



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

Rita Fryar
Thomas Judt
Nicole Person
Olivia Ruiz
Ward Stewart

**INTERIM
GENERAL MANAGER**
Pamela Sloan

Policies and Personnel Committee Agenda

Directors: Ruiz and Stewart

Tuesday, July 28, 2026

Administrative Office – Board Room, 401 Amador Street, Vallejo, CA 94590

4:00 p.m.

This committee shall study and recommend compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

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. Discussion Items:

- 2.1 Discuss policy review schedule for audit
- 2.2 Review and discuss policy 3074 – Fee Waivers (Ryans)
- 2.3 Review and discuss policy 4040 – Board Officers
- 2.4 Review and discuss policy 5020 – Conducting Board Meetings

3. Meeting Adjourn:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Fee Waiver for Community Organizations
POLICY NUMBER: 3074

PURPOSE

The purpose of this policy is to establish fiscally responsible and equitable guidelines for evaluating and approving requests for the reduction or waiver of fees associated with the use of Greater Vallejo Recreation District (GVRD) facilities, parks, and services.

This policy supports partnerships and community-based programming while ensuring responsible stewardship of District resources, facilities, and public funds.

POLICY

GVRD recognizes the value of collaborating with community organizations, non-profits, and public agencies to provide programs and services that benefit residents of the City of Vallejo.

Fees for facility use, permits, and services are established to recover operational costs. Fee waivers may be granted when the proposed use demonstrates a clear community benefit and aligns with the District's mission, vision, and strategic priorities.

All facility use remains subject to availability and shall not supersede District programs, services, or prior commitments.

APPROVAL AUTHORITY

General Manager Authority:

The General Manager is authorized to approve fee waivers up to 50% of eligible fees.

Board of Directors Authority: Any request exceeding 50%, including 100% fee waivers, must be approved by a majority vote of the Board of Directors.

To ensure responsible stewardship of District resources and maintain fiscal sustainability, the Board of Directors shall be limited to approving a maximum of twelve (12) fee waiver requests per fiscal year. Once the annual limit has been reached, no additional Board-approved fee waivers shall be granted during that fiscal year unless the Board determines that extraordinary circumstances exist and approves an exception by a majority vote. Approval of a fee waiver by the Board is not guaranteed and shall be evaluated based on available resources, demonstrated community benefit, alignment with District goals, and the overall impact on District operations and revenues.

This policy supports partnerships and community-based programming while ensuring responsible stewardship of District resources, facilities, and public funds.

ELIGIBILITY

Fee waivers may be considered for organizations or events that meet one or more of the following:

1. Non-Profit Organizations (501(c)(3)) serving the Vallejo community
2. Government Agencies providing services aligned with public benefit
3. Official GVRD Partners or Co-Sponsored Events
4. Community-Based Organizations demonstrating measurable community impact

To qualify, the event/program must:

- Be open to the public
- Provide a direct benefit to Vallejo residents
- Align with GVRD's mission and program goals
- No conflict with existing District operations

ELIGIBLE AND NON-ELIGIBLE FEES

Fees Eligible for Waiver:

- Facility rental fees
- Application and administrative fees
- Permit fees

Fees NOT Eligible for Waiver:

- Staffing and labor costs (including overtime)
- Security services
- Utilities and maintenance costs
- Custodial and setup/breakdown costs
- Deposits and damage fees
- Insurance, permits, or regulatory fees

INELIGIBLE USES

Fee waivers will not be granted for:

- Private parties or social gatherings
- Commercial or for-profit events
- Events not open to the public
- Political or campaign-related activities
- Religious services
- Events that do not demonstrate community benefit
- Organizations not in good standing with GVRD

APPLICATION & REVIEW PROCESS

Application Requirements:

Applicants must submit:

- Completed facility reservation and fee waiver request
- Proof of nonprofit or organizational status (if applicable)

- Event description and community impact statement
- Budget and financial need justification
- Insurance documentation

Applications must be submitted by an authorized representative.

BOARD PRESENTATION PROCESS & REQUIREMENTS

A formal presentation to the Board of Directors is required for any fee waiver request exceeding the General Manager's authority.

Submission Timeline:

- Requests must be submitted no less than 60 days prior to the event date(s)

Required Documentation:

- Formal letter on organizational letterhead including:
 - Organization overview and leadership
 - Event description
 - Community benefit/impact
 - Total requested fee waiver amount (facility, staffing, etc.)

Eligibility Guidelines:

- Organizations may not have received a fee waiver within the same fiscal year
- Limited to one(1) fee waivers per fiscal year, or totaling no more than \$\$2,500

Board Meeting Expectations:

- Presentation must not exceed 15 minutes total, including:
 - Presentation
 - Board questions
 - Public comment

REVIEW CRITERIA

Requests will be evaluated based on:

Community Benefit

- Demonstrated impact to Vallejo residents
- Accessibility and inclusivity of event

Organizational Capacity

- Experience hosting similar events
- Financial need and sustainability

Program Alignment

- Alignment with GVRD goals and services
- Unique or supplemental benefit to existing programming

Operational Impact

- Level of impact on District facilities and staffing
- Ability to offset costs through volunteers or partnerships

MARKETING & SPONSORSHIP REQUIREMENTS

As a condition of any approved fee waiver:

- GVRD must be listed as a sponsor on all marketing materials
- The District's official logo must be included
- Branding guidelines will be provided upon approval

POST-EVENT REQUIREMENTS

Within 45 days of the event, recipients must submit:

- Attendance numbers
- Summary of event outcomes
- Financial summary (if applicable)
- Description of community impact

Failure to comply may result in denial of future requests.

ENFORCEMENT

Failure to adhere to this policy, including cancellation timelines or misrepresentation of information, may result in:

- Denial of current or future fee waivers
- Suspension of facility use privileges

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 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.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conducting Board Meetings
POLICY NUMBER: 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker ~~or five minutes for a spokesperson for an organization~~ with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.