



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Policy and Personnel Committee Agenda

Directors: Briseño and Kennington

Monday, August 28, 2023

6:30 p.m.

Administrative Office – Board Room

401 Amador Street

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, all joint planning and development programs for district facilities, including any additional facility needs, and the development of present parks. This committee shall review and make recommendations for facilities and/or developments. This committee shall review matters related to the engineering and operation of facilities and short and long-range capital improvement plans.

1. Public Comment

Members of the public may speak on any item within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Policy 3074 – Fee Waiver for Community Organizations

3. Discussion on New Policy Requirement by Vallejo City Unified School District (VCUSD) -Child Sexual Abuse and Molestation Prevention

4. Update on HR Director Position

5. Meeting Adjourn

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Fee Waiver for Community Organizations and Governmental Agencies
POLICY NUMBER: 3074

PURPOSE

The Greater Vallejo Recreation District has established a policy and procedures for requesting and approving a waiver of departmental or District fees and charges established by the District.

POLICY

The Greater Vallejo Recreation District recognizes the value of partnering with other agencies and community organizations to provide services that benefit the community and the residents. In an effort to provide support to agencies and community organizations that provide a community benefit that the District is unable to provide, the following procedures have been established for determining when application fees, facility use fees, permit fees, and other District charges established by the Board of Directors may be waived.

All fee waivers must be approved by the majority vote of the Board of Directors.

~~Denied parties may appeal a decision or action made by the Board of Directors.~~

RESPONSIBILITY

1. Fees established by the District for the use of facilities may be waived by the Board of Directors if the applicant requests a fee waiver under one of the categories described in this policy and the appropriate criteria are met.
2. Applications for fee waivers must be submitted and associated fees must be paid prior to the date of the event for the applicant to secure reservation and be eligible for a fee waiver. Eligible fees will be reimbursed if the event occurs before the Board of Directors approves the application.
3. This policy and procedure does not apply to permits issued by the City of Vallejo.

ESTABLISHED FEES ELIGIBLE FOR CONSIDERATION

The following list defines the District's established fees that can and cannot be waived.

Fees eligible for waiver by the Board of Directors:

1. Application Fees
2. Administrative Fees
3. Permit Fees
4. Facility Rental Fees

Commented [SN1]: In this section I would like to add
•Special Events
•Picnic Reservations
•Field Reservations

Fees and costs to the District that can-not be waived by the Board of Directors:

1. Staffing or labor reimbursement costs
2. Security Costs
3. Utility reimbursement costs
4. Deposits for damages to facilities
5. Refuse removal costs.
6. Custodial Costs
7. Maintenance Costs
8. Other District Charges
9. Monitoring Costs

ELIGIBILITY FOR FEE WAIVER: COMMUNITY ORGANIZATIONS

Commented [AS2]: Do we want to define this? The application suggests that it must be either a 501c3 or 501c4.

The Board of Directors may waive fees for ~~an organization, individual or program~~ community organization if it determines that:

The event or program is open to the public and follows the District's non-discrimination policy and satisfies all of the following conditions:

1. ~~The~~ event or program is consistent with the District's mission, vision, values, and objectives; ~~and~~
2. ~~The~~ program or event is of significant value to the Greater Vallejo Recreation District; ~~and~~
3. ~~That~~ established fees would cause significant financial hardship or would have a detrimental effect on services provided to the public; ~~and~~
4. ~~The~~ proposed event or program will have no detrimental impacts on existing facilities or department activities and that the permitted organization will provide in-kind services to offset the actual cost to the District or mitigate impacts that are created by the event or programs; ~~and~~
5. ~~The~~ fee waiver application is submitted prior to the date of the event; and
6. ~~There~~ are no previous violations of the Fee Waiver Policy. Organizations that violate the policy may not be eligible for the fee waiver.

~~The agency-~~To be eligible for a fee waiver, the community organization must also provide an event or service that is free and open to the public, benefiting the community and meet all of the following requirements:-

1. ~~The~~ agency is a Vallejo based organization and provides a minimal fee service or program that results in a great community benefit; ~~and-~~
2. ~~The~~ Board of Directors has determined that either
 - ~~2.a.~~ no profit will be made from the event by the permitting organization or by any other private business or individual or
 - ~~3.b.~~ if a fee is charged at the event or program for the purposes of fundraising for a charitable cause, a portion of the proceeds will be paid to the District if proceeds exceed permitting costs by more than 100%. If the community organization is fundraising at the event or program, it must later provide written documentation to the District that the donation was given to a charitable cause. ~~and~~
4. ~~If the fundraising is involved, significant proof that the donation was given to the charity of choice can be provided to the board.~~

ELIGIBILITY FOR FEE EXEMPTION: GOVERNMENTAL AGENCIES

~~The Board of Directors may waive fees for a governmental agency if it determines that an individual or organization may be exempt from fees eligible for waivers as established in this policy, if they meet one or more of the following criteria:~~

~~Intergovernmental Cooperation:~~

- ~~1. The organization is another governmental agency; and~~
- ~~2. The use of the facility is related to the performance of the agency's governmental duties and is related or of concern to a significant portion of the District's residents; and~~
- ~~3. The activities associated with the event can be provided within the District's existing allocations without a reduction in services in other areas of the District.~~

DISTRICT SPONSORED:

~~To be eligible for a fee waiver, the governmental agency must provide an event or service that is free and open to the public, benefiting the community and meet all of the following requirements:~~

- ~~1. The event or program is consistent with the Department mission, values, and objectives; and~~
- ~~2. The activities associated with the event can be provided for within the Department's existing allocations without a reduction in services in other areas of the District;~~
- ~~3. (a) The program is sponsored by another stakeholder, (b) the District is recognized as a Co-Sponsor of the event and is provided appropriate recognition on all promotional materials at the event, or (c) the agency has an existing reciprocal use agreement, lease, finding of mutual benefit, or memorandum of understanding with the District (includes contract class instructor, programs under contract and leaseholders in good standing with valid contracts).~~
- ~~4. The District is recognized as a Co-Sponsor of the event and is provided appropriate recognition on all promotional materials at the event or~~
- ~~5. The agency has an existing reciprocal use agreement, lease, finding of mutual benefit, or memorandum of understanding with the District (includes contract class instructor, programs under contract and leaseholders in good standing with valid contracts).~~

Commented [AS3]: Already covered above

PROCEDURE

Fee Waiver Application(s) must be approved by the General Manager. Eligible applications will be considered as a part of the regular Board Meeting Agenda on a monthly basis.

Applications must be submitted prior to the date of the event to be considered by the Board of Directors. To be considered at the next regularly scheduled meeting of the Board of Directors, applicants must submit requests at least (10) days prior to the next regularly scheduled Board meeting to be added to the agenda and publicly noticed.

Fee Waiver Application Procedure:

1. Applicant completes reservation process and pays applicable fees with the appropriated designated Recreation staff prior to the date of the event.

2. Applicant completes fee waiver and turns in to the main office (fee waivers must be submitted prior to the date of the event/program (non-profit groups) to be eligible for consideration. Although not required, applicants are encouraged to submit the application at least (30) calendar days prior to the event/program to ensure that the item is considered at the next regular Board meeting.
3. Applicants may be asked by the General Manager or Department Head to submit financial information for the organization or event to support application.
4. Application is approved or denied by the Board of Directors based on the criteria established in this policy.
 - a. A Fee Waiver that meets the criteria set forth in the policy will be considered by the Board of Directors at the next regularly scheduled meeting. The applicant is encouraged to attend the meeting to provide the information requested by the Board of Directors.
 - b. An application that doesn't meet the criteria set forth by this policy will not be presented to the Board of Directors. An applicant may address the Board of Directors during the public comment period at the next regularly scheduled meeting.
5. The Board of Directors votes to approve or deny application. ~~An applicant may appeal once the decision of the Board of Directors and request another opportunity to resubmit an application and present it to the Board of Directors at the next regularly scheduled board meeting.~~
6. The Board of Directors may request a profit and loss statement following the event/program before fees are reimbursed.



395 Amador Street, Vallejo, CA 94590 P: (707) 648-4600 E: recreation@gvrd.org

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____ Email: _____

Organization Address: _____

Type of Organization: 501 (c) 3: 501 (c)4: Governmental Agency
 Other, please specify: _____

Dates of Event or Length of Request: _____ Event Time: _____

Describe Frequency of Event/Program: _____

Type of Event: _____ No. of Attendance _____ Fundraiser YES or NO

Have you applied for a Fee Waiver this Calendar Year (Jan-Dec) YES or NO

Facilitie(s) or Park(s) Requested: _____

Purpose of Event/Program and Fee Waiver Justification: _____

I have read Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on critierion-criteria identified in the Fee Waiver Policy (District Policy 3074).

Signature: _____ Date: _____

Printed Name: _____ Title: _____



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OFFICE USE ONLY

General Manager Signature: _____ Date: _____

GVRD Staff Signature: _____ Date: _____

_____ Facility Rental _____ Permits, Security Deposit _____

_____ Other Charges _____ Total \$ Fees Waived Approval Date: _____

DRAFT

SAMPLE POLICY

Sexual Abuse & Molestation Prevention Policy

{COMPANY NAME} prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. {COMPANY NAME} provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third parties.

- Sexual abuse or misconduct may include, but is not limited to:
- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.

- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

Reporting Procedure

Immediately report suspected sexual abuse or misconduct to your supervisor and the Human Resources Department. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. {COMPANY NAME} will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

Anti-retaliation and False Allegations

{COMPANY NAME} prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. {COMPANY NAME} prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution.

Investigation and Follow-up

{COMPANY NAME} will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. {COMPANY NAME} will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. {COMPANY NAME} will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

{COMPANY NAME} is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of {COMPANY NAME} not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

If you suspect child abuse or neglect, you may contact The Childhelp National Child Abuse Hotline (Call or text 1.800.4.A.CHILD [1.800.422.4453]). Professional crisis counselors are available 24 hours a day, 7 days a week, in over 170 languages. All calls are confidential. The hotline offers crisis intervention, information, and referrals to thousands of emergency, social service, and support resources. You may also visit <https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse> to view a list of all California County Emergency Response Child Abuse Reporting Telephone Numbers.

Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, {COMPANY NAME} is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by {COMPANY NAME}. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Rules

The following rules are prevention techniques.

1. It is strictly prohibited for any {COMPANY NAME} employee to have any 1:1 interaction with a student/child. To prevent this occurrence, always have two staff present with a student. When this is not possible, have one staff present with several students.
2. Student activities should always occur in well-lit and easily accessible areas. Intimate or secluded settings are to be avoided. Assistance in toileting is strictly prohibited.
3. Generally avoid touching students, especially by initiating contact. Patting students on the lower back side as a sign of congratulation or encouragement, as often found in athletics, is forbidden. High fives are the only accepted form of physical contact.
4. When playing games with students, staff should recognize when matchups are uncomfortable and report it to management with documentation.
5. Do not play games with students in which students or staff hide, have unaccounted for periods of time or present opportunities for intimacy.
6. Misconduct includes violation of “boundaries” of proper behavior and student management. Violation of such boundaries includes bringing students alone into a staff member’s home, kissing students, requesting personal favors from students, and intimating that their successful treatment is dependent on personally pleasing or satisfying the staff member.
7. No after-hours or “special” relationships during or following the student’s involvement with {COMPANY NAME} is allowed. This includes adding a student as a friend on any social media platform or

knowingly allowing a student to follow your social media account and not taking reasonable action to prevent it (in this case, reasonable action would be defined as, removing and blocking the student from your social media account when you are made aware of their action to follow/view/like your profile or content). This rule applies to families of the student as well.

Violation of any of the above mentioned rules can lead to disciplinary action up to and including termination of employment and the violation(s) will be reported to the local authorities, as appropriate.

Required Training

All {COMPANY NAME} staff who interact with students and minors under the age of 18 years old, while employed with {COMPANY NAME}, are required to take Child Abuse Prevention and California Sexual Harassment and Abusive Conduct Prevention training.