

GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*
Website: www.gvrd.org

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. Documents will also be available electronically at <https://www.gvrd.org/board-meetings-committees>

Board of Directors Meeting Agenda

Thursday, February 23, 2023

Administrative Office, 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 Ad-Hoc and 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.

7.1 Approve Board Minutes-February 9, 2023-Regular Meeting

8) Action Items:

- 8.1 Approve 1st Read Updates to Policy 3075-Use of Community Centers (Ryans)
- 8.2 Approve 1st Read of Policy 3073-Cunningham Aquatic Complex Rules and Procedures (Ryans)

9) Discussion Item:

- 9.1 Discussion and possible approval of a committee with other local agencies.

10) Staff Updates

- 10.1 Finance Director -Verbal Report
- 10.2 Facilities Superintendent
- 10.3 Recreation Superintendent
- 10.4 General Manager

11) Executive Session:

- 11.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

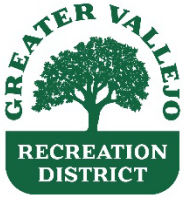
Agency Designated Representative: General Manager

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)

Unrepresented Employees: Superintendents, Finance Director, Board Clerk, and Human Resources Clerk

11) Announcements and Comments from Board Members

12) Meeting Adjourn



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Greater Vallejo Recreation District Board of Directors

MINUTES

February 9, 2023 – 401 Amador Street

6:30 p.m.

1) Call to Order:

Chairperson Briseño called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., February 9, 2023, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance:

Chairperson Briseño led the pledge.

3) Roll Call:

Present: Chairperson Robert Briseño; Secretary Rizal Aliga; Director Ron Bowen

Staff: Legal Counsel Andrew Shen; General Manager, Gabriel Lanusse; Finance Director, Penny Harman; Recreation Superintendent, Antony Ryans; Board Clerk, Kimberly Pierson

Excused: Vice Chairperson Wendell Quigley, Director Adjoa McDonald

4) Approval of Agenda-

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

5) Public Comment:

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2 Public Speakers

6) Committee Updates:

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board.

McIntyre Ranch Ad Hoc: Chairperson Briseño announced hopes of having a meeting in March. Director Bowen asked Legal Counsel to review the possibility of other board members attending Ad Hoc committee meetings.

Sports Center Ad Hoc – Director Aliga announced an upcoming meeting on February 16th.

Policies and Personnel- Director Bowen mentioned there was a discussion on temporary shelters.

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

7.1 Approve Board Minutes-January 24, 2023-Special Meeting

7.2 Approve Board Minutes-January 26, 2023-Regular Meeting

~~7.3 Approve Board Minutes-January 31, 2023-Special Meeting~~

7.4 Accept Policies and Personal Committee Minutes-January 25, 2023

7.5 Accept Budget and Finance Committee Minutes-January 13, 2023

1 Public Speaker on item 7.2.; Item 7.3 was removed from the consent calendar.

Director Bowen offered the motion, seconded by Director Aliga to approve the Consent Calendar. Motion passed.

7.3 Approve Board Minutes-January 31, 2023-Special Meeting

Director Bowen offered the motion, seconded by Director Aliga to approve Board Minutes from January 31, 2023 with the following changes: Under report from executive session, strike direction given and add: Board and General Manager developed and agreed upon performance goals. Motion passed.

8) Financials:

8.1 Approve Financial Statement as of 1/31/2023 (Harman)

Director Bowen offered the motion, seconded by Director Aliga to approve the financial statement as of 1/31/2023. Motion passed.

8.2 Approve Payment of Bills 1/1/2023 through 1/31/2023 (Harman)

Director Bowen offered the motion, seconded by Director Aliga to approve the payment of bills 1/1/2023 through 1/31/2023. Motion passed.

9) Action Items:

9.1 Approve Updates to Policy 4060-Committees of the Board of Directors (Lanusse)

Board Clerk noted some minor changes in the 1st paragraph:

Line two-strike the word “it” before the word elected.

Line six-add “The” to the beginning of the sentence.

Line 6-after the word “members” and the word “or”

Director Bowen would like to policy to specify “when” the committees will be appointed. Director Bowen offered the motion, seconded by Director Aliga to approve the 1st Read of Policy 4060. Motion passed.

9.2 Approve Resolution 2023-01 Approving Application(s) for City of Vallejo Fiscal Year 2023-24 Community Development Block Grant (CDBG) Program Funds (Lanusse)

Director Bowen offered the motion, seconded by Director Aliga to approve Resolution 2023-01 Approving the Application for City of Vallejo CDBG Program Funds. Roll Call Vote: Ayes: Bowen, Aliga, Briseño; Nays: None; Absent: McDonald, Quigley. Motion Passed.

10) Staff Updates-Information Only

10.1 Finance Director

- Announced that W2’s and 1099’s have been mailed out.
- Provided an update on the CalPERS Audit regarding Part-time membership enrollment.
- Provided an update on the budget process.
- Provided an update on requests from IBEW and SEIU regarding upcoming negotiations.

10.2 Recreation Superintendent

- Announced an electronic version of the Activity Guide was sent out to Civic Rec patrons.
- Provided an update on upcoming Adaptive Recreation Programs.
- Announced recent staff participation in succession planning.
- Provided an update on the Hall of Fame event.

10.3 General Manager-

1 Public Comment

- Announced that staff attended the 2 + 2 committee (Vallejo School District and City of Vallejo) meeting as spectators.
- Provided an update the RFQ for South Vallejo Community Center.

11) Executive Session: at 7:30pm Chairperson Briseño convened to executive session.

- 1 Public Speaker on item 11.1
- 3 Public Speakers on item 11.2

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

Agency Designated Representative: General Manager

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)

Unrepresented Employees: Superintendents, Finance Director, Board Clerk, and Human Resources Clerk

11.2 Conference with Real Property Negotiators; pursuant to Government Code Section 54956.8

Property: Franklin Middle School, 510 Starr Avenue, Vallejo

Agency Negotiator: General Manager

Negotiating Party: Vallejo Unified School District

Under Negotiation: (price, terms of payment)

at 8:07pm Chairperson Briseño convened to regular session and reported the following:

Item 11.1: Information given, and direction was provided.

Item 11.2: Information given, and direction was provided.

12) Announcements and Comments from Board Members:

Director Aliga announced that he started a new position at Cal State University Maritime Academy as a Coordinator for Energy Suitability and will recuse from any agenda items related to Cal Maritime.

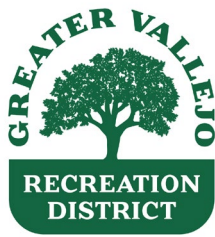
Director Briseño would like to explore the possibility of creating our own 2+2 committee. Would like to see on a future agenda for discussion.

13) Meeting Adjourn:

Director Bowen offered the motion, seconded by Director Aliga to adjourn the meeting at 8:10 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



BOARD COMMUNICATION

Date: February 23, 2023

TO: Board Chairperson and Directors

FROM: Antony Ryans

SUBJECT: Approve 1st Read Updates to Policy #3075 Use of Community Centers

BACKGROUND AND DISCUSSION

The Department has determined there is a need to add additional security at events that serve alcohol. These types of events tend to require more support to manage the guests and unseen acts. In addition, the Department has determined that the 12am closure of our facilities has an impact on GVRD staff managing the event and it requires them to stay later if a party hasn't fully cleaned the facility. Lastly, after conducting some field research it has been founded that neighboring areas close their facilities much earlier than GVRD (Fairfield, Vacaville, Benicia). Discussion has come up on several occasions in the past regarding the timing of committee assignments related to the Board of Directors assigning Chair, Vice-Chair and Secretary. It was discussed at two Policies and Personnel Committee Meetings, and recommendations were made to have the Board of Director assignments remain in January, with having the Committees assigned at the following meeting.

RECOMMENDATION

Approve recommendation to have Board of Directors approve the change in closure of our community centers at an early time. Also, approve an increase in security guards for events that serve alcohol.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

- Approve first draft with no changes.
- Approve first draft with recommendations.
- Approve as is.
- Approve with recommendations.
- Reject
- Reject with recommendations.
- Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #3075-with redline proposed changes.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Use of Community Centers
POLICY NUMBER: 3075

Community Centers under the jurisdiction of the Greater Vallejo Recreation District are intended primarily for use by the general public in conjunction with the District's recreation programs. When not in use for District programs, the facilities may be scheduled for use by other groups to encourage recreational and social activities for the maximum use of the facilities.

All Community Centers will be made available to all groups and individuals for social, cultural, or recreational activities regardless of race, national origin, religion, gender, sexual orientation, physical disability, or age. Any activity in which the District facilities are utilized will be conducted according to State and Federal laws, and will conform to the oral and written standards of the District. No meetings or entertainment will be held for the purpose of advancing any doctrine or theory subversive to the United States or the State of California.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the charge for use of the Community Center. Fees based on the type of event are classified as Business, Private Parties or Non-Profit. The Board of Directors will consider requests for a waiver of fees from Non-Profit groups and organizations that do not involve fund-raising activities on a case by case basis.

The District shall not be held responsible for accidents, injury or loss of individual property at Community Centers. Individuals or groups using the facility shall be held responsible for payment of any damage or loss of District property. Parents shall be held responsible for the acts of their minor children. Damage to District property shall be imputed to parents having custody or control of the minor as set forth in the Civil Code.

Written Facility Reservation from District is required for all groups using Community Centers. Facility Reservations completed under false pretenses or that contain any false information will be cancelled and collected fees will be forfeited. Rules and regulations governing the use of the facility will be provided to the individual completing the Facility Reservation.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY NUMBER/TITLE: 3075 Use of Community Centers
Rule and Regulation: RR3075

Reservations

1. Groups, organizations, or individuals (21 years or older) must complete and submit an Application Request for Rental of Community Centers. The Application does not guarantee a date or approval of the activity requested.
2. Reservations may be made a maximum of 12 months in advance. The Facility Reservation becomes a contract when it is approved and signed by District representative and the Applicant.
3. Approval to use facilities is subject to observance of all District policies, rules, and regulations. Applications may be denied or revoked if the intended facility use or event is misrepresented or the Application is incomplete, inaccurate, or contains false information.
4. Additional City, County, State and Federal clearances may be required based on the type of activity.
5. Facilities are rented on a first come, first served basis except for those having priority rights.
6. Groups, organization or individuals that have established a priority right, must maintain it. This is done by submitting a letter of intent to retain the date and paying a non-refundable fee prior to the opening of booking for that month. A priority right is an annual event that has been held on the same day, weekend, or week of the month for a minimum of three (3) consecutive years.
7. A Facility Reservation shall be completed by District employee and signed by an adult (21 years or older) responsible for the reservation.
8. Reservations shall not be transferred, assigned, or sublet.
9. No group, organization or individual shall use a District facility for a purpose other than approved by the District.
10. The applicant and/or contact person must be present at the event and stay onsite for the entire time.
11. Minimum rental will be for two (2) hours for Business and Non-Profit categories. Five (5) hours minimum for Private Parties.
12. Employees of a Business and Non-profit group will not be allowed to use that organization Business or Non-profit discount rate to reserve Community Centers for personal use or celebrations, such as the employee's birthday party or other personal event (discounted rates do not apply to personal and private use). All events and reservations for Business or Non-profit organizations must be reserved for that organization's activity.
13. No group, organization or individual shall have a Facility Reservation approved so long as they have an outstanding debt with the District.

14. Applicants understand that organized public recreation activities or those actively co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel any use of facilities at any time.
15. No activity will be permitted which is unsafe or unsuited for the purpose of the Community Center, or which discriminates on the basis of race, national origin, religion, gender, sexual preference, age and political affiliation, and social or economic status.
16. The District reserves the right to refuse any group, organization or individual use of any District facility due to their destruction, damages, abuse to District property, undue rowdiness or noncompliance with District's rules and regulations.
17. There must be three (3) adults (over 21 years old) for every twenty-five (25) youths (under 21) at events.
18. Under no circumstances shall the number of persons at an event exceed the maximum capacity of the rooms, areas or facilities which are the subject of the Facility Reservation.
19. No activity will be permitted which is in violation of local, state or federal statutes or policies of the Facility Reservation which is deemed necessary or appropriate to assure that the activity will be in conformance with applicable laws, rules and regulations, in a manner consistent with proper facility use.
20. The District representative reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive behavior, mistreatment of staff, belligerent or threatening conduct.
21. The District representative on duty has the authority to disperse any group for failure to comply with District rules. The group will forfeit all fees paid. Should it be necessary to have law enforcement to disperse any group or organization, the District representative has the authority to summon the Vallejo Police Department to escort said group, persons, or organization from District facilities. The group or organization will be responsible for any charges incurred by the Vallejo Police Department or other personnel required to respond.

Fees

1. Fees for the rental of a Community Center based on the type of event are classified as Business, Private Parties or Non-Profit. A copy of the Business license is required for Business category. A copy of section 501(c)(3) is required for Non-Profit category.
2. Reservation is based on a continuous block of time. Reservation fees will be paid from the time the facility is entered until it is exited. Unless ~~arrangements~~ additional time requests are made in advance, no extra time is allotted for set-up, take-down and clean-up. If the event runs beyond the scheduled hours, the renter will be billed for overtime in 30 minute increments according to facility's rental rates.
3. The Cleaning and Damage Deposit or total payment, depending on event date, is required when a Facility Reservation is made.
4. Payment for events scheduled ten or less working days from the date of the event, such as memorials, wakes, etc., shall be in the form of cash, money order, cashier's check or credit card.
5. Full payment is required 60 days prior to the event. To be eligible for a refund, see Facility Reservation change of date or cancellation policy ~~in #12 below~~. Check, cash, or credit cards are acceptable methods

of payment. Should full payments not be received, it may result in cancellation of the reservation and forfeiture of the Cleaning and Damage Deposit.

6. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo. A valid driver's license, identification card or other reasonable means is required to establish residency verification.
7. Parking fees are charged from the first weekend in April through the second weekend in October to enter Dan Foley Park and access to Foley Cultural Center.
8. PA system, audio, and visual equipment are available for use for an additional fee. Equipment varies at Centers. It is the renter's responsibility to check their equipment compatibility with the facility's equipment.
9. Groups classified as Business and Non-Profit organizations have the option of setting-up and taking-down tables and chairs themselves, or pay an additional fee for the District to provide that service. However, all groups are responsible for clean-up (in accordance with the Facility Cleaning and Damage Requirements).
10. Inspection of the Community Center will take place prior to use and immediately following use of the center for an activity. If the renter fails to return the facility in the same condition as it was prior to their activity (in accordance ~~to~~with the Facility Cleaning and Damage Requirements), or leaves the premises in such condition that additional clean-up is required by District staff, the renter will be charged at the hourly rate of \$50 per hour per staff member. If the clean-up cost by custodial staff is greater than the cleaning and damage amount on deposit, the renter will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the activity.
11. The Cleaning and Damage Deposit will be refunded if the facility is left in a clean and satisfactory condition.

~~12. Facility Reservation change of date or cancellation will forfeit the following charges:~~

- ~~• More than 60 days before event 10% of total building fees (see exception below)~~
- ~~• 60 days to 31 days before event 25% of total building fees~~
- ~~• 30 days to 8 days before event 50% of total building fees~~
- ~~• 7 days or less will forfeit 100% of total building fees~~

~~**One time only:** Group, organization or individual will be allowed to change the event date at no charge if notification is received more than 60 days before the event. Additional requests or within 60 days before the event will incur the same forfeitures as shown above.~~

Cancellations

1. Facility Reservation change of date or cancellation will forfeit the following charges:

- More than 60 days before event 10% of total building fees (see exception below)
- 60 days to 31 days before event 25% of total building fees
- 30 days to 8 days before event 50% of total building fees
- 7 days or less will forfeit 100% of total building fees

One time only: Group, organization or individual will be allowed to change the event date at no charge if notification is received more than 60 days before the event. Additional requests or within 60 days before the event will incur the same forfeitures as shown above.

- 4.2. Cleaning and Damage Deposit paid to reserve a date scheduled more than 60 days prior to event, will be refunded in full if notification of cancellation is received within 7 calendar days from the date of the deposit. Notice of cancellations received within 8 or more calendar days after the date of the deposit will incur the same forfeitures as shown above.
3. Other fees collected such as security guard fees, set-up and take-down, which were paid in advance will be refunded 100% if written notice is given within 36 hours.
4. In cases of extreme emergency, the District reserves the right to cancel a scheduled event prior to scheduled use without liability. If cancellation occurs because of the District, all payments will be refunded.
- 2.5. Force Majeure: Notwithstanding anything to the contrary contained in this agreement, the District shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority and other causes beyond their control. The renter waives any right of recovery against the District and the renter shall not charge results of "acts of God" to the District, its officers, employees, or agents.

Hours of Operation

1. Contact the District or Community Center for office hours.
2. Community Centers reserved for evening use must be vacated no later than 12:00am, ~~with the exception of the Vallejo Community Center that must be vacated by 12:30am.~~
3. Hours of operation may be amended under special circumstances by the General Manager or his/her designee. Community Center closing times vary with scheduled activities.

Holidays

1. Community Centers are not available for reservations on 4th of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and News Years Day. In addition, Foley Cultural Center is not available on Memorial Day and Labor Day.

Certificate of Insurance Policy

1. Proof of insurance is required for Private Parties, Non-Profit or Business events.
2. Certificate of Insurance and Endorsement must be provided to the District after the Facility Reservation contract is signed but no later than 10 business days before the event.
3. Failure to provide the District with a valid Certificate of Insurance will result in the cancellation of the renter's event and will forfeit rental fees.
- 2.4. Private Party applicant may obtain insurance from homeowners' insurance provider, agent or broker. Non-Profit or Business events may contact their parent organization to utilize their umbrella policy.

- ~~3-5.~~ The insurance must be in the name of the individual, group or organization who signed the Facility Reservation. The policy must not expire before the event date.
- ~~4-6.~~ Group, organization or individual is required to obtain a General Liability Insurance covering bodily injury, personal injury and property damage in the amount of \$1,000,000 per occurrence.
- ~~5-7.~~ The Certificate of Insurance shall include the "Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
- ~~6-8.~~ The "description" shall list the name of the Community Center, address, date(s), and type of event.
- ~~7-9.~~ If alcohol is served, the General Liability Insurance shall include Host Liquor Liability Insurance coverage and must be stated on the certificate.
- ~~8-10.~~ A separate endorsement shall name as additional insured GVRD (District) and City of Vallejo, its officers, agents, employees, and volunteers.
- ~~9.1. Certificate of Insurance and Endorsement must be provided to the District 10 business days before the event.~~
- ~~10.1. Failure to provide the District with a valid Certificate of Insurance will result in the cancellation of the renter's event and will forfeit rental fees.~~

Decorations

1. The organization, individual or approved designee shall be responsible for putting up and removing all decorations within the time specified on the Facilities Reservation.
2. The use of nails, screws, tacks, staples, duct tape, poster putty, Command strips or glue to fasten, hang or stick any objects to the ceilings, walls, floor, equipment, windows or any surface of the interior or exterior of the facilities are strictly prohibited.
3. Must use painter's tape only.
4. All decorations must be free-standing. Use of ladders or standing on tables or chairs to hang decorations is strictly prohibited.
5. No birdseed, confetti, rice or glitter may be used inside/outside facilities or in parking areas.
6. Balloons filled with helium that have the potential to float to the ceiling must be weighted down at all times.
7. Machines that discharge smoke, indoor sparklers/fireworks, or other elements that would compromise the health and safety of guests, or activate the smoke alarms are prohibited.
8. The District reserves the right to deny décor items if it is determined the item(s) would constitute a safety hazard.
9. Fires and/or open flames are prohibited. Candles are permitted in a container that provides at least 2 inches of space between the top of flame and the top of the container.
10. All decorations must be fireproof or of fire-retardant materials according to California Code of Regulations Title 19, Section 3.08, and shall be subject to approval by District representative at time of reservation approval.
11. Doorways, hallways, exits/exits signs and fire extinguishers shall not be covered or obstructed.
12. No storage space shall be provided for materials, supplies, equipment, or other physical accessories at the Community Centers.

13. The District is not responsible for any property loss due to destruction, theft, damage, or lost items after decorations are put up, during an event, or for any items left behind at the Community Centers.
14. Rental equipment, decorations or catering equipment must be delivered and picked up within the time reserved.
15. Group, organization or applicant is responsible for all vendors to comply with District rules and regulations.

Kitchen and Food

1. Food and beverage consumption is only permitted in designated areas. No food or beverages allowed on stage.
2. Food trucks and catered barbecue grills shall be approved in advance by the District and set-up in designated areas. Approval of food trucks and catered barbecue grills shall be at the discretion of the District.
3. Caterer must obtain a General Liability Insurance covering bodily injury, personal injury and property damage in the amount of \$1,000,000 per occurrence listing "Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as Certificate Holder to set-up barbecue or grill equipment. Certificate of Insurance must be provided to the District 10 business days before the event.
4. Charcoal grills and deep fryers are not allowed.
5. Chafing dishes or food warmers must be supervised at all times.
6. Groups, organizations, and individuals using the kitchen must sweep and mop the floors. Clean all areas used including the stove, refrigerators, counter tops, cooking appliances and servicing equipment.
- 6-7. District does not provide kitchen supplies for cooking, serving, or washing.

Alcohol

1. A minimum of 1-2 additional security guards shall be required when alcoholic beverages are served at events designed for youth under twenty-one (21) years of age, such as birthday parties, baptism/christening, and Quinceañeras.
2. Alcoholic beverages may be served inside Community Centers. Serving and consumption of alcoholic beverages must end at a minimum of 2 hours prior to the end of the Facility Reservation time.
3. Guests are not allowed to bring any outside alcohol. Alcohol may be provided by host of the event only.
- 3-4. Cater, bartender or person serving alcoholic beverages must be an adult 21 years or older.
- 4-5. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the Community Centers with the exception of the Veranda area at the Foley Cultural Center.
- 5-6. Private Parties are prohibited from selling alcohol at the event.
- 6-7. No alcoholic beverages shall be served to any person less than 21 years of age.
- 7-8. Alcohol may be served without the requirement of a liquor license when it will not be sold in any manner.
- 8-9. An Alcoholic Beverage Control (ABC) license must be obtained when alcohol is to be sold at Non-profit or Business events. The license must be posted at the site of the alcohol sale.

~~9-10.~~ District shall provide a letter confirmation of the renter's Facility Reservation to obtain the ABC license. A surcharge fee must be paid to the District.

~~10-11.~~ A copy of the ABC license must be provided to the District prior to the date of the event.

~~11-12.~~ Violation of the alcohol policies may result in immediate termination of the event.

~~12-13.~~ The District representative on site reserves the right at their discretion to discontinue alcohol service at any time due to cause.

Security

1. Large Private Party, Business and Non-profit group reservations such as fundraisers, banquets, etc. will require security guard(s) at all times.
2. Small Private Party, Business and Non-profit events such as meetings or trainings, which take place near to dusk will require one security guard for 25 or more guests.
3. The hourly rate for security guards will be charged at the current GVRD contracted rate.
4. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour after reservation time ends.
5. Uniformed security guards must be on duty on the premises during events serving and/or consuming alcoholic beverages.
6. All rental group attendance will required one (1) security guard per one hundred (100) guests.
7. Events designed for youth under twenty-one (21) years of age that serve alcohol shall require a minimum of 1-2 additional security guards. Additional security guard(s) will remain inside the center at all times.
8. The District reserves the right to require additional security guards based on the size and type of the event scheduled at the facility.
9. The decision for use of security guards and the number of security guards will be at the discretion of the District. The security guards on duty also have the right to determine if an additional security guard is required.
10. Additional security guards requested during an event will be charged double the hourly rate.
- ~~10-11.~~ All security guards will be contracted by the District. Groups cannot provide their own security guards or additional guards.

<u>Expected Attendance</u>	<u>Reservations without Alcohol</u>	<u>Reservations with Alcohol</u>	<u>Reservations with Alcohol (youth event)</u>
<u>25-150</u>	<u>1 guard</u>	<u>2 guards</u>	<u>3 guards</u>
<u>160-250</u>	<u>2 guards</u>	<u>3 guards</u>	<u>4 guards</u>
<u>260-350</u>	<u>3 guards</u>	<u>4 guards</u>	<u>5 guards</u>
<u>360-450</u>	<u>4 guards</u>	<u>5 guards</u>	<u>6 guards</u>
<u>460-500</u>	<u>5 guards</u>	<u>6 guards</u>	<u>7 guards</u>

Facility Cleaning and Damage Requirements

1. At the end of the reservation, the renter and District staff must complete a final mandatory inspection of the Community Center.
2. Renter is responsible for all vendors and caterers to comply with District's policies and cleaning expectations.
3. The District will provide cleaning supplies such as wet mop, bucket, dust mops, broom, dustpan, and extra trash liners as needed, along with paper towels and disinfectant cleaning solutions for tabletops, sinks and counters.
4. Rental set-up/decoration and clean-up must be included in reservation time. The District recommends a minimum of 1 hour before the end of reservation. Overtime will be charged in 30 minute increments according to facility's rental rates.
5. Turn on all lights during clean-up time. No food, beverages, and music during clean-up.
6. Remove all decoration. All items behind after the event will be discarded.
7. General pick-up of trash and waste disposal inside and outside facility, including the Veranda (Patio) and parking lot.
8. Sweep and spot mop spills, drag marks and stains all rooms reserved, kitchen, refreshment center, and bathrooms.
9. Remove decorations, food, and beverages on tables and chairs.
10. Clean and wipe down counters, sinks, stoves, and appliances in the Kitchen and Refreshment Center.
11. Remove all garbage bags from the facility and placed in the dumpster.

Jump Houses

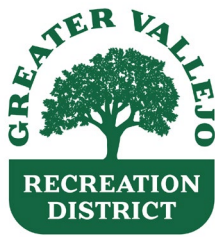
1. No person shall have, install, or use any interactive inflatable including, but not limited to jump house, trampolines, and slides without District's permit.
2. Jump House Permit Application fee must be paid prior to the date of the event. A copy of the Permit must be available during the event.
3. Group, organization, or individual will be provided with a list of vendors approved by the District. Privately owned jump houses may not be used on District property.
4. Jump house vendors must be registered with the District and have current proof of insurance on file at District's office.
5. Jump House Permit is for designated facilities and can only be placed in designated areas.
6. Water slides are not permitted at District's facilities or parks.
7. A maximum of 2 jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of 1 at the North Vallejo Community Center and Norman C. King South Vallejo Community Center.
8. Group, organization, or individual is required to rent a generator from the list of vendors for jump houses or slides set-up outdoors.
9. Room capacity will decrease if jump houses or slides are set-up inside the Community Centers.

Possession of Firearms and Other Weapons

1. No person, other than law enforcement officers in the discharge of their duties, shall use, carry, or possess firearms on District's property.
2. No person shall use, carry, or possess explosives or dangerous weapons on District's property, including but not limited to knives, hatchets, axes, machetes, bow, crossbows, spears, air or gas weapons, or any other weapon potentially dangerous to human or wildlife safety.

General Rules

1. Office telephones are for District business only; however, emergency use will be permitted.
- ~~2.~~ 2. No amplified music or public address systems shall be allowed outside the facilities.
- ~~2.3.~~ 2.3. No advertising/promotion shall be exhibited, no petition circulated, no solicitations and no use of social media without written approval of the District.
- ~~3.~~ 3. At no time, shall exits be covered or obstructed.
4. Smoking is prohibited inside the facilities and must be 20 feet away from any doors or windows. Smoking is prohibited inside and outside of the Foley Cultural Center due to its location in Dan Foley Park. District parks are "Smoke-Free."
5. Groups are requested to help enforce clean speech, respect for personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or residents of the neighborhood.
6. No admission fee/donation of any kind shall be charged or collected for Private Party events. Non-Profit or Business ticket sales must be approved by the District and sold in advance.
7. No gambling of any kind is permitted at Private Party events. However, Non-Profit and Business events such as fundraiser events must be approved in advance. Non-Profit and Business events must comply with requirements and regulations listed on the current California Gambling Law, Regulations, And Resource Information book. Publication of the Bureau of Gambling Control at www.oag.ca.gov/gambling or www.cgcc.ca.gov.
- ~~8.~~ 8. Group, organization or applicant is responsible for all vendors to comply with the District's rules and regulations.
- ~~9.~~ 9. Rental equipment, decorations or catering equipment must be delivered and picked up within the time reserved.
- ~~10.1.~~ 10.1. No storage space shall be provided for materials, supplies, equipment, or other physical accessories at the Community Centers.
- ~~11.~~ 11. The District is not responsible for any property loss due to destruction, theft, damage or lost items during an event, or for any items left behind at the Community Centers.
- ~~12.8.~~ 12.8. Only service animals are allowed in the facilities pursuant to ADA regulations. Permission for any other animals requires prior approval from the District.
- ~~13.9.~~ 13.9. Any facility use, request or activity not addressed in this Policy #3075 are prohibited without expressed approval by the General Manager.



BOARD COMMUNICATION

Date: February 23, 2023

TO: Board Chairperson and Directors

FROM: Antony Ryans

SUBJECT: Approve 1st Read of Policy #3073 Cunningham Aquatic Complex Rules and Procedures

BACKGROUND AND DISCUSSION

The Department has determined there is a need to memorialize aquatic program requirements, safety protocol, and pool expectations for patrons. There has been some controversy regarding pool rules and program requirements. By having a policy to refer to makes it easier to reinforce expectations of GVRD staff and provide accurate information to community members. Overall, this is a new policy proposed by GVRD program and supervisory staff.

RECOMMENDATION

Approve recommendation to have Board of Directors approve the Cunningham Aquatic Complex Procedures and Expectations.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

- Approve first draft with no changes.
- Approve first draft with recommendations.
- Approve as is.
- Approve with recommendations.
- Reject
- Reject with recommendations.
- Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #3073-with highlighted recommended changes.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Cunningham Aquatic Complex Rules and Procedures
POLICY NUMBER: 3073

PURPOSE

The Greater Vallejo Recreation District has established a policy for the benefit and protection of all aquatic facility users to ensure the safe operation of the swimming pools and to provide enjoyable recreation for all.

POLICY

Greater Vallejo Recreation District reserves the right to refuse admittance into the Cunningham Aquatic Complex when the capacity of the pool has been reached or when otherwise deemed necessary for the health, welfare, and safety of its patrons.

PROCEDURE(S)

At a minimum, the following criteria has been established for the safety of all facility users. Failure to abide by these rules and regulations may result in injury to self or others. Management and pool personnel reserve the right to address any behavior which is considered a safety risk, unsanitary, or disturbance to other patrons.

General Rules:

1. No running, shoving, or general horseplay on the pool deck and in the pool.
2. Anyone using the pool(s) must wear proper swim attire, swimsuit, and sunscreen. Rash guards, goggles, and swim caps are recommended.
3. Swim diapers are required for children using the pool who are not toilet trained.
4. No playing or hanging on lane lines.
5. Diving is allowed in the deep end only.
6. See Aquatic Staff about swimming with sores or wounds.
7. No glass in pool complex.
8. No gum or chewy candies allowed in pool complex.
9. Food and drink must be kept in the bleachers.
10. Follow Aquatic Staff directions regarding procedures and policies during emergency situations.
11. Any behavior or action deemed unsafe or inappropriate by Aquatic Staff is prohibited.
12. The Greater Vallejo Recreation District is not responsible for any lost or stolen items.
13. Any person having active diarrhea or who had active diarrhea within the previous 14 days shall not be allowed to enter the pool.
14. Cigarettes, weapons, alcohol, tobacco, vapes, or illegal drugs are prohibited.
15. Changing of clothing will be done in the appropriate locker room. No changing on deck.

Swim Lessons:

(All General Rules apply plus the following)

1. Swim Lesson participants must listen and follow the directions of the instructor.
2. No life vests or floatation devices allowed during swim lessons.
3. One hand must be on the wall when waiting for instruction.
4. Parents or attending adult must observe from the bleachers or designated areas.
5. A parent or attending adult must be on-site for children under the age of 7 or 48" tall.
6. Pre-registration is required for all swim lessons.
7. Cancellations must be made before the first day of the class for full refund.
8. Make-up classes are not offered for missed days. No exceptions.
9. If any swim lesson cancellations are made, Aquatics Staff will call all affected participants. Cost will be prorated based on refund policy.

Recreation/Open Swim/Special Events:

(All General Rules apply plus the following)

1. Children ages 7 and under, or 48", must be accompanied by an adult in the pool. Or must meet one of the following criteria listed below:
 - a. Children ages 7 and under may swim without being accompanied by an adult if they meet one of the following criteria: (a) take a swim test which would identify if the child can swim proficiently (b) show proof of the child being on a Competitive Swim Team.
2. Masks, fins, or snorkels must be approved for use by Aquatic Staff.
3. U.S. Coast Guard approved floatation devices (life vests) are allowed in the small training pool. A parent or guardian must be in the pool and be no further than arm's length away from the child.

Aquatic Break Camps:

(All General Rules apply plus the following)

1. Campers must listen to the camp counselor and follow their rules.
2. Participants must come prepared for the day. (Swimsuit, Towel, Water, Lunch, Shoes, etc.)
3. Campers must refrain from vulgar language.
4. Campers must participate in all activities.
5. Campers must not leave without permission.
6. Vandalism to equipment and or facility is prohibited.
7. Cell phones must be kept in a backpack and not used during camp hours unless it's an emergency.
8. Campers must follow the "hands-off" policy. No fighting, pushing, or inappropriate contact allowed.

Lap Swim Program:

(All General Rules apply plus the following)

1. Lap swimming is for swimmers 14yrs. and older.
2. Lap swimmers 14-17yrs. must be accompanied by an adult and have signed a waiver.
3. Any swimmer 14-17 yrs. who wishes to swim in the deep end must pass a swim test.

4. Lap swimming is intended to be a workout program, patrons must make forward progress from wall to wall.
5. Lap swimming in designated lanes only. Lap swim lanes are posted in the front office.
6. Lanes are to be shared. If the lane has 3 or more people, patrons will need to circle swim.
7. Masks, fins, or snorkels must be approved for use by Aquatic Staff.

Lap Swim Etiquette:

1. Tap the foot of the patron to pass them while circle swimming.
2. Rest in the corner of the lane, out of the way of other patrons.
3. Ask before hopping in a lane already in use.

Emergency Action Procedures:

1. Distressed Victim (Can continue breathing and still call for help):
 - a. 1 Long Whistle Blast
 - b. Enter water with stride or compact jump
 - c. Other lifeguards shift to cover rescuer's water
 - d. Perform swimming extension rescue by handing tube to victim
 - e. Tell the victim to hold onto the tube and swim them to safety
 - f. lifeguard who was on break will replace the primary rescuer
 - g. Primary rescuer will fill out the accident report and return to the rotation

2. Active Victim (Struggles to breathe and cannot call for help):
 - a. One long whistle blast
 - b. Enter water with stride or compact jump
 - c. Other lifeguards shift to cover rescuer's water
 - d. Perform rear rescue
 - e. If extra help is needed blow two long blasts and a second guard will assist
 - f. The lifeguard who was on break will replace the primary rescuer
 - g. Primary rescuer will fill out the accident report and return to the rotation

3. Submerged Victim (Still Conscious):
 - a. One long whistle blast
 - b. Enter water with stride or compact jump
 - c. Other lifeguards shift to cover rescuer's water
 - d. Perform a feet first surface dive and complete the submerged victim rescue
 - e. If extra help is needed blow two long blasts and a second guard will assist
 - f. Check victim for consciousness and vitals
 - g. The lifeguard who was on break will replace the primary rescuer
 - h. Primary rescuer will fill out the accident report and return to the rotation

4. Submerged Victim (Unconscious):
 - a. One long whistle blast

- b. Enter water with stride or compact jump
- c. Other lifeguards shift to cover rescuer's water
- d. Perform a feet first surface dive and complete the submerged victim rescue
- e. If extra help is needed blow two long blasts and a second guard will assist
- f. Check victim for consciousness and vitals
- g. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer
- h. Carry victim to nearest side of pool where backboard is waiting
- i. Lift Victim out of pool on backboard
- j. A gloved secondary rescuer will perform a primary survey
- k. Rescue breathing and CPR will be administered as necessary
 - i. Anytime breathing is necessary, use oxygen with the BVM
 - ii. Anytime CPR is necessary, use the AED
 - iii. Continue to care for victim until the ambulance arrives.
 - iv. Fill out the necessary forms from the Critical Incident folder
 - v. Re-open the pool only at the request of a full-time employee

5. Passive Victim without breathing (non-suspected spinal):

- a. Two long whistle blasts
- b. Enter water with stride or compact jump
- c. Clear pool
- d. Perform rear rescue
- e. Check victim for consciousness and vitals
- f. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer
- g. Carry victim to nearest side of pool where backboard is waiting
- h. Lift Victim out of pool on backboard
- i. A gloved secondary rescuer will perform a primary survey
- j. Rescue breathing and CPR will be administered as necessary
 - i. Anytime breathing is necessary, use oxygen with the BVM
 - ii. Anytime CPR is necessary, use the AED
- k. Continue to care for victim until the ambulance arrives.
- l. Fill out the necessary forms from the Critical Incident folder
- m. Re-open the pool only at the request of a full-time employee

6. Spinal Victim:

- a. Two Long Whistle Blasts
- b. Enter water with stride or compact jump unless victim is near you or the side of the pool; then use an ease-in entry
- c. Swim to the victim using heads up breaststroke and use either a head splint or head and chin support carry
- d. Check victim for consciousness and vitals, immediately

- e. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer.
7. If victim is breathing:
- a. Strap victim to backboard
 - b. Remove victim from pool, care for shock and wait for ambulance to arrive
 - c. Fill out the necessary forms from the Critical Incident folder
 - d. Re-open the pool only at the request of a full-time employee
8. If victim is not breathing:
- a. Relay vital information to lifeguards on deck
 - b. Two secondary rescuers will get into the water with the backboard and sink the board for the primary rescuer
 - c. Once the victim is on the backboard, move to the nearest wall
 - d. Maintain control of the head and strap only the underarm strap
 - e. Two lifeguards on deck will each grab one side of the head of the board and one side of the head of the victim
 - f. Lift the victim out of the water (Use care not to bump backboard on deck)
 - g. A gloved secondary rescuer will perform a primary survey
 - h. Rescue breathing and CPR will be administered as necessary
 - i. Anytime breathing is necessary, use oxygen with the BVM
 - j. Anytime CPR is necessary, use the AED
 - k. Continue to care for victim until the ambulance arrives
 - l. Fill out the necessary forms from the Critical Incident folder
 - m. Re-open the pool only at the request of a full-time employee
9. On Deck Emergencies
- a. This includes all emergencies that occur out of the water at or near our facilities. Some examples include but are not limited to: locker room injuries, falling from the high dive, fights, automobile accidents, and chemical burns.
 - b. Check victim for consciousness and vitals, immediately
 - c. Notify another staff member and call 911 if necessary
 - d. At this time, the pool should be cleared, 911 called, backboard, 1st aid kit, AED and oxygen tanks brought out to the rescuer
 - e. If the victim cannot move on their own, leave them where they are and wait for an ambulance
 - f. If a second rescuer is needed to assist in caring for the victim, clear the pool
 - g. First Aid, Rescue breathing, and CPR will be administered as necessary
 - h. Anytime breathing is necessary, use oxygen with the BVM
 - i. Anytime CPR is necessary, use the AED
 - j. Continue to care for victim until the ambulance arrives or they are capable of leaving or getting a ride from family or friends (Staff members cannot give rides to victims)
 - k. Continue to care for victim until the ambulance arrives

- l. Fill out the necessary forms from the Critical Incident folder
- m. Re-open the pool only at the request of a full-time employee

10. Patrons Under the Influence of Alcohol / Drugs:

- a. Patrons suspected to be under the influence of alcohol or drugs should not be allowed to enter the facility, but if they enter undetected follow the following procedures:
- b. Ask the patron(s) to leave the facility.
- c. If patron(s) remains in facility, do not force the patron to leave.
- d. Call 911.
- e. Keep other patrons away from intoxicated person.
- f. Maintain visual of patron(s) and leave alone until police arrive.
- g. Do not allow patron(s) in the water if possible.

11. Fight- In water:

- a. Attempt to stop the fight verbally or with whistle
- b. If unsuccessful, clear the pool immediately.
- c. If the fight is between small children, no less than two lifeguards enter the water and pull children away from each other at the same time.
- d. If the fight is between teenagers or adults, call 911, and wait for the police.
- e. Do not enter the water unless the situation becomes life threatening for victim(s).

12. On Deck:

- a. Attempt to stop fight verbally or with whistle.
- b. If unsuccessful, clear the area.
- c. If the fight is between small children, no less than two lifeguards pull children away from each other at the same time.
- d. If the fight is between teenagers or adults, call 911, and wait for police.
- e. Do not intervene at any time unless the situation becomes life threatening and staff can do so safely.

13. Lightning:

- a. Clear pool and gather patrons in locker rooms or courtyard.
- b. Keep patrons and staff away from all glass and tall metal poles.
- c. Avoid using the telephone.
- d. Allow patrons back in pool after 30 minutes with no lightning and/or thunder.
- e. If lightning continues, close the pool with a posted sign, leave equipment out, and do not cover with tarps.
- f. *Same procedures used for severe rain storms and hail storms, except pull tarps before you leave the facility.

14. Power Failure:

- a. Anytime the power goes out, call Chris Andrade from maintenance division to reset items in pump room. If power failure occurs during the day light hours:
- b. Keep pool open until the chlorine drops below 1.0 ppm.
- c. If power failure occurs after sunset, while lights are in use:
- d. Close the pool immediately.
- e. Clear the pool of all patrons.
- f. Check the bottom of the pool for any victims.
- g. If power remains off for 15 minutes or longer close the entire facility.
- h. Keep all patrons in entry way or out front until all have left the facility area.

15. Natural Gas Leaks:

- a. If you smell a gas leak:
- b. Call PG&E and the Aquatics Coordinator immediately.
- c. Evacuate staff and patrons through Emergency Exits upwind from the leak.
- d. Review emergency exit diagram.
- e. Care for any staff or patrons affected by the gas.

16. Fire:

- a. Clear all patrons from affected area.
- b. Use fire extinguishers located throughout the facilities to put fire out.
- c. If the fire cannot be contained with fire extinguishers, evacuate the facility through the Emergency Exits and keep patrons away from the facility. Review Emergency Exits diagram.
- d. Call 911 immediately
- e. If possible, shut off natural gas meters.
- f. Care for any patrons injured by fire.
- g. Follow directions from the Fire Department.

17. Earthquake:

- a. Once earthquake stops, clear the pool.
- b. Check the bottom of the pool for victims, cracks, etc.
- c. Evacuate patrons through Emergency Exits to a field upwind.
- d. Check for natural gas leak in pump room connected to the Cogen unit and/or in the courtyard.
- e. If natural gas leak is present, shut off the natural gas in the courtyard.
- f. Maintain crowd control.
- g. Care for any patrons injured
- h. Call 911, if necessary.

18. Armed Robbery:

- a. All staff is to do exactly what the subject says when staff feels their life is being threatened.
- b. Get a good mental picture for police description.
- c. Call 911.
- d. Fill out incident report with all details.

- e. Close pool if necessary.
19. Shooting / Drive by Shooting:
- a. While shooting takes place drop and find cover.
 - b. If guarding or in the guard stand, drop to the deck immediately.
 - c. Call 911, whether during the shooting or immediately following.
 - d. Care for any patrons injured.
 - e. Maintain crowd control.
 - f. Collect information pertaining to shooter(s)
 - g. Sex, age, race, type of car, # of shooters, etc.
20. Bomb Threat:
- a. If threat is made by phone, follow the Bomb Threat Telephone Procedure located on the next page.
 - b. Call 911 immediately and follow directions.
21. Fecal Incident-Well-Formed Stool or Vomit -
- a. Clear the area.
 - b. Check for adequate chlorine in the area.
 - c. Remove as much of the material as possible using a net or scoop.
 - d. Vacuuming is not recommended unless it discharges to waste. (If the material is sent back to the filter, it may only spread the problem).
 - e. Add additional disinfectant as necessary.
 - f. Reopen the area after 30 minutes.
22. Diarrhea:
- a. Clear the pool.
 - b. Add chlorine to raise the pool to 20 ppm, or equivalent using other disinfectants.
 - c. Remove any chunks or pieces.
 - d. Allow some time for the disinfectant to spread and work on the extra organic
 - e. material. In addition, we need to avoid "hot" spots of disinfectant that swimmers may swim through.
 - f. Allow about eight (8) hours of total downtime.
 - g. Recheck for adequate chlorine.
 - h. Reopen pool.
23. Emergencies with Limited Staff:
- a. EAP's w/ two people – use bystanders as appropriate and certifications allow.
24. Active:
- a. Same situation as during the summer but the register needs to be locked before the office guard goes out to watch the pool

25. Unconscious victims (breathing):

- a. Rescuer blows 2 long whistles
- b. Office guard finds out nature of emergency, calls 911 and opens the side gate for the ambulance
- c. Office guard locks register, takes out backboard and first aid kit, and assists in the rescue until EMS arrives
- d. *In this situation, the primary rescuer may need to do one-man CPR, if necessary, until the office guard has finished calling 911 and opening the gate.

26. Unconscious victims (not breathing):

- a. Rescuer blows 2 long whistles
- b. Office guard locks register, takes out backboard and first aid kit, AED, and assists if necessary
- c. Once the victim is on deck, one of the guards calls 911 and opens the side gate for the ambulance and then returns to help the other rescuer
- d. *In this situation, the primary rescuer may need to do one-man CPR, if necessary, until the office guard has finished calling 911 and opening the gate.

27. Spinals: (conscious)

- a. Rescuer blows 2 long whistles
- b. Office guard finds out nature of emergency, calls 911 and opens the side gate for the ambulance
- c. Office guard locks register, takes out backboard and first aid kit, and begins unlatching lane lines (bystanders can do this too) so the primary rescuer can take the victim to the shallow end
- d. The office guard then assists by positioning the board under the victim while the primary rescuer maintains in-line
- e. Both rescuers move to the wall and a rescue tube is placed under the armpits of the rescuer holding the head as well as under the foot of the board for stabilization
- f. At this point the normal strapping procedures can take place and removal from the pool

28. Spinals: (unconscious)

- a. Same as always – instant removal w/ only underarm strap maintaining inline.
- b. Bring AED, backboard, oxygen, and first aid kit from the office.



Maintenance Department Board Update

2/23/23

Parks and Facilities

- Glen Cove Waterfront Park
 - VWA and Solano RCD had a volunteer workday on Saturday February 18th.
- Children's Wonderland
 - Contractor is working making some renovations in the restrooms and getting the panels ready on the gazebo for a local artist to do his drawings.
- McIntyre Ranch
 - We should be receiving all the proposals for the tree removals; PG&E removed some trees before the entrance of the Ranch.
 - Staff is working with an engineer to update the plans of the barn.
- Hanns Park
 - The volunteer vegetation removal workday with Vallejo Water Shed Alliance and Center of Volunteers & Nonprofit Leadership is scheduled for March 4th.
- BRS
 - Staff worked on repairing a water leak.
 - New intake for the irrigation pump was installed.
- Sports Fields
 - We are working with the Jr Giants organization on the possibility of doing renovations to our Wilson Little League Field.
- Recruitment
 - The Parks Department continues working on the recruitment for Visitor Services.

BOARD PROJECTS UPDATE



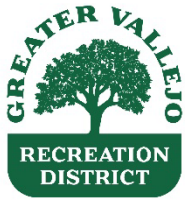
Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations				<input type="radio"/>	
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	6/1/2023	60%	<input type="radio"/>	We are waiting on the proposals for the AV system on the board room; also we will be requesting proposals for the finishes of 395 building.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	3/28/2023	95%	<input type="radio"/>	We had the inspection from the County; contractor is working on the ADA parking spaces.
Dan Foley Cultural Center Roof				<input type="radio"/>	
Design/Assessment Phase	7/1/2022	8/28/2022	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2022	8/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	10/1/2022	10/28/2022	100%	<input checked="" type="checkbox"/>	
Build	10/24/2022	2/14/2023	100%	<input checked="" type="checkbox"/>	Contractor completed the roof work and was passed inspection from the City.

Dan Foley Artificial Field				<input type="radio"/>	
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="radio"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="radio"/>	
Design Phase	1/1/2023	2/28/2023	30%	<input type="radio"/>	Staff had the first meeting with Lloyd consulting to prepare the construction documents; we have a meeting scheduled for March to select the materials and infill.
Permit Issued	3/1/2023	4/30/2023	0%	<input type="radio"/>	
RFP	5/1/2022	5/28/2023	0%	<input type="radio"/>	
Build	8/1/2023	8/31/2023	0%	<input type="radio"/>	
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="radio"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="radio"/>	
RFP	2/14/2022	3/31/2022	100%	<input checked="" type="radio"/>	
Build	6/1/2022	3/28/2023	70%	<input type="radio"/>	The new equipment arrived; waiting on PG&E to do the upgrades on their transformer.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="radio"/>	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="radio"/>	City issued the permit.
RFP	11/1/2022	3/1/2022		<input type="radio"/>	We are getting close to complete all the documents for the RFP
Build	5/1/2023	8/1/2023		<input type="radio"/>	

PB Projects				<input type="radio"/>	
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="checkbox"/>	
Build	11/12/2021	2/28/2023	98%	<input type="radio"/>	Staff is waiting on the signs to arrive.
Hanns Park Disc Golf				<input type="radio"/>	
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	2/28/2023	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
Hanns Park Restrooms ADA Upgrades				<input type="radio"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	Plans were completed by an Architect, and submitted to the City.
Permit Issued	12/1/2022	2/14/2023	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	3/1/2023	4/1/2023	0%	<input type="radio"/>	
Build	6/1/2023	8/1/2023	0%	<input type="radio"/>	
Terrace Park Playground				<input type="radio"/>	

Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	We are in contract with a playground vendor; they will be ordering the equipment.
Build	6/1/2023	6/30/2023	0%	<input type="checkbox"/>	
Children's Wonderland Shade Structures				<input type="checkbox"/>	
Design/Assessment Phase	1/1/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2022	9/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	4/1/2022	2/28/2023	95%	<input type="checkbox"/>	Submitted a design review application to the City to issue the permit.
Build	5/1/2023	6/1/2023	0%	<input type="checkbox"/>	
Setterquist RIRE Funds Upgrades				0	
Design/Assessment Phase	1/1/2022	2/28/2023	90%	<input type="checkbox"/>	We received one proposal; we will be requesting others.
Permit Issued	3/1/2023	5/1/2023	0%	<input type="checkbox"/>	
Build	6/1/2023	7/28/2023	0%	<input type="checkbox"/>	



Recreation Department Board Updates

02/23/2023

Activity Guide:

- The Department has started working on the Activity Guide for the summer season.

Aquatics:

- High School Swim season has officially begun! Jesse Bethel, Vallejo High, and Saint Patrick's Saint Vincent's will be utilizing Cunningham until May.
- Vallejo Aquatic Club will be hosting a swim meet on March 3-5 and are expecting a couple hundred competitors.
- Aquatic Spring registrations are taking place. Many of our programs are filling up quickly!

Community Centers:

- N/A

Children's Wonderland & Community Events:

- The Gazebo and Restrooms project at the park is moving forward (murals for both areas).
- The Department is in beginning stages of planning Food Truck Tuesdays with the vendors.
 - We have about four to five vendors currently interested in the event: Tamales, Gigantes Torta's, More Liife Ice, Dawgie Dog, and Napa Smith Brewery.
- Thumper's Egg-stravaganza is coming up and we will begin initial decorations of CW once we finish taking inventory of decorations.

Sports/Adaptive Recreation (AR):

- Planning for the Sports Hall of Fame has continued. The committee met on Wednesday, February 15th. The event will be held on Saturday, March 18th at the Foley Cultural Center from 4-8pm.
- The Department is ramping up for Spring and working with all user groups to book Dan Foley turf field and the baseball fields including the Vallejo Seaweed from the Pecos League.
- Our Adaptive recreation Valentines Dance was a smashing success with over 60 people in attendance.
- The Department of continues to search for trends to increase AR offerings.

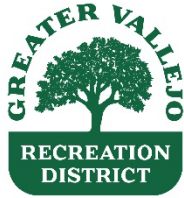


Staffing:

- Offers for the Recreation Coordinator position have been made. Both candidates accepted and will begin in late February and the other candidate in early April.

Youth Services:

- The Fun on the Run camp is scheduled for, February 20th & 21st at FCC. Both camps have 20 campers registered for both days.



General Manager Board Update

2/16/2023

- I will be attending a meeting with the school district staff regarding outstanding items, and future collaborations.
- We had an inspection from the Solano Health Department at the Pool, and they gave us a clean evaluation regarding water quality.
- Ongoing work with consultants regarding succession planning, and classification descriptions.
- Staff is providing an update to the state regarding grant funding for Setterquist improvements and Terrace park.
- I had a couple discussions with City staff regarding a Youth Center. I am currently reviewing options with staff on the possibly of redefining a community center. Next steps should define what a youth center should provide to the community.
- Since all the board members will be available in March, we are planning a team building with the Board of Director and executive staff.
- I am beginning negotiations with unrepresented, and have dates set aside with IBEW. Waiting to hear from SEIU.
- I did a short presentation for Leadership Vallejo about GVRD. I also collaborated in doing a training for the group.
- We are working with a firm regarding updates to City Park, per requests from the surrounding community. We had outreach last year, and they would like more benches, lights, and redesign the use of the horseshoe area.
- We would like to plan a tour of existing facilities, please let us know if you have any interest in attending.