflect increased costs from installation of new field.

Reflect increased costs from installation of new field.

**GREATER VALLEJO RECREATION DISTRICT  
 FEE SCHEDULE - DRAFT FOR APPROVAL  
 FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Basketball Court	Per hour, per court, flat rate	\$14	\$14	\$14	\$14	0%	0%
Bocce Ball Court	Per hour, per court, flat rate	\$14	\$17	\$14	\$17	0%	0%
Foot Golf Course	Per Person	\$14	\$17	\$14	\$17	0%	0%
Field Prep (Baseball & Softball)							
<b>Non-Profit</b>	<b>Per Hour</b>	<b>\$25</b>	<b>\$30</b>	<b>\$30</b>	<b>\$36</b>	<b>20%</b>	<b>20%</b>
<b>Profit</b>	<b>Per Hour</b>	<b>\$30</b>	<b>\$36</b>	<b>\$35</b>	<b>\$42</b>	<b>17%</b>	<b>17%</b>

Reflect increased costs from installation of new field.  
 Reflect increased costs from installation of new field.

**GREATER VALLEJO RECREATION DISTRICT  
FEE SCHEDULE - DRAFT FOR APPROVAL  
FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Lights @ all Sites							
Resident	Per hour, 2 hour minimum	\$35	\$42	\$35	\$42	0%	0%
Non Resident	Per hour, 2 hour minimum	\$40	\$48	\$40	\$48	0%	0%
Dan Foley Park Picnic Area							
Lakeview East	Per Area	\$111	\$142	\$111	\$142	0%	0%
Lakeview West	Per Area	\$111	\$142	\$111	\$142	0%	0%
Lakeview Entire	Per Area	\$214	\$277	\$214	\$277	0%	0%
Meadows	Per Area	\$105	\$135	\$105	\$135	0%	0%
Willow Glen	Per Area	\$105	\$135	\$105	\$135	0%	0%
Mountain View	Per Area	\$236	\$308	\$236	\$308	0%	0%
Blue Rock Springs Picnic Area							
Lower Vista Area	Per Area	\$104	\$147	\$104	\$147	0%	0%
Upper Vista	Per Area	\$104	\$147	\$104	\$147	0%	0%
Vista Entire	Per Area	\$194	\$252	\$194	\$252	0%	0%
Grove	Per Area	\$187	\$243	\$187	\$243	0%	0%
Pines	Per Area	\$224	\$290	\$224	\$290	0%	0%
Lake Area	Per Area	\$79	\$103	\$79	\$103	0%	0%
Parkview	Per Area	\$76	\$99	\$76	\$99	0%	0%
Trailside	Per Area	\$76	\$99	\$76	\$99	0%	0%
Peacock Roost	Per Area	\$76	\$99	\$76	\$99	0%	0%
Playground Vista	Per Area	\$97	\$126	\$97	\$126	0%	0%
Blue Rock Terrace	Per Area	\$76	\$99	\$76	\$99	0%	0%
Crest Ranch Park							
Crest Ranch Park, Highland	Per Area	\$49	\$64	\$49	\$64	0%	0%
Hanns Park							
Hanns Park	Per Area	\$71	\$92	\$71	\$92	0%	0%
Richardson Park							
Richardson Park	Per Area	\$53	\$67	\$53	\$67	0%	0%
Highlands Park							
<b>Highlands Park</b>	Per Area	\$51	\$66	\$61	\$79	20%	20%
Jumper House Permit	Per Permit						
Blue Rock, Dan Foley, Richardson	Per Day	\$30	\$30	\$30	\$30	0%	0%
Crest Ranch Park, Highland, Hanns	Per Day	\$30	\$30	\$30	\$30	0%	0%
Parking Fees							
<b>Dan Foley Park</b>	Per day, 7 days a week	\$5	\$6	\$6	\$8	20%	33%
<b>Blue Rock Springs</b>	Per day, 7 days a week	\$5	\$6	\$6	\$8	20%	33%
Special Event Fees							
Rental of entire park							
Dan Foley	Per Day	\$3,000	\$5,000	\$3,000	\$5,000	0%	0%
Blue Rock Springs	Per Day	\$3,000	\$5,000	\$3,000	\$5,000	0%	0%
All Parks	Per Hour	\$30	\$40	\$30	\$40	0%	0%
Security/Cleaning Deposit	Per Deposit	\$550	\$660	\$550	\$660	0%	0%
Alcohol Permit	Per Permit	\$35	\$40	\$35	\$40	0%	0%
Sound Permit	Per Permit	\$35	\$40	\$35	\$40	0%	0%
Still Photography	Per Permit	\$300	\$350	\$300	\$350	0%	0%
	Per Hour	\$75	\$90	\$75	\$90	0%	0%
Video/Movie Productions	Per Permit	\$1,000	\$1,200	\$1,000	\$1,200	0%	0%
Outdoors	Per Hour	\$250	\$300	\$250	\$300	0%	0%
Indoors (rental of space not included)	Per Hour	\$250	\$300	\$250	\$300	0%	0%
Staffing/Vehicle	Per Hour	\$52	\$60	\$52	\$60	0%	0%
GVRD Activity Guide							
Full page, back cover	Per AD	\$1,300	\$1,560	\$1,300	\$1,560	0%	0%
Full page, inside cover (front/back)	Per AD	\$1,150	\$1,380	\$1,150	\$1,380	0%	0%
Full page, inside (non-glossy, guts)	Per AD	\$1,050	\$1,260	\$1,050	\$1,260	0%	0%

Fee correction; historically priced incorrectly.

Increase to reflect increased maintenance cost to parking lots.

Increase to reflect increased maintenance cost to parking lots.

**GREATER VALLEJO RECREATION DISTRICT  
 FEE SCHEDULE - DRAFT FOR APPROVAL  
 FY 2024-2025**

		Approved 2023-24		Proposed 2024-25		Change	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
1/2 page	Per AD	\$600	\$720	\$600	\$720	0%	0%
1/4 page	Per AD	\$400	\$480	\$400	\$480	0%	0%
1/8 page	Per AD	\$200	\$240	\$200	\$240	0%	0%
Digital GVRD Activity Guide							
Full page, back cover	Per AD	\$350	\$420	\$350	\$420	0%	0%
Full page, inside cover (front/back)	Per AD	\$300	\$360	\$300	\$360	0%	0%
Full page, inside (non-glossy, guts)	Per AD	\$300	\$360	\$300	\$360	0%	0%
1/2 page	Per AD	\$200	\$240	\$200	\$240	0%	0%
1/4 page	Per AD	\$150	\$180	\$150	\$180	0%	0%
1/8 page	Per AD	\$150	\$180	\$150	\$180	0%	0%
Administrative Fees							
Audit Copy	Each	\$5	\$6	\$5	\$6	0%	0%
Audit Copy Emailed		N/C	N/C	N/C	N/C		
Board Agenda (w/out att.) Emailed		N/C	N/C	N/C	N/C		
Board Agenda (w/out att.) US Mail	Per Agenda	\$2	\$3	\$2	\$3	0%	0%
Board Agenda (with att.) Emailed		N/C	N/C	N/C	N/C		
Board Agenda (with att.) US Mail	Per Packet	\$5	\$6	\$5	\$6	0%	0%
Budget Copy - Emailed		N/C	N/C	N/C	N/C		
Budget Copy - US Mail	Per Packet	\$5	\$6	\$5	\$6	0%	0%
Mailing & Handling Fee:							
1-9 pages	Per Set	\$2	\$3	\$2	\$3	0%	0%
10+ pages	Per Set	\$5	\$6	\$5	\$6	0%	0%
Return Check Fee	Per Check	\$25	\$30	\$25	\$30	0%	0%
Plan Sets	Det. by actual cost per set						

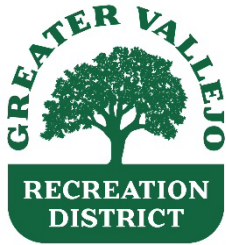


**Greater Vallejo Recreation District  
Budget Calendar 2024-2025**

	<b>Budget Tasks</b>	<b>Date Due</b>	<b>Meeting or Staff Process</b>
1	Kickoff - Meeting with staff to gather data	Week of February 5th, 2024	Staff
2	Staff Review & Complete Proposed Fee Schedule: Proposed Fee Schedule	Week of February 12th, 2024	Staff
3	Proposed Fee Schedule to Board for Discussion	Thursday, February 22, 2024	Board Meeting
4	FY 24/25 Budget worksheets distributed to Department Heads to complete	Week of March 18th, 2024	Staff
5	Review of Proposed Fee Schedule	Tuesday, March 19, 2024	Budget & Finance Committee
6	Board Review and approval of FY24/25 Fee Schedule	Thursday, March 28, 2024	Board Meeting
7	FY 24/25 Budget worksheets Due to Finance	Friday, April 5, 2024	Staff
8	Open	Thursday, April 11, 2024	Board Meeting
9	Staff review of Preliminary Budget: Proposed General Fund Proposed Measure K Proposed Capital Improvement Projects Proposed Deferred Maintenance	Week of April 15, 2024	Staff
1	FY 23/24 YTD (Thru Feb.) Budget Comparison Review with Projections to Year-End Review Cash Flow Projections	Tuesday, April 16, 2024	Budget & Finance Committee
10	Present the following to the Facilities Committee: Proposed Measure K Proposed Capital Improvement Projects Proposed Deferred Maintenance Proposed Fee Schedule	Tuesday, April 23, 2024	Facilities Committee
11	Presentation of FY 23/24 YTD Budget Comparison Review with Projections to Year-End Review Cash Flow Projections Through Q2 of FY24/25 Board sets overall goals and priorities for Fiscal 24/25	Thursday, April 25, 2024	Board Meeting

**Greater Vallejo Recreation District  
Budget Calendar 2024-2025**

	<b>Budget Tasks</b>	<b>Date Due</b>	<b>Meeting or Staff Process</b>
12	Board Study Session to Review Preliminary Budget	Thursday, May 9, 2024	Board Meeting
13	Present to Preliminary Budget Committee	Tuesday, June 18, 2024	Budget & Finance Committee
14	Board of Directors to Review and Adopt Preliminary Budget	Thursday, June 27, 2024	Board Meeting
15	Public Hearing Notice: Prelim. Budget Approved, Date of Public Review, & Date of Adoption of Final Budget	Monday, July 1, 2024	Public Hearing Notice Posted
16	Public Hearing on Adopted Preliminary Budget	Thursday, July 11, 2024	Board Meeting
17	Budget Revisions for Final Budget due for Board Packet	Thursday, July 18, 2024	Posting for Agenda
18	Board Adoption of Final Budget	Thursday, July 25, 2024	Board Meeting
19	Open if Special Meeting Is Needed for Adoption of Final Budget	TBD-No later than 08/01/24	Special Board Meeting



## General Manager Board Update

3/28/2024

- Working on HR items
- Attended the 2+2 meeting at City Hall. I was asked to give a quick update (not planned). There may be changes in the 2+2 in July. There was discussion regarding the City Manager departure, and the School Superintendent departure.
- Working on budget worksheets, fee schedule, CIP, training and travel request form and other items.
- Working with HR on compensation study. Developed a list of comparable agencies with consultant and then ranked. Closed session discussion on the 28<sup>th</sup>.
- Working on providing an explanation of my ongoing projects for a board presentation on April 11th.
- Met with School District to discuss Crest Property.
- Held a ribbon cutting with Board members and staff. Attendees included Mel Orpilla from Representative Garamendi's office, , and Tom Bartee from Senator Dodd's office. We Received a Certificate of Recognition from Senator Dodd, and Assemblymember Wilson's office for the Dan Foley Turf field renovation. There were soccer players in attendance and the weather was great.
- Meeting with staff regarding custodians, field rentals, and uniforms.



# Recreation Services Board Updates

03/28/2024

## Activity Guide:

- The summer Activity Guide will be heading to the printer by the end of the week.

## Aquatics:

- Spring Break Camp swim camp began this week.



## Community Centers:

- The Sports Hall of Fame dinner and fundraiser was held this past weekend at the Foley Cultural Center. This year the event was organized by the Sarna League.
- The flooring in the Foley Offices was replaced and completed this past week.

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

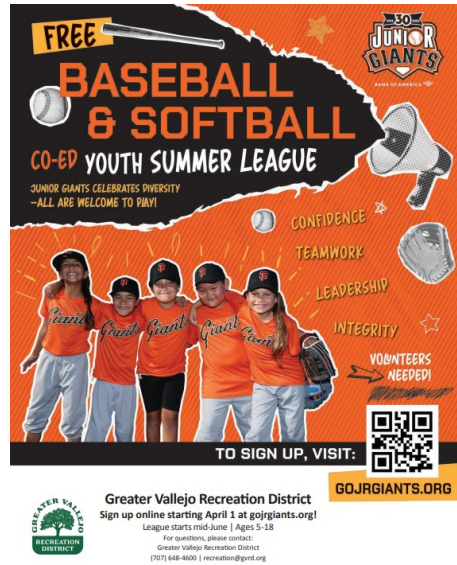
- Thumper’s Egg-stravaganza is filling up quickly. This event is expected to be sold out for both sessions before the event takes place on Saturday, March 30<sup>th</sup>.
- We’re still looking for sponsorships to support Bands and Brews Summer Concert Series 2024. Staff have reached out to a number of community partners to support this year’s event.



- On Wednesday, March 20<sup>th</sup>, GVRD hosted an exciting Adaptive Rec Easter Egg Hunt. We were thrilled to have 60 participants register for the event. The egg hunt was divided into two sessions, and we also had special prizes up for grabs! One prize was for the individual who found the Golden Egg and the other prize was for the participant with the most eggs in their basket! The Easter bunny made an appearance offering photo opportunities with all the participants and lending a hand to those in need of assistance finding eggs. The Adaptive Recreation Community continues to express growing appreciation for GVRD's efforts in providing them with a welcoming, safe, enjoyable space.
- Breakfast with the Bunny is just around the corner on Saturday, April 6<sup>th</sup>. We are partnering with McDonalds Vallejo. We will offer pictures with Thumper, games, and crafts for the kids to enjoy, adding to the excitement of the event.
- Fishing in the City was held this past weekend, and it was a great turnout! Even the rain couldn't stop these faithfuls!



## Sports/Gym:



- Registration for the Junior Giants free baseball and softball league opens on April 1<sup>st</sup>.
- The Sports Gym hosted another game this past weekend for youth basketball league.



## Staffing:

- All-Recreation Staff Development was held this past Tuesday, from 9am-12pm at the North Vallejo Community Center for all PT & FT staff. Our theme this year was in alignment with the theme from the National Recreation and Parks Association.





### **Youth Services:**

- Youth Spring Break Camps began this week.
- Youth Services staff did a phenomenal job gathering donations for the Dress and Suit drive through community partnerships. The boutique provided over 30 items of clothing for this year's Junior and Senior prom.







## Maintenance Department Board Update

3/28/2024

### Parks and Facilities

- Dan Foley Park
  - Staff assisted with the Fishing in the City event.
- BRS Park
  - Staff ordered the replacement of the playground slide.
- Children's Wonderland
  - Staff work on getting the Park ready for Thumper's Egg-Stravaganza event.
- BRS Park
  - Staff worked on the troubleshooting and replacing the wires on the electrical boxes that were vandalized.
- Irrigation
  - Staff is working on conducting irrigation system checks in the parks.
- Colusa Building
  - Staff worked on making repairs to the gate and adding a Knox key requested by the Fire department.
- Dan Foley Cultural Center
  - The contractor replaced the floor in the staff offices.
- Recruitment
  - Parks staff will be having the Visitor Services orientation on April 5<sup>th</sup>; the season starts on April 6<sup>th</sup>.
  - The Facilities department will be moving forward with the hiring of a part-time position.

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	4/15/2024	95%	<input type="checkbox"/>	Contractor working on completing the corrections noted from the City and staff punch list and the roof was replaced.
<b>VCC HVAC</b>					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design.
Permit Issued	4/1/2023	6/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	8/1/2024	9/31/2024	0%	<input type="checkbox"/>	
RFP	10/1/2024	11/28/2024	0%	<input type="checkbox"/>	
Build	12/1/2024	2/1/2025	0%	<input type="checkbox"/>	
<b>Cunningham Pool Shade Structures</b>					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	5/28/2024	0%	<input type="checkbox"/>	Application is completed for permit; pending neighbor notification.
RFP	8/2/2024	10/15/2024	0%	<input type="checkbox"/>	
Build	1/1/2025	2/28/2025	0%	<input type="checkbox"/>	
<b>Cunningham Pool ADA Upgrades</b>					
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"/>	

# BOARD PROJECTS UPDATE



Date

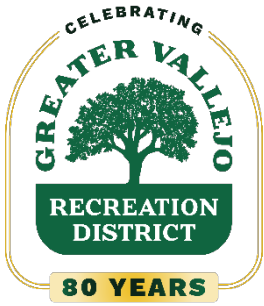
TASK	START	END	% COMPLETE	DONE	NOTES
Build	1/8/2024	6/1/2024	<div style="width: 25%; background-color: #28a745;"></div> 25%	<input type="radio"/>	Contractor installed the ADA parking spots; had the inspection from the City for the electrical, framing, and plumbing on the new restrooms.
<b>Terrace Park Playground</b>					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	3/28/2024	<div style="width: 30%; background-color: #28a745;"></div> 30%	<input type="radio"/>	Contractor will begin with installation of the equipment
<b>Hanns Park Disc Golf</b>					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	3/30/2024	<div style="width: 98%; background-color: #28a745;"></div> 98%	<input type="radio"/>	Staff will be having a meeting with the Disc Golf group to finalize the welcoming sign.
<b>Lake Dalwigk Park Improvements</b>					
Design Phase	5/1/2023	10/31/2023	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.
Permit Issued	1/15/2024	2/28/2024	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	8/1/2024	0%	<input type="radio"/>	Caltrans gave a six month extension for the completion of the project.
<b>Children's Wonderland Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
RFP	4/1/2024	4/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
<b>North Vallejo Community Center Electrical Upgrade</b>					
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	4/1/2024	4/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
<b>Dan Foley Cultural Center Electrical Upgrade</b>					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="radio"/>	plans were sent to PG&E for approval.
RFP	8/1/2024	10/30/2024	0%	<input type="radio"/>	
Build	11/1/2024	12/31/2024	0%	<input type="radio"/>	
<b>Franklin Middle School</b>					
floors Renovations	4/1/2023	10/8/2023	100%	<input checked="" type="checkbox"/>	
Internet & Alarm	6/1/2023	12/29/2023	100%	<input checked="" type="checkbox"/>	
Tree Removals	11/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
GYM	1/1/2024	3/29/2024	100%	<input checked="" type="checkbox"/>	Had another water leak in the GYM area; roof company made the repair.
Portable Buildings	1/1/2024	4/30/2024	0%	<input type="radio"/>	
				<input type="radio"/>	



## Human Resources Board Update

March 28, 2024

### **Safety:**

- Implemented drug/alcohol screening program for part-time employees who drive District vehicles.
- Creating Workplace Violence Prevention Program to comply with California's new Workplace Prevention Law (effective July 2, 2024).
- Solano County Sheriff to conduct De-Escalation Techniques Training for employees in April.

### **Staffing:**

- Ramping Up for the Season:  
Assistant Recreation Coordinators, Lifeguards, Recreation Leaders, Sr. Recreation Leaders, and Visitor Services
- No full-time positions open.

### **Current Projects:**

- Total Compensation Study – Finalizing list of comparable agencies.
- Writing New Policies – Social Media, Disability Accommodation, Lactation Accommodation
- Assisting in researching finance/payroll/HR systems

### **On-Going Projects:**

- Amending/creating policies
- Conducting HR compliance audits
- Data retention policies and procedures
- Staying on top of ever-changing employment and labor laws



## Finance Director Board Update

March 28, 2024

### **FY21/22 Audit Status**

- Finance Director Parkhurst to Discuss developments with the audit process.

### **FY24/25 Budget Process**

- Finance Director Parkhurst to Discuss status in Budget development process and Budget Calendar.

### **Updates and Efforts in the Finance Department**

- Financial and HRIS Software Replacement RFP – Moving forward in process with Tyler Tech. Keeping ADP on standby. Meeting with Sage Intact last week. Future meetings with Black Mountain Software and 2<sup>nd</sup> Tyler Tech with Demo.
- Brought in outsourced expertise to focus on Payroll & GL Cleanup.