



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Adjoa McDonald
Rizal Aliga

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/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

December 9, 2021

Administrative Office – Board Room

395 Amador Street

6:30 p.m.

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Approval of Agenda**
- 5) **Presentation:**
 - A) **Introducing Ryan Allen, Recreation Coordinator. (Ryans)**
 - B) **Donation to Greater Vallejo Park, Recreation and Open Space Foundation (Jon Riley)**
 - C) **Leaven Kids request for use of South Vallejo Community Center (Mark Lillis)**
- 6) **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.
- 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.

 - A) **Approve Board Minutes-November 18, 2021**
 - B) **Accept Policy and Personnel Committee Minutes-November 8, 2021**
 - C) **Accept Facility and Development Committee Minutes-November 15, 2021**

8) **Financials:**

- A) Approve Financial Statement as of 11/30/2021 (Harman)
- B) Approve Payment of Bills 11/1/2021 through 11/30/2021 (Harman)

9) **New Business:**

- Approve 1st Read of Policy XXXX-Pricing Policy (Lanusse)

10) **Staff Reports:**

- A) Maintenance Superintendent
- B) Finance Director
- C) Human Resources Manager
- D) Recreation Superintendent
- E) General Manager

11) **Administrative Items:**

- A) Approve the Board Meeting Calendar for 2022. (Pierson)
- B) Distribution of the Board of Director's Office Request Form-Calendar Year 2022

12) **Executive Session:**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL): Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8

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

14) **Meeting Adjourn:**

Next meeting: January 13, 2022



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Greater Vallejo Recreation District Board of Directors

MINUTES

November 18, 2021 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., November 18, 2021, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Adjoa McDonald, Ron Bowen, and Rizal Aliga

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Maintenance Superintendent, Salvador Nuno; Recreation Superintendent, Antony Ryans; Finance Director, Penny Harman; Board Clerk, Kimberly Pierson

Absent: Human Resources Manager, Casey Halcro

4) **Approval of Agenda:**

One change to agenda: Remove item 7A from consent calendar. Director Bowen offered the motion, seconded by Director Salvadori to approve the agenda with one change. Motion passed unanimously.

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.

6) Presentations:

A) Congratulations to Dave Flowers, Parks Maintenance Worker on his Retirement (Salvador Nuno)

Salvador Nuno congratulated Dave Flowers for over 30 years of service at GVRD.

B) CalPERS Pension Liability by Oppenheimer Company, Inc.

Representatives from Oppenheimer Company, Inc. and Urban Futures, Inc. gave a presentation on solutions for the Districts CalPERS unfunded liability.

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.

B) Accept Programs and Publicity Committee Minutes-October 4, 2021

C) Accept Programs and Publicity Committee Minutes-November 1, 2021

D) Accept Budget and Finance Committee Minutes-October 18, 2021

E) Accept Facility and Development Committee Minutes-October 18, 2021

Director Bowen offered the motion seconded by Director Salvadori to approve the Consent Calendar. Motion passed unanimously.

A) Approve Board Minutes-October 28, 2021

One change: Legal Counsel should be listed as excused from the October 28th meeting. Director Bowen offered the motion seconded by Director Salvadori to approve the October 28, 2021 board minutes with one change. Motion passed unanimously.

8) Financials:

A) Approve Financial Statement as of 10/31/2021 (Harman)

Director Bowen offered the motion, seconded by Director McDonald to approve the financial statement as of 10/31/2021. Motion passed unanimously.

B) Approve Payment of Bills 10/1/2021 through 10/31/2021 (Harman)

Finance Director Harman provided details on a few of the larger payments. Director Bowen offered the motion, seconded by Director Aliga to approve the payment of bills 10/1/2021 through 10/31/2021. Motion passed unanimously.

C) Profit and Loss Statement- Colusa Street Property – Informational Item (Harman)

Finance Director Harman provided details on the profit and loss statement. No action taken.

9) New Business:

A) Discussion on the Engineers Cost Estimate of \$669,933 for Kitchen, ADA, and Code upgrades at the Vallejo Community Center (Ryans/Nuno)

Antony Ryans and Salvador Nuno presented the details of the engineers cost estimate and provided the benefits the center upgrades would provide to the community.

B) Approval to Move Forward with Kitchen, ADA and Electric Service upgrades at the Vallejo Community Center (Nuno)

Director McDonald offered the motion seconded by Director Salvadori to approve moving forward with the kitchen, ADA, and electric service upgrades at the Vallejo Community Center. Chairperson Briseno called for a roll call vote: Ayes: Briseno, Bowen, Salvadori, Aliga, McDonald; No: none; Abstain: none. Motion passed unanimously.

C) Approve Cancellation of the December 23, 2021 Board Meeting due to the observed Christmas Eve Holiday (Pierson)

Director Salvadori offered the motion, seconded by Director Aliga to cancel the December 23, 2021 board meeting. Motion passed unanimously.

10) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Provided updates on Glen Cove Waterfront Park.
- Announced the installation of new garbage cans at City Park.
- Announced an upcoming Disc Golf tournament at Hanns Park.

B) Finance Director

- Provided an update on budget to actual reports.
- Announced the recent 19-year anniversary of Dayna Asbury, Accounting Clerk I.

C) Human Resources-Given by the General Manager

- Provided an update on recruitment.

D) Recreation Department

- Gave an update on the upcoming Thanksgiving Food Drive.
- Provided an update on the recruitment for the Recreation Supervisor position.

E) General Manager

- Updated the board on the Mare Island Preserve Study.
- Discussed the GM projects update form.

11) Announcements and Comments from Board Members:

Director Aliga announced that he attended a Veteran's Day Event and received community feedback regarding the Mare Island Sports Center and

the Mare Island Preserve. He also asked Legal Counsel for clarification on endorsing candidates.

12) Meeting Adjourn:

Director McDonald offered the motion, seconded by Director Bowen to adjourn the meeting at 9:15 p.m. Motion passed unanimously.

Ron Bowen, Board Secretary

Date



Agenda 7-B

BOARD COMMUNICATION

Date: December 9, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting November 8, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the November 8 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from November 8, 2021



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Policies and Personnel Committee Meeting Monday, October 12, 2021

In attendance: Director Salvadori, Director Aliga Human Resources Manager Halcro, General Manager Lanusse

Meeting began: 4:00 pm

1. Propose Subsidy Policy for Activities, Programs, and Rentals

Committee discussed proposed subsidy policy for activities, programs, and rentals

2. Use of Specialized Consultants for Assistance with Management and Staff

Committee discussed use of specialized consultants and that they don't need approval through Board of Directors

3. Update on the New Human resources Information System (HRIS)

HR Manager gave committee an update on new HRIS

Meeting adjourned 4:53pm



Agenda 7-C

BOARD COMMUNICATION

Date: December 9, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Facility and Development Committee meeting November 15, 2021

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the November 15, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

- A) Facility and Development Committee Minutes from November 15, 2021



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General Manager
Gabe Lanusse

Facility and Development Committee Minutes
Monday, November 15, 2021
3:00 p.m.
Administrative Office-Board Room
395 Amador Street

In attendance: Director Salvadori, General Manager Lanusse, Interim Recreation Supervisor Mendoza, Sports Coordinator Manalastas, Maintenance Superintendent Nuno. **Excused:** Director Bowen

Meeting began 3:00 pm

1. 395-401 Amador Street Construction Update:

Maintenance Superintendent Nuno reported that GVRD is in contract with a construction company to do the remodeling of these buildings. Maintenance Superintendent Nuno also reported that in 2009 there was an asbestos and lead assessment conducted for these two buildings, and staff recently had the same consultant do a supplemental assessment on these buildings. The assessment report was provided to the committee. There are some areas in the 395 building that require abatement to be done prior to the contractor begin doing any work.

2. Options for Soccer Field Expansion:

The committee and staff discussed options to add or convert a grass field to a synthetic soccer field. Staff mentioned that recently a power pole that was in the middle of the lawn was removed at Richardson Park. This area can be converted to a synthetic soccer field, and this was included on the grant application submitted for Prob 68. Other location mentioned from staff was North Vallejo Park. Currently this field is not getting utilized enough for sports and by converting this to synthetic field, it could be used more by the leagues.

3. Dan Foley Artificial Turf Field-Discussion on Condition:

Maintenance Superintendent Nuno reported that recently there was some work performed on the artificial field. The field is getting worn out and the synthetic would have to be replaced soon. Nuno also mentioned that the company that made the repairs on the field also provided a proposal for about 700k to replace the synthetic.

4. Options for Pickleball Court Expansion:

The committee discussed options for expansion of pickleball courts. Maintenance Superintendent Nuno mentioned that he received an email from a resident of the Glen Cove Park stating that every time this person goes to the park, there are always people playing pickleball and the tennis courts are empty with no one playing tennis. The resident's recommendation is to convert another tennis court to a pickleball court. Staff mentioned that every time they go to the Park, they see people using the tennis courts. The recommendation from the Committee is to investigate how much the tennis courts are getting utilized.

5. Status of Prop 68 Grant Applications:

General Manager Lanusse reported that we still have not received any news about the applications submitted for grants from the State. Staff still working with the City to get a letter of intent for the Per Capita grant for the small pool. Staff is also considering switching the project to one of GVRD owned Parks since we are getting close to the deadline to submit the application.

6. Possible Partnership with City of Vallejo-Clean California Grant:

General Manager reported that staff had a meeting with City staff and VFWD about the possibility of a partnership to apply for a grant from Caltrans clean California program. GVRD recommended Lake Dalwigk Park; this Park is located in a high traffic area of the City. The community would benefit from improvements in this area such as ADA trail around the lake, lighting, sidewalks, garbage receptacles, shade structures, and other improvements. City, VFWD, and GVRD would have to partner to apply for this grant.

Adjourned at 4:15 pm

Next Meeting: December 20, 2021

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of November 30, 2021
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	46,650	7,930,654	7,884,004	0.59%
Buildings & Trades	0	0	0	0.00%
Park Maintenance & Visitor Service	115,685	203,400	87,715	56.88%
Recreation	385,488	1,537,811	1,152,323	25.07%
Total Revenues	547,823	9,671,865	9,124,042	5.66%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	779,807	2,338,116	1,558,309	33.35%
Planning & Development	30,281	173,688	143,407	17.43%
Buildings & Trades	521,860	1,378,322	856,462	37.86%
Visitor Services	39,547	153,174	113,627	25.82%
Landscaping & Grounds	666,494	2,140,444	1,473,950	31.14%
Recreation	1,149,754	3,656,695	2,506,941	31.44%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	22,826	22,826	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	3,187,743	9,863,265	6,675,522	32.32%
Net Revenues Over (Expenditures)	(2,639,920)	(191,400)	2,448,520	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2021-11/2021
 All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	46,650	7,930,654	7,884,004	0.59%	46,650
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	0	0	0	0.00%	-
301	Visitor Services	115,685	203,400	87,715	56.88%	115,685
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administration	1,600	0	(1,600)	0.00%	
415	Children's Wonderland	32,276	41,605	9,330	77.58%	
430	Break Camp	13,263	45,098	31,835	29.41%	
450	VCC	20,914	55,104	34,191	37.95%	
451	FCC	48,081	178,794	130,713	26.89%	
460	Sports	41,881	72,407	30,526	57.84%	
465	Community Programs	180	19,925	19,745	0.90%	
480	ExLP	7,922	317,630	309,708	2.49%	
481	After School Programs	75,556	315,140	239,584	23.98%	
486	Teen Services	0	5,825	5,825	0.00%	
490	R.E.A.C.H.	0	3,148	3,148	0.00%	
720	NVCC	2,088	24,878	22,790	8.39%	
721	SVCC	8,462	40,772	32,311	20.75%	
730	Cunningham Pool	133,267	417,485	284,218	31.92%	385,488

Total Revenues	547,823	9,671,865	9,124,042	5.66%	547,823
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<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	493,424	1,504,029	1,010,605	32.81%	
007	Human Resources	140,979	423,494	282,515	33.29%	
100	Finance	145,404	410,593	265,189	35.41%	779,807
200	Planning & Development	30,281	173,688	143,407	17.43%	30,281
300	Buildings & Trades	521,860	1,378,322	856,462	37.86%	521,860
301	Visitor Services	39,547	153,174	113,627	25.82%	39,547
310	Landscaping & Grounds	666,494	2,140,444	1,473,950	31.14%	666,494
010	Recreation Administration	155,979	435,598	279,619	35.81%	
415	Children's Wonderland	52,098	113,439	61,341	45.93%	
430	Break Camp	50,113	140,620	90,507	35.64%	
450	VCC	44,649	197,006	152,357	22.66%	
451	FCC	72,666	282,717	210,051	25.70%	
460	Sports	50,167	183,378	133,211	27.36%	
465	Community Programs	8,872	124,160	115,288	7.15%	
480	ExLP	163,659	564,884	401,225	28.97%	
481	After School Programs	83,642	418,046	334,404	20.01%	
486	Teen Services	473	15,787	15,314	3.00%	
490	R.E.A.C.H.	443	8,367	7,924	5.29%	
720	NVCC	32,558	108,027	75,469	30.14%	
721	SVCC	35,207	185,356	150,149	18.99%	
730	Cunningham Pool	399,228	879,310	480,082	45.40%	1,149,754
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	22,826	22,826	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		

Total Expenditures	3,187,744	9,863,265	6,675,521	32.32%	3,187,744
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Net Revenues Over (Expenditures)	(2,639,921)	(191,400)	2,448,521		(2,639,921)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of November 30, 2021
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	0	2,102,787	2,102,787	0.00%
Total Revenues	0	2,102,787	2,102,787	0.00%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	15,346	99,000	83,654	15.50%
Buildings & Trades	323,190	843,520	520,330	38.31%
Landscaping & Grounds	137,639	685,852	548,213	20.07%
Recreation	376,011	706,668	330,657	53.21%
Total Expenditures	852,186	2,335,040	1,482,854	36.50%
Net Revenues Over (Expenditures)	(852,186)	(232,253)	619,933	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2021-11/2021
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	0	2,102,787	2,102,787	0.00%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		-
200	Planning & Development	0	0	0		
300	Buildings & Trades	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		
Total Revenues		0	2,102,787	2,102,787	0.00%	0

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	15,346	99,000	83,654	15.50%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	15,346
200	Planning & Development	0	0	0		
300	Buildings & Trades	323,190	843,520	520,330	38.31%	323,190
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	137,639	685,852	548,213	20.07%	137,639
010	Recreation Administration	1,305	13,350	12,045		
415	Children's Wonderland	24,905	83,537	58,632	29.81%	
430	Break Camp	0	0	0		
450	VCC	3,029	13,762	10,733	22.01%	
451	FCC	16,291	61,840	45,549	26.34%	
460	Sports	7,997	64,197	56,200	12.46%	
465	Community Services	1,023	43,926	42,903	2.33%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	75	4,718	4,643	1.58%	
490	R.E.A.C.H.	44	2,784	2,740	1.58%	
720	NVCC	3,807	10,200	6,393	37.32%	
721	SVCC	4,002	20,640	16,638	19.39%	
730	Cunningham Pool	313,533	387,714	74,181	80.87%	376,011
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				
Total Expenditures		852,186	2,337,040	1,484,854	36.46%	852,186

Net Revenues Over (Expenditures) **(852,186)** **(234,253)** **617,933** **(852,186)**

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
November 30, 2021**

Assets

Cash - Solano County	2,647,375.64
Cash - General Account - Bank of the West	164,007.03
Cash - Payroll - Bank of the West	488.78
Cash - Umpqua Bank - Reserve Account	1,627,456.12
Cash - Retiree Benefit Trust Fund	1,298,325.63
Accounts Receivable	<u>3,361.71</u>

Total Assets 5,741,014.91

Liabilities

Accounts Payable	10,692.00
Payroll Related Payables	(7,689.06)
Building Deposits Payable	37,791.12
Amount Due Customers - Etrak	<u>4,095.78</u>

Total Liabilities 44,889.84

Net Assets

Fund Balance - Restricted Operating Reserve	500,000.00
Fund Balance - Unrestricted Operating Reserve	4,939,091.35
Fund Balance - Restricted Retiree Benefit	1,298,325.63
Fund Balance - Designated Reserve 15%	1,627,456.12
Excess Revenues Over Expenses	<u>(2,668,748.03)</u>

Total Net Assets 5,696,125.07

Total Liabilities and Net Assets 5,741,014.91

Revenue and Expense Variance Report
November, 2021

	For November Only				Cumulative through November				Adopted Budget	Projected at Year End	Variance	Notes	
	Anticipated		Actual		Anticipated		Actual						
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)					
<u>REVENUES</u>													
Taxes	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	0.00	7,483,812	\$7,483,812	\$0		
Park Rental	1.9%	\$3,800	\$6,992	\$3,192	31.3%	\$63,570	\$115,685	52,114.89	203,400	\$370,148	\$166,748		
Recreation User Fees	7.1%	\$108,700	\$49,854	(\$58,846)	35.3%	\$543,578	\$385,488	(158,090.32)	1,537,811	\$1,090,565	(\$447,246)		
Other Revenues	5.4%	\$24,300	\$2,132	(\$22,168)	27.1%	\$120,994	\$46,650	(74,343.74)	446,842	\$172,283	(\$274,559)		
Total Revenues		\$136,800	\$58,978	(\$77,822)		\$728,142	\$547,823	(180,319.17)	9,671,865	\$9,116,808	(\$555,057)		
<u>EXPENSES</u>													
Administration	7.1%	\$165,200	\$120,753	(\$44,447)	39.0%	\$910,760	\$779,807	(130,953.01)	2,338,116	\$2,001,932	(\$336,184)		
Parks Maintenance	6.9%	\$266,500	\$329,441	\$62,941	33.0%	\$1,267,202	\$1,258,182	(9,020.05)	3,845,628	\$3,818,255	(\$27,373)		
Recreation Programs	7.7%	\$279,900	\$202,370	(\$77,530)	39.9%	\$1,458,112	\$1,149,754	(308,358.04)	3,656,695	\$2,883,386	(\$773,309)		
Total Expenses		\$711,600	\$652,564	(\$59,036)		\$3,636,074	\$3,187,743	(448,331.09)	9,840,439	\$8,703,572	(\$1,136,867)		
									Change in Fund Balance	(168,574)	\$413,236	\$581,810	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN			
Document Number	Date	Payee Name / Description	Amount
66105	11/02/2021	Bert Williams & Sons Inc	\$101.74
66106	11/02/2021	Kelly-Moore Paint Co.-NorCal CPC	\$64.27
66107	11/02/2021	Larry's Produce	\$280.00
66108	11/02/2021	O'Connor Lumber	\$205.87
66109	11/02/2021	Alhambra	\$22.00
66110	11/02/2021	Terlilyn Clark	\$79.00
66111	11/02/2021	Angelito Or Loana Claudio	\$1,204.00
66112	11/02/2021	Glendy Flores	\$656.00
66113	11/02/2021	Finann Habtom	\$152.00
66114	11/02/2021	Jaylon Jamerson-Jefferson	\$62.00
66115	11/02/2021	Lift Off, LLC	\$7,542.00
66116	11/02/2021	Gilbert Marquez	\$200.00
66117	11/02/2021	Metropolitan Life Insurance Company	\$5,561.73
66118	11/02/2021	Nicole Pena	\$50.00
66119	11/02/2021	Nichole Perry	\$79.00
66120	11/02/2021	Meryl P Quimpo	\$35.00
66121	11/02/2021	R & D Termite And Pest Control	\$285.00
66122	11/02/2021	Ready Fresh	\$37.91
66123	11/02/2021	Ring Central Inc.	\$844.58
66124	11/02/2021	Ryan Sarna	\$144.00
66125	11/02/2021	William Scott	\$160.00
66126	11/02/2021	Lauren Shook	\$30.39
66127	11/02/2021	The Office City	\$27.49
66128	11/02/2021	Uline Shipping Supplies	\$359.86
66129	11/02/2021	Verizon Wireless	\$1,429.75
66130	11/02/2021	Kendall Webster	\$79.00
66131	11/03/2021	Bayshore Materials	\$815.24
66132	11/03/2021	Bert Williams & Sons Inc	\$250.35
66133	11/03/2021	Morgan Alarm Co., Inc	\$750.75
66134	11/03/2021	O'Connor Lumber	\$17.93
66135	11/03/2021	Victory Stores	\$86.61
66136	11/03/2021	ABC Napa Valley Sewer & Drain	\$240.00
66137	11/03/2021	American Red Cross	\$1,152.00
66138	11/03/2021	Alfreda Coleman	\$400.00
66139	11/03/2021	Commercial Pool Systems, Inc	\$2,316.90
66140	11/03/2021	Complete Welders Supply	\$20.15
66141	11/03/2021	Reggie Hamilton	\$86.67
66142	11/03/2021	Mathews & Son's Automotive, Inc.	\$163.77
66143	11/03/2021	Loralei Morehouse	\$21.62
66144	11/03/2021	Napa Ford-Lincoln	\$57.40
66145	11/03/2021	The Office City	\$1.68
66146	11/03/2021	TJ's Designs	\$21.68
66147	11/03/2021	VS-COMM, Inc	\$270.00
66148	11/03/2021	Orlando Wynn	\$3,200.00
66149	11/03/2021	SEIU LOCAL #1021	\$332.40
66150	11/03/2021	Franchise Tax Board	\$100.00
66151	11/03/2021	IBEW 1245	\$470.93
66152	11/08/2021	Horizon	\$1,671.77
66153	11/08/2021	Bert Williams & Sons Inc	\$11.91
66154	11/08/2021	Kelly-Moore Paint Co.-NorCal CPC	\$310.46
66155	11/08/2021	O'Connor Lumber	\$149.59
66156	11/08/2021	P G & E	\$4,606.87
66157	11/08/2021	Bradley Alberts	\$30.00
66158	11/08/2021	Ryan Allen	\$66.76
66159	11/08/2021	B & G Tires Of Vallejo	\$73.18
66160	11/08/2021	Brianna Barnes	\$226.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66161	11/08/2021	Bay City Rollers Painting Co.	\$23,063.59
66162	11/08/2021	Margaret Champagne	\$104.00
66163	11/08/2021	Clean America Janitorial LLC	\$3,600.00
66164	11/08/2021	Commercial Energy Of Montana	\$2,988.54
66165	11/08/2021	CSI Creative	\$25,391.53
66166	11/08/2021	FASTSIGNS-American Canyon	\$400.10
66167	11/08/2021	Elvira D Flores-Loera	\$50.00
66168	11/08/2021	Joy Garcia	\$50.00
66169	11/08/2021	Glen Cove Communtiy Association	\$40.00
66170	11/08/2021	Green Valley Aloha Saw & Mower	\$2,162.70
66171	11/08/2021	Jet Mulch, Inc.	\$2,947.20
66172	11/08/2021	Monica Jones	\$50.00
66173	11/08/2021	Lincoln Aquatics	\$2,866.78
66174	11/08/2021	Diana Lopez	\$205.00
66175	11/08/2021	Jeanette Martin	\$110.00
66176	11/08/2021	Brenda McNeill	\$50.00
66177	11/08/2021	Brittany Mello	\$50.00
66178	11/08/2021	Monarch Engineering	\$3,265.75
66179	11/08/2021	Moore Design Group	\$4,593.82
66180	11/08/2021	Isabel Ocana	\$50.00
66181	11/08/2021	Pitney Bowes, Inc.	\$87.50
66182	11/08/2021	Kim Pierson	\$710.98
66183	11/08/2021	PROforma	\$1,524.44
66184	11/08/2021	Sherwin-Williams	\$14.08
66185	11/08/2021	Jimin Song	\$50.00
66186	11/08/2021	The Office City	\$37.60
66187	11/08/2021	Vallejo Chamber Of Commerce	\$363.50
66188	11/08/2021	Maria Villafan	\$235.00
66189	11/08/2021	Vallejo Flood & Wastewater District	\$5,869.98
66190	11/08/2021	Krystal Webster	\$50.00
66191	11/09/2021	Dayna Asbury	\$400.00
66192	11/09/2021	Christian Astarita	\$92.00
66193	11/09/2021	Break It Down Soul Line Dance	\$132.00
66194	11/09/2021	AT&T	\$41.88
66195	11/09/2021	Abigail Hernandez	\$598.50
66196	11/09/2021	Hector Hernandez	\$170.00
66197	11/09/2021	Karen Houston	\$552.00
66198	11/09/2021	Derrick Leonard	\$56.00
66199	11/09/2021	Lincoln Aquatics	\$9,255.62
66200	11/09/2021	Steven Logoteta	\$45.00
66201	11/09/2021	Virlynda Luciano	\$90.00
66202	11/09/2021	Lorna Mandap	\$315.70
66203	11/09/2021	Justina Montez	\$50.00
66204	11/09/2021	PROforma	\$2,198.17
66205	11/09/2021	The Office City	\$12.51
66206	11/09/2021	Underground Vaults & Storage, Inc.	\$110.25
66207	11/09/2021	Frankie Valentine-Flores	\$638.40
66208	11/10/2021	Horizon	\$56.78
66209	11/10/2021	O'Connor Lumber	\$69.67
66210	11/10/2021	Pace Supply Co.	\$453.61
66211	11/10/2021	State Of California	\$192.00
66212	11/10/2021	Vallejo Fire Extinguisher	\$0.00
66213	11/10/2021	Vallejo Fire Extinguisher	\$1,656.25
66214	11/10/2021	Aquapro Pool & Chemical Service Inc.	\$6,226.15
66215	11/10/2021	BrightView Landscape Services, Inc.	\$12,156.52
66216	11/10/2021	Cole Supply Co., Inc.	\$217.42

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

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Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66217	11/10/2021	Comcast	\$84.94
66218	11/10/2021	Complete Welders Supply	\$19.50
66219	11/10/2021	Crusader Fence	\$23,925.00
66220	11/10/2021	George's Towing Co.	\$140.00
66221	11/10/2021	M & M Sanitary LLC	\$947.65
66222	11/10/2021	Uline Shipping Supplies	\$46.93
66223	11/10/2021	Underground Vaults & Storage, Inc.	\$110.25
66224	11/10/2021	West Coast Floor Co.	\$34,172.62
66225	11/15/2021	US Bank Corporate Payment System	\$25,196.17
66226	11/17/2021	Vallejo Convention & Visitors Bureau	\$110.00
66227	11/17/2021	Tamara Ballard	\$50.00
66228	11/17/2021	BrightView Landscape Services, Inc.	\$836.00
66229	11/17/2021	Maria Sheryl Bucao	\$30.00
66230	11/17/2021	AT&T	\$131.25
66231	11/17/2021	California Special Districts Assn.	\$8,195.00
66232	11/17/2021	Clark Pest Control	\$102.00
66233	11/17/2021	Clean America Janitorial LLC	\$3,600.00
66234	11/17/2021	Cole Supply Co., Inc.	\$196.12
66235	11/17/2021	Comcast	\$254.82
66236	11/17/2021	Erika Eddy	\$50.00
66237	11/17/2021	Favaro, Lavezzo, Gill, Caretti & Heppe	\$1,665.00
66238	11/17/2021	Alejandro Gonzalez	\$750.00
66239	11/17/2021	Philip Graham Jr	\$378.00
66240	11/17/2021	GreatAmerica Financial Services	\$2,070.88
66241	11/17/2021	GreenPlay LLC	\$4,546.00
66242	11/17/2021	Integrity Building Services	\$250.00
66243	11/17/2021	Erica Jordan-Hill	\$70.00
66244	11/17/2021	Kaiser Permanente-OHSS	\$65.00
66245	11/17/2021	Lincoln Aquatics	\$1,892.49
66246	11/17/2021	Mary Jane Lopez	\$45.00
66247	11/17/2021	Tamlka Mosby	\$45.00
66248	11/17/2021	National Academy Of Athletes	\$1,198.20
66249	11/17/2021	Kim Pierson	\$15.20
66250	11/17/2021	Preferred Alliance, Inc.	\$42.00
66251	11/17/2021	PROforma	\$242.46
66252	11/17/2021	Quench USA, Inc.	\$86.96
66253	11/17/2021	Keayana Quinn	\$173.00
66254	11/17/2021	Marigenna Reyes	\$50.00
66255	11/17/2021	Jacalyn E Robinson	\$193.20
66256	11/17/2021	Theodore Rocha	\$374.40
66257	11/18/2021	Alfreda Coleman	\$400.00
66258	11/18/2021	Bert Williams & Sons Inc	\$133.52
66259	11/18/2021	O'Connor Lumber	\$0.00
66260	11/18/2021	O'Connor Lumber	\$1,084.40
66261	11/18/2021	Cole Supply Co., Inc.	\$769.28
66262	11/18/2021	Crown Hill Materials	\$38.74
66263	11/18/2021	SiteOne Landscape Supply	\$6,576.13
66264	11/18/2021	Uline Shipping Supplies	\$1,392.32
66265	11/18/2021	Valley Truck & Tractor Co.	\$50.32
66266	11/19/2021	SEIU LOCAL #1021	\$333.88
66267	11/19/2021	Franchise Tax Board	\$100.00
66268	11/19/2021	IBEW 1245	\$470.93
66269	11/22/2021	Imani Terrell	\$685.30
66270	11/22/2021	EZ Tree, Inc.	\$2,560.00
66271	11/22/2021	Louie Hilario	\$50.00
66272	11/22/2021	Ann Mendoza	\$50.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66273	11/22/2021	Dana Rottler	\$320.00
66274	11/22/2021	Amber Skrabec	\$50.00
66275	11/22/2021	Mariana Somma	\$50.00
66276	11/22/2021	Jimin Song	\$115.00
66277	11/22/2021	The Office City	\$186.55
66278	11/22/2021	Treetop Products	\$8,083.80
66279	11/22/2021	Kiara Wade	\$50.00
66280	11/23/2021	Thomas Arie Donch	\$2,875.59
66281	11/23/2021	Arolo Company, Inc	\$747.29
66282	11/23/2021	B & G Tires Of Vallejo	\$988.48
66283	11/23/2021	BPX Printing & Graphics	\$73.85
66284	11/23/2021	Guru Valmik Religious Institution	\$750.00
66285	11/23/2021	Hellas Construction, Inc	\$5,475.50
66286	11/23/2021	Juan Carlos Jimenez	\$595.50
66287	11/23/2021	Kay Cady-Johnson	\$5,415.90
66288	11/23/2021	Dione Medina	\$1,325.00
66289	11/24/2021	Gary Bowers	\$505.96
66290	11/24/2021	Eileen Brown	\$289.00
66291	11/24/2021	Deberah Carey	\$181.48
66292	11/24/2021	Kerry Carmody	\$181.48
66293	11/24/2021	Richard Conzelman	\$744.96
66294	11/24/2021	Jose Famalette	\$181.48
66295	11/24/2021	Patricia Gloyd	\$181.48
66296	11/24/2021	Cynthia Hewitt	\$214.63
66297	11/24/2021	Jerome Lohr	\$540.44
66298	11/24/2021	Prisco Manglona	\$181.48
66299	11/24/2021	Roger Maryatt	\$181.48
66300	11/24/2021	Jeremias Morgado	\$181.48
66301	11/24/2021	Sidney Nickolas	\$181.48
66302	11/24/2021	Randy Nicks	\$289.00
66303	11/24/2021	Nancy Ortiz	\$181.48
66304	11/24/2021	Steve Pressley	\$181.48
66305	11/24/2021	Francis Radziewicz	\$181.48
66306	11/24/2021	Joan Russell	\$181.48
66307	11/24/2021	Anita Sailas	\$204.60
66308	11/24/2021	Barbara Schmidt	\$289.00
66309	11/24/2021	Audrey Tucker	\$181.48
66310	11/24/2021	Adeline Varni	\$181.48
66311	11/24/2021	Metropolitan Life Insurance Company	\$6,002.46
Bank Totals			\$319,752.82

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	11/01/2021	11/30/2021
Document Number:	Start	End
Payee:	Start	End

BR Bank Register Report
Greater Vallejo Recreation District (0GVRD)

Report Type: Single Line
Sort Items By: Date
Includes Items posted from these source modules: AP
Includes Items with status: Outstanding Cleared Voided
Includes Items of the Activity Type: Check
Includes Activity Notes: No
Includes Bank Notes: No

Search For 1: Amount
Search For 2: greater than or equal to
Search For 3: \$0.00
And/Or: Or
Search For 4: Amount
Search For 5: less than
Search For 6: \$0.00



Agenda 9

BOARD COMMUNICATION

Date: December 9, 2021

TO: Board Chairperson and Directors

FROM: Gabe Lanusse and Casey Halcro

SUBJECT: Approve first read of proposed Pricing Policy.

BACKGROUND AND DISCUSSION

In review of fees and pricing for programs, rentals, events, and community centers, it was brought to the General Manager's attention during a conference and 10-year master plan outreach that there lacks direction regarding how fees are structured and how much of a subsidy GVRD provides. The concept was brought up at a board meeting. This was then brought to the Policy and Personnel Committee on two different occasions, with two different sets of committee members. Comments were positive but included not having an escalator included to increase fees automatically. This policy will assist staff in budgeting, researching pricing, and subsidies. It will also help collect data regarding scholarships.

RECOMMENDATION

Approve first read of Pricing Policy.

FISCAL IMPACT

This amount will vary depending on the percentage of subsidies. Currently the GVRD subsidizes heavily on special events. This will assist GVRD staff in quantifying amounts.

ALTERNATIVES CONSIDERED

Approve
Approve with recommendations
Reject
Reject the first read with recommendations
Reject the first read and send back to the Policy and Personnel Committee for revisions.
Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve first read.

DOCUMENTS AVAILABLE FOR REVIEW

Draft Pricing Policy

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: XXXX
Rule and Regulation: XXXX

Pricing Policy

PURPOSE:

Setting a pricing policy serves as a tool for evaluating services and establishing appropriate fees. Standardizing how we set prices ensures that the resulting price meets District goals and provides the framework to ensure consistency for all Vallejo residents for the value received. ***A pricing policy creates transparency and consistency in fees and charges for programs and services.***

Establishing a pricing policy yields lasting benefits including:

- Stretching taxpayer investment to realize the optimal return
 - Allowing prices to reflect users' investment in themselves based on individual benefit
 - Promoting program respect or ownership
 - Developing deeper commitment to the program users help support
- The dollars customers invest in their parks and recreation experiences will come back to them in better quality services and facilities.

The District is dedicated to fostering healthy lifestyles and helping the community thrive. Our Mission is building community and enhancing the quality of life through people, parks and programs.

As the District continues to provide services and facilities age, the District must be prepared to maintain this high level of service and develop a financial system to continue this community investment.

The District offers a variety of programs, which benefit the residents and visitors of the Vallejo area. While the community benefits, different levels of community investment are appropriate based on level of benefit. The goal of this policy is to create a balance between user fees and taxpayer investment for our programs, services and facilities, ensuring that all citizens have equal access and choice in participation.

POLICY:

The District strives to efficiently offer the most diversified services ensuring that all have equal access and ability to participate in a wide variety of programs and services. The Department prices programs, services and facilities in a manner that balances user fees and taxpayer investment. Pricing takes into consideration the public benefit, users' ability to pay, level of benefit and exclusivity the user receives above what a general taxpayer receives. Pricing ensures equity; those who benefit the most should pay the most. Pricing ensures that users pay appropriate fees and available taxpayer funds are used to achieve the optimal return on investment and ensure access to parks and programs.

OBJECTIVES:

This formal pricing policy establishes a comprehensive long-term strategy to address current and future needs of the Vallejo community. The objectives of effective pricing are:

Equity – Those who benefit from the service should pay for it. Those who benefit the most should pay the most.

Value – Provide the customer with a benefit in relation to or exceeding the relative monetary worth.

Revenue Production – Producing revenue assists in the overall operations of the Department. It provides flexibility to offer programs which may not otherwise be possible if they are not funded through tax dollars.

Efficiency – Expenditures are made with the most efficient use of our resources, so the right mix of programs, facilities and events are offered. Priorities are made to enhance the customer's experience.

Revenue Distribution – Revenues are distributed to the cost center providing expenditures. This pays for direct costs, indirect costs and in some situation's future improvement and/or equipment replacement.

Assistance – Not all customers have the same ability to pay, and opportunities must exist to waive, reduce or provide scholarship opportunities where appropriate.

STRATEGY:

To successfully determine price, the District proposes the following steps:

- Identify/classify programs/services/facilities
- Identify core services
- Identify direct and indirect costs
- Establish cost recovery goals/recovery range
- Identify pricing methods
- Determine price
- Determine market value/benchmarking

CORE SERVICES:

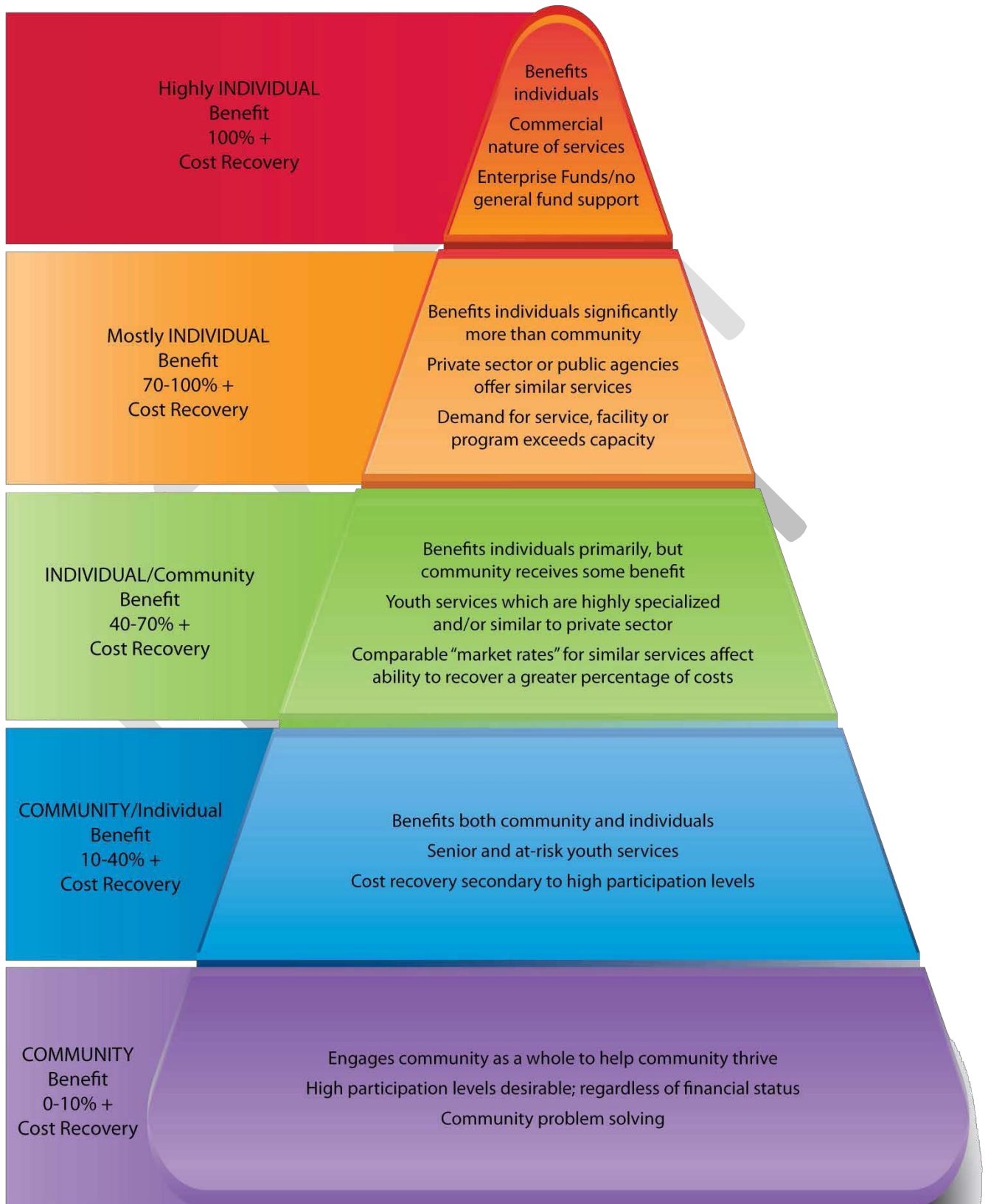
Core services are those which are central and vital to fulfilling our mission. The District has identified the following core services:

- Access to recreation and cultural experiences for all ages, abilities and demographics
- Existing facilities open, programmed and maintained
- Existing parks maintained and available for community use
- Youth beginning skill development
- Community problem solving
- Community wellness and fitness
- Safe and healthy community
- Parks and facility development
- Preservation of natural resources/open space

The District concentrates on providing and growing core services and continually evaluates the need for non-core services.

TYPE OF USE:

District services are classified into five different categories. The type of service directly determines the cost recovery strategy or pricing methods to be used in the pricing of services and products. The five categories are listed in the pyramid figure that follows.



Conceptually, the base level of the pyramid represents the mainstay of public parks, recreation and community-based programs. Programs appropriate to higher levels of the pyramid should only be offered when the preceding levels below are full enough to provide a foundation for the next level. This foundation and upward progression is intended to represent the parks and recreation core services, while also reflecting the growth and maturity of an organization as it enhances its program and facility offerings.

The District provides a broad supporting base of core service, enhanced with more specialized services as resources allow.

COMMUNITY Benefit

The foundational level of the pyramid is the largest and includes those programs, facilities and services that benefit the COMMUNITY as a whole. These programs, facilities and services may increase property values, provide safety, address social needs, and enhance quality of life for residents. The community generally expects the District to offer these services and supports paying for these services and facilities through property taxes. These services are offered to residents at a minimal fee or no fee and support the core services of the District. A large percentage of the tax support of the agency would fund this level of the pyramid.

COMMUNITY/Individual Benefit

The second and a smaller level of the pyramid represents programs, facilities and services which promote individual physical and mental well-being and provide recreation skill development. They may have a community benefit but to a smaller group of the community. They are generally the more traditional, expected services and beginner instructional levels. These programs, services and facilities are typically assigned fees based on a specific percentage of direct and indirect costs. Costs are partially offset by both a tax subsidy to account for the COMMUNITY benefit and participant fees to account for the INDIVIDUAL benefit.

INDIVIDUAL/Community Benefit

The third and even smaller level of the pyramid represents services with less of a community benefit which promote individual, physical and mental well-being and provide an intermediate level of recreational skill development. This level provides more INDIVIDUAL benefit and less COMMUNITY benefit and is priced to reflect this. The individual fee recovers more costs or has a higher cost recovery goal than programs and services that fall within the lower levels of the pyramid.

Mostly INDIVIDUAL Benefit

The fourth level of the pyramid represents specialized services generally for specific groups and may have a competitive focus. In this level, programs and services may be priced to recover full cost including all direct and department indirect costs.

Highly INDIVIDUAL Benefit

The top level of the pyramid represents activities that are highly individualized and may even fall outside our core services. In this level, programs and services should be priced to recover full cost including all direct and District-wide indirect costs.

COST RECOVERY:

The District sets revenue and expenditure goals annually using criteria set forth in this policy through the budget process approved by the Board of Directors. Programs and services are assigned a cost recovery percentage based on the characteristics outlined below. Programs are evaluated to ensure they fall within the appropriate cost recovery goals.

The District has identified five cost recovery ranges – Very Low, Low, Medium, High and High+ and each service provided by the District is assigned to one of these ranges based on type of use. It is important to note the cost recovery percentages assigned to each service represents what the District would expect to recover under optimal conditions. However, the District's ability to realize these cost recovery percentages may be constrained by a variety of internal and external factors.

These include:

- Market rates and/or competition with other similar service providers
- Equity in opportunity and the ability to pay
- Community sentiment and expectations
- Political and social will
- Negotiations with external parties
- Program/service viability with decreased participation
- Time and demand of facilities and programs
- Sponsorships/partnerships

The difference between the cost and the revenue recovered represents the public investment in providing the service. For example, the *District hosts a Holiday special event that costs \$2000 and collects \$1,000 in fees and sponsorships – the remaining balance of \$1,000 is a District subsidy.*

COMMUNITY Benefit (0%-10%) Very Low-Range Cost Recovery Activities

Services in this range have one or more of the following characteristics:

- Community generally and reasonably expects and supports the District to provide these services
- Engage the community as a whole to help the community thrive
- Primarily benefit the community, though individuals may also benefit
- High levels of resident participation are desirable, regardless of finance status
- Engage children and teens in safe, constructive activities
- Solve a community problem
- Engage seniors in enjoyable, life enhancing activities
- Celebrate the District's history and cultural diversity
- Have offsetting revenue sources to offer program at little or no cost

Services in this range include, but are not limited to:

- Ability to visit and enjoy facilities on an informal basis
- Parks and facility planning and design
- Park's maintenance
- Senior activities/games (cards, chess, bingo, crafts)
- Senior support groups (add in our programs here)
- Community special events
- Free family days at Children's Wonderland
- Homework help
- Health and Safety Events (Bike Rodeo, Health Fair)

COMMUNITY/Individual Benefit (10%-40%) Low-Range Cost Recovery Activities

Services in this range have one or more of the following characteristics:

- Both individuals (or private parties) and the community as a whole receive benefits from the service
- Primarily for youth, but some alternative opportunities are available
- For youth at-risk or senior services
- Cost recovery is of secondary importance to high participation levels, particularly in the case of core services
- Provided for special populations, which would not, or are unable to, participate in other services

Services in this range include, but are not limited to:

- District sponsored special events
- Adaptive programs
- Neighborhood park program
- Public swim
- Youth arts programs

INDIVIDUAL/Community Benefit (40%-70%) Medium-Range Cost Recovery

Services Services in this range have one or more of the following characteristics:

- Individuals (or private parties) are the primary beneficiaries of the service, but the community as a whole receives some benefits
- Comparable "market" rates for similar services affect ability to recover a greater percentage of the costs
- Services are for youth, but are highly specialized and/or similar to those in the private sector
- Services are for adults addressing a need or problem, but full-cost recovery would adversely impact participation rates
- Contribute to improved health & wellness or other overarching District goals

Services in this range include, but are not limited to:

- Entry level instructional programs
- Lifeguard training
- Group swim lessons
- REACH programs

Mostly INDIVIDUAL Benefit (70% to 100%) High-Range Cost Recovery Services

Services in this range have one or more of the following characteristics:

- Individuals (or private parties) benefit significantly more than the community as a whole
- Similar services are offered by the private sector or other public agencies
- Adults are the primary beneficiaries
- Demand for service, facility or program exceeds capacity
- Need to recover most of direct and indirect costs

Services in this range include, but are not limited to:

- Sports and Day Camps
- Youth sports (flag football, soccer, basketball)
- Youth special interest programs (babysitting, dance, Lego, math)
- Adult/Senior classes (trips, cooking, Spanish)

- Semiprivate swim lessons – stroke development
- Competitive swim or water polo teams
- Adult Pickleball Leagues or programs
- Disc golf or foot golf programs or classes

Highly INDIVIDUAL Benefit (100%+) High+ Range Cost Recovery Services

Services in this range have one or more of the following characteristics:

- High individual benefit
- Similar services are offered by the private sector or other public agencies
- Adults are the primary beneficiaries
- Services have a commercial nature
- Demand for service, facility or program exceeds capacity
- Enterprise funds – services operated as a business where no taxpayer support is provided
- Need to recover direct and indirect costs

Services in this range include, but are not limited to:

- Preschool (contract)
Sports (basketball, volleyball, softball)
- Facility and picnic rentals
- Commercial recreation (rentals to commercial providers)
- Private swim lessons or camps

FACILITIES:

The District maintains a significant inventory of buildings, parks, fields and other facilities. **Basic services** such as the maintenance of safe, clean, attractive parks and buildings, the provision of recreation and parks for the general public, and the preservation and promotion of physical and mental well-being will continue to be supported by taxpayer resources. However, the Department shall prepare and maintain a schedule of fees and charges for **special use of facilities**, those where revenues are necessary to support continued use and individuals pay a fee for the privilege of using the facility to the exclusion of others and without interference.

Basic facilities and services for informal/self-directed recreation include but are not limited to:

- Unscheduled, unlighted, unmarked outdoor athletic facilities and sports courts
- Unreserved picnic tables and shelters
- Parks, & playgrounds
- Parking lots for general facility use
- Trails, paths and restrooms
- Open space

Special uses of facilities include:

- Scheduled/reserved use of indoor or enclosed facilities (gyms, meeting rooms, all weather fields, bocce ball, pickleball, foot golf, courts, etc.)
- Scheduled use of tennis courts
- Formal, directed, or lighted baseball, soccer, softball, football, tennis or other sports specific facilities
- Maintenance necessary for sports programs
- Swimming pools with lifeguards

- Outdoor amusement facilities
- Use of parks for special events
- Reserved picnic areas

The District has a variety of facilities available for rent including picnic areas, athletic fields, meeting rooms, pools and community centers. Differential pricing is established for these rentals based on the facility and type of use (i.e. resident, non-profit, non-resident, commercial).

CAPITAL EXPENDITURES:

Capital expenditures are those costs incurred in constructing a facility and in its later modification, renovation or improvement. For example, a swimming pool may be built, resurfaced, or striped to delineate lanes. Investments in this type of capital have historically been recognized as a benefit to the community as a whole and are borne by the general tax base. In some cases, a portion of fees may be reinvested back into facilities.

DIRECT/INDIRECT COSTS:

Direct costs are those costs which are easily and clearly identifiable to the cost objective (program, service or facility). Indirect costs benefit more than one cost objective and must be allocated proportionally. For example, the instructor fee for a class is a direct cost but the electricity for the building benefits all classes and is an indirect cost. (e.g., it must be allocated among the classes proportionately)

Each District division records the total costs of operations including both direct and indirect costs. In general, these costs can be identified as follows:

Direct	Indirect
Instructor salaries & benefits	Indirect staffing (administration/supervision)
Part-time employees' salaries & benefits	Maintenance/custodial
Service contracts	Capital replacement
Materials/supplies/equipment	Facility use
Field lighting	Marketing – advertising & promotion Utilities

The specific direct costs and estimates of indirect costs are recorded on evaluation sheets for each program and service.

In addition to the District indirect costs listed above, Districtwide indirect costs (such as human resources, finance and IT) are recovered from general fund operations.

PRICING METHODS:

The District recognizes that not all cases are “one price fits all” and the pricing policy must be built to recognize the District’s priorities and provide the highest amount of flexibility. Use of comparative pricing accomplishes these goals by permitting the price to fluctuate

based on predetermined factors such as optimal conditions or target user group. By incorporating differential pricing methods when appropriate, the policy also allows users to choose what level of service quality or quantity they want and pay accordingly. The District will implement differential pricing by utilizing the following pricing methods

Primetime & non-primetime – Pricing premiums for primetime versus non-primetime use assists in allocating the high demand primetime usage and optimizing the non-primetime usage.

Season & off-season – Pricing based on season versus off-season permits the usage of service year-round while recognizing priority in specific time periods.

Location – Pricing based on one location versus another provides flexibility in recognizing that not all fields/facilities are the same size nor provide identical amenities.

Age segment – Pricing based on target age segment (i.e., adult, senior, teen, youth) provides flexibility to recognize service priorities and permits variable recovery percentages.

Economic gain – Pricing based on economic gain ensures that when Department property is used by private or closed membership groups for private economic gain, user fees charged are comparable to commercial rates. (Commercial rates for commercial purposes)

Exclusive use – Pricing based on private exclusive use of public property.

Incentives – Pricing which provides incentives for such preferences as early trip registration, season passes, group admissions, annual passes/memberships or frequent use encourages enrollment and return customers.

Move demand – Pricing based on the desire to move participants to another location, time or program.

Resident status – The Districts services attract and are open to residents of neighboring communities. While the District welcomes these customers, we must also be mindful of the impact to our District residents. Although non-resident customers may pay some taxes in the District, they do not pay property taxes. To mitigate this disparity, the District includes a non-resident surcharge in its pricing strategy. The rate of surcharge *varies between zero and 20%* based on market demand which considers the following factors:

- The demand from residents for the program
- The supply/availability of program openings
- The degree of subsidy from the taxpayer for the particular program
- The demand from non-residents for the program
- The viability of the program without non-resident participation
- Cost Recovery goals

These factors directly influence the surcharge. For instance, when there is a demand from residents for the program and/or low supply or availability of program openings, the surcharge is higher.

Additionally, the greater the taxpayer support for the program, the higher non-resident surcharge. When a market condition exists where a high supply of program offerings exist and/or a lower demand

by residents, the District may elect to charge the same fee for residents and non-residents alike or assess a low non-resident surcharge. If non-resident participation is essential or the program would be marginally successful without additional participation, a no or low non-resident surcharge would be appropriate.

There may be select program areas that the District will not assess a non-resident surcharge. The Fees and Charges report will indicate these programs and be approved by the Board of Directors annually.

This pricing method is communicated to our customers as a resident discount rather than a non-resident surcharge.

TYPES OF FEES:

Admission Fees

Admission fees are described as one-time (single entry) charges made to enter a facility, structure or special program. Access is controlled and attendance is regulated. Objectives include:

- To generate funds for the operation and maintenance
- To produce revenue to offset the cost of programs

User Fees (classes, programs, fitness, etc.)

These fees shall be charged for use of a facility, program or access to a controlled area to recover program costs. Objectives include:

- To pay for or augment the operation and maintenance of a program or facility
- To recover cost for material fees such as books, supplies, entrance fees
- To control use of the facility
- To assess a portion of the costs to users who may not be taxpayers
- To enable the Department to provide facilities or programs which might not otherwise be available

Security Deposit (rentals, etc.)

Security deposit fees are charged to secure contracted use of a facility. The objective for this fee is to secure a funding source for unanticipated repair for damages, cleanup or extended time for rental.

Rental Fees (facility, picnic or field rental, etc.)

Rental fees are incurred for the privilege of exclusive use of the facility. This fee gives the user the right to enjoy the advantages of the facility, program or equipment. Rental fees should be sufficient to pay for the replacement of the equipment and the cost of operating the rental service which includes direct staff costs plus a portion of indirect costs. These fees may also be referred to as extra fees.

Objectives include:

1. To establish the benefit of exclusive use and secure use for a specific time
2. To provide for the equipment which visitors may not have supplied
3. Provide required staffing and security for private event

Permit Fees

These fees are charged for any permit (written permission) issued by or under the authority of the District. Objectives include:

- To control the conduct of the activity
- To grant special privilege to the applicant
- To provide revenue to offset costs of control and operations as well as indirect costs

Additional Service Fees

Fees may be charged for supplying extraordinary activities or services as an accommodation to the user. These fees may also be referred to as extra fees. Objectives include:

- To enable special services to be rendered by the District
- To provide revenue to offset costs of the special service (additional staff, overtime for staff or contracting for services)
- To improve the quality of the recreation program by adding value, service or variety

Surcharge for enhanced maintenance or fee for marketing programs

Advertising Fees & Sponsorships

Fees may be charged for brochures, signs, banners or other forms of advertising or promotion. Funding may also be paid for support of special events or programs.

Administration Fees (Non-Sufficient Fund fee, returned payment, pay arrangements, etc.)

Fees may be charged for direct and indirect costs associated with administration and oversight of a program or service.

Registration Fees

Registration fees are a type of administrative fee charged specifically in the area of childcare and preschool. Such fees cover administrative costs, facility repairs, materials fees and annual childcare licensing fees.

Setting the Price

While not quite as simple as determining the costs and applying the recovery goal, this is the basic concept behind determining the price. The pricing pyramid assists us in establishing the base level of cost recovery and where the program fits. We then look at our revenue goals and other pricing factors to establish the price for the program. This can be done with the use of a multiplier for each program or through individual analysis. Just as the expenditures and recovery goals vary for each program/service/facility, so does the pricing methods and actual determination of the price. A pricing model is developed for each program/service/facility and assists staff in determining the price.

Pricing model development:

Step 1: Identify the program, service or facility.

Is this a core service? Do any special circumstances exist?

Step 2: Determine the actual cost and include direct and indirect costs.

Step 3: Review the cost recovery range and cost recovery goals to identify the percentage recovery.

Step 4: Multiply the recover percentage by the total cost to arrive at the recovery amount.

Step 5: Divide the recovery amount by the minimum number of people required to hold the class or activity.

Step 6: Adjust the price in accordance with the appropriate pricing methods to establish differential pricing.

Step 7: Review the price against industry standards, customer expectations and previous experiences.

Step 8: Set final price.

The pricing of services is a very conscious procedure that requires continual investigation and review by staff. Fees may be adjusted for market conditions and targeted customers as described in the policy.

Services may be provided at a discount to stimulate demand or may be waived to accommodate the disadvantaged or non-profit organizations.

Scholarships

The District wants every resident youth to have an opportunity to participate in parks and recreation programs. The District recognizes that not all customers possess the same ability to pay for our programs, services and facilities. The community benefits from the active participation of targeted demographic

groups (youth & seniors) as we foster healthy lifestyles. The District offers a variety of fee and free programs and services to help meet this need through our scholarship assistance program.

Discounts

The District recognizes discounts encourage participation in fee-based programs and are a valuable marketing tool. Discounts may be used to:

- Increase program/event enrollment or rentals
- Reward continuing/frequent customers and partners
- Encourage customers to try something new
- Facilitate early registration
- Promote registration for multiple sessions of a whole program
- Promote multi-visit passes
- Provide reduced rates for residents

All discounts are tracked and evaluated for their success. New discounts must be approved by the Department Head or General Manager.

Partnerships

Partnerships bring together at least two entities to jointly develop, operate or maintain park and recreation programs, events and facilities and share risk, operational costs, responsibilities and asset management based on the strengths and weaknesses of each partner. The District may partner with an organization, individual or business to provide a community benefit, create social interaction, raise awareness or raise money to support a core service. The Department evaluates each partnership opportunity in terms of potential benefits, challenges and drawbacks. When new partnerships are developed, the functions and services of the partnering organizations are recognized and the Department's and the partner's vision, mission and activities are communicated. Additionally, the level of equity commitment required by each partner is identified and agreed to and measurable outcomes for both partners are tracked annually.

The District has numerous partnerships with local school districts, governmental agencies and both not-for-profit organizations and commercial businesses and will continue to explore new opportunities to create partnerships. Examples of some of these partnerships are outlined below.

Providing high quality athletic facilities for youth compliments the District's overarching goal of creating a safe and healthy community. A component of this effort is to work with not-for-profit organizations within the District to reach this goal while balancing the needs for informal self-directed recreation.

Youth league organizations partner with the District to provide athletic opportunities for the community. Organizations must recognize that sports fields require significantly more attention and maintenance and therefore, significantly more resources than basic park facilities. Organizations must invest in this teamwork approach by partnering with the District to ensure our youth have ample opportunity to participate in athletics at various ability levels and to ensure our fields remain safe and of high quality. District personnel allocate fields between these partnering organizations based on resident requirements and the specific seasons. Field allocation policies specifically address this program. Opportunity exists to strengthen these partnerships and invite other organizations to become partners with us. The goal is to be more than a provider of fields but a true partner in the provision of youth athletics in a safe and healthy environment.

Summary

The District is dedicated to fostering healthy lifestyles and helping the community thrive. The District strives to maintain its reputation for providing safe and well-maintained parks, places, programs and services at a good value to our taxpayers and customers and for preserving and protecting our City's natural resources. The formalization of our pricing policy provides us with a comprehensive long-term strategy to address current and future needs of the Vallejo community and demands upon the District.



Maintenance Department Board Report

12/9/21

Parks and Facilities

- Sport Fields
 - Parks staff continue working on the turf renovations on the grass sport fields.
- Highlands Park
 - Staff worked on seeding, fertilizing, and top dressing the lawn.
- Children's Wonderland
 - Maintenance staff assisted with the Christmas decorations to get the park ready for the tree lighting event.
- City Park
 - Community cleanup event with the City tool trailer is scheduled on December 11th.
- BRS
 - Staff is ordering garbage receptacles to install in the Park.
- Fleet Maintenance
 - The tracking devices were installed in the vehicles and on riding equipment.
- CalTrans Clean California Grants Program
 - Working with City and VFWD staff to possibly partner to apply for a grant to do improvements at Lake Dalwigk Park.
- Full-time recruitment
 - We have two new employees in the parks department; we will be reviewing applications to hire a Maintenance Worker position that is currently vacant.

BOARD PROJECTS UPDATE



Date 12/9/2021

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
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"/>	The contract was signed by the contractor; waiting on a tentative start date.
Build	12/13/2022	7/1/2022	0%	<input type="checkbox"/>	Waiting on the insurance and bonds from the contractor.
401 Seismic Retrofit					
Design Phase	8/1/2020	12/10/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2021	1/27/2021	100%	<input checked="" type="checkbox"/>	
RFP	3/22/2021	4/30/2021	100%	<input checked="" type="checkbox"/>	
Build	4/27/2021	12/27/2021	80%	<input type="checkbox"/>	Contractor poured concrete for the foundation; the contractor continue working on the shear walls.
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"/>	Engineer's cost estimate was approved to move forward by the board.
RFP	12/20/2021	2/15/2022	0%	<input type="checkbox"/>	
Build	4/4/2022	9/1/2022	0%	<input type="checkbox"/>	
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	8/1/2021	2/15/2022	50%	<input type="checkbox"/>	Contractor began with the installation of the new floors.

Richardson Electrical					
Design Phase	3/1/2020	12/1/2021	90%	<input type="radio"/>	Engineer completed the plans and were submitted to PG&E. Design delay due to PG&E committing resources to wildfires.
Permit Issued	12/20/2021	1/24/2022		<input type="radio"/>	
RFP	2/2/2022	3/1/2022		<input type="radio"/>	
Build	5/2/2022	7/1/2022		<input type="radio"/>	
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	12/20/2021	95%	<input type="radio"/>	Plans were submitted to the City; we received the comments with revisions needed on the plans; PDF designs is working on the revisions to resubmit to the City.
Permit Issued	2/21/2022	1/17/2021		<input type="radio"/>	
RFP	2/3/2022	3/7/2022		<input type="radio"/>	
Build	4/4/2022	7/6/2022		<input type="radio"/>	
Grant Mahony Building Upgrades and Park Lighting					
Design/Assessment Phase	9/1/2021	12/30/2021	30%	<input type="radio"/>	An architect will perform an evaluation of the building, and will generate a Park pathway lighting plan.
Permit Issued	1/10/2022	2/1/2022		<input type="radio"/>	
RFP	2/15/2022	3/15/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
PB Projects					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="radio"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="radio"/>	
Build	11/12/2021	12/31/2021	30%	<input type="radio"/>	Landscape contractor began the work for the smart greener garden at SVCC.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="radio"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="radio"/>	
Build	10/6/2021	1/1/2022	80%	<input type="radio"/>	All the tee pads and sleeves for the baskets were installed; working on the signs, benches, and trash receptacles.



Finance Department Board Report

12/9/21

Property Tax 1st Apportionment FY 21-22

- We are scheduled to receive our first apportionment of property taxes for the current FY on December 20, 2021. The amount shown on the estimated report received from the County is more than we budgeted. I should receive reports from them in early January showing the actual amounts.

Annual Report

- I've submitted the financial reports for the Annual Report.

Budget Books

- We received the mockup for the FY 21-22 Budget Book today (Friday, Dec. 3). We requested a couple of changes. The books should be arriving by Thursday, Dec. 9.

Bamboo HR Training

- The Finance Department attended training on the new Bamboo HR system on Thursday, Dec 2. We feel that this new system will effectively streamline processes between HR and Payroll.



Human Resources Board Report

12/11/2021

Personnel Update:

- **Full Time Positions in the process of being filled**
 - Recreation Supervisor – final round of interviews scheduled
 - Recreation Coordinator (2) – accepting applications
- **Part-time Personnel**
 - HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.

Classification Study:

- GVRD continues to work with SEIU to update classification.

HRIS

HR has completed implementation of our new HRIS. So far, it's been really great. It's much more robust than the system we were previously using and allows for us to manage all hiring and onboarding electronically. Additionally, we now have both a dedicated page for all new job openings and have created flyers to post with a QR code. Please feel free to share the GVRD Hiring QR Code for anyone you know wanting to apply for positions. Applicants can now easily apply for our open positions right from their phones.

HR is very excited about this upgrade and these changes.

CALPELRA Conference:

Casey was recently able to attend the CALPELRA Conference in Monterey and learned a lot of great and helpful information. Our Board Clerk has been wonderful enough to send out some helpful resources that I brought back from the conference in case you'd like to look.



Greater Vallejo Recreation District



Visit www.gvrd.org to learn more





Recreation Department Board Report

12/8/2021

Activity Guide:

- Recreation Services has begun working on Spring 2022 programs and events.
- 2,000 copies will be printed and delivered to GVRD by the end of December.
- A Rec Guide mailing list will be populated on the GVRD website.

Aquatics:

- Lap Swimming remains very popular and busy even during the winter months.
- Solano Polo began practice on November 30th. Using the pool on Tuesdays 4-6pm, Wednesdays 4-7pm, and Thursdays 4-6pm.
- VJO is continuing to utilize the pool in the afternoons from 4-7:30pm. They also host practice Tuesday and Thursday mornings, 5:30-7:00am.
- The next Community First Aid and CPR class is on December 11th.

Community Centers:

- Reviewing Security Guard Services RFQ and new contract. Only 1 application received.
- As reservations for community centers increase, staffing will need to increase as well. Recruitment for Center Monitors will be available soon.
- Foley Cultural Center is closing November 15th through mid-January for renovations.

Community Events & Children's Wonderland:

- Turkey Drive was a huge success and served 62 families.
- Each family received frozen turkey, non-perishable items, Junior Giants backpack, Thanksgiving booklet, and GVRD event flyers.
- \$1,625.15 in monetary donations were received for the event.
- Turkey Kit Drive was funded and supported 100% by donations.

- Children's Wonderland hosted its annual Winter at Wonderland special event on Saturday, December 4th from 4:00pm-7:00pm. Each child received a wrapped gift. The tree lighting was held at 6:00pm. The event is free, and concessions were sold for a nominal fee. A total of 351 participants attended the event.

- Festivals of Lights began at CW on December 5th. Every Friday-Sunday from 4pm-8pm, the park has free entry. Families can enjoy the lights, decorations, and play at the park!

- Holiday hours began this week. December through February, the Park is opened on Saturdays and Sundays only from 10:00am-3:00pm.



Sports:

- 35 participants enrolled in our youth basketball program.
- 11 participants registered for youth fall/winter tennis lessons.
- GVRD Adult Coed Softball league ends on Dec 3rd. A total of 5 teams participated in the Fall 2021 season.

Youth Services:

- Departmental staff are planning for winter programming. Break camps will be offered from 6:30am-6pm for two weeks beginning December 20th.



General Manager Board Report

12/9/2021

- The school district has responded regarding the Franklin site. I have provided their response to Legal Counsel, and CAPRI, our insurance carrier, for review.
- We met again with the City regarding a California cleanup grant, and will be moving forward and including Vallejo Flood and Wastewater District as we have decided on the Lake Dalwigk site.
- I have changed direction with the per Capita grant, and to make things easier with us and the state we went with a playground on one of our own properties-Terrace Park. This is in an area with many families, and in an extremely underserved community, per statistics.
- We have requested impact fees to pay the \$177,000 for the pool, that was supposed to be from the per capita grant.
- Updates to Prop 68 grant applicants have been postponed until December.
- In initial discussions regarding the Colusa Property, apparently it was rezoned in 2017, and the use has been changed to residential. I will set up a meeting with Community Development to get more specifics.
- I met with Vallejo Police and Leaven Kids regarding a proposal for the use of South Vallejo Community Center.
- I have reached out to the Vallejo Art Commission to find out more about their purview.
- December 10th there will be a celebration at 4pm at the Capitol Street steps.
- We will be setting up tours of our facilities in January. The Board Clerk will reach out for available times.
- Wishing all of you a Happy New Year



GREATER VALLEJO RECREATION DISTRICT

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

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Adjoa McDonald
Rizal Aliga

General Manager
Gabe Lanusse

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

Proposed 2022 Board Meeting Schedule

Date	Meeting	Time
January 13, 2022	Regular Meeting	6:30pm
January 27, 2022	Regular Meeting	6:30pm
February 10, 2022	Regular Meeting	6:30pm
February 24, 2022	Regular Meeting	6:30pm
March 10, 2022	Regular Meeting	6:30pm
March 24, 2022	Regular Meeting	6:30pm
April 14, 2022	Regular Meeting	6:30pm
April 28, 2022	Regular Meeting	6:30pm
May 12, 2022	Regular Meeting	6:30pm
May 26, 2022	Regular Meeting	6:30pm
June 9, 2022	Regular Meeting	6:30pm
June 23, 2022	Regular Meeting	6:30pm
July 14, 2022	Regular Meeting	6:30pm
July 28, 2022	Regular Meeting	6:30pm
August 11, 2022	Regular Meeting	6:30pm
August 25, 2022	Regular Meeting	6:30pm
September 8, 2022	Regular Meeting	6:30pm
September 22, 2022	Regular Meeting	6:30pm
October 13, 2022	Regular Meeting	6:30pm
October 27, 2022	Regular Meeting	6:30pm
November 10, 2022	Regular Meeting	6:30pm
December 8, 2022	Regular Meeting	6:30pm



Agenda 11-B

BOARD COMMUNICATION

Date: December 9, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Board of Director's Office Request Form

BACKGROUND AND DISCUSSION

Each Year in January the Board elects officers to serve in that office for a period of one year. This form should be completed and turned in to the current Chairperson prior to the January 13, 2021 meeting.

Policy #4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson, and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board. The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions

DOCUMENTS AVAILABLE FOR REVIEW

- a. Board of Director's Nomination form for Calendar Year 2022

Greater Vallejo Recreation District

**Board of Directors'
Office Request Form
For Calendar Year 2022**

Chairperson

Vice-chairperson

Secretary

Please take a moment to nominate and/or indicate your own personal interest for a said office. Please return the form to the current Chair or come prepared to discuss at the January 13, 2022 meeting. Thank you.