



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

In accordance with California Government Code Section 54957.5, materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's Administrative Office, 401 Amador Street, Vallejo, CA during normal business hours or electronically on our [website](#).

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

Board of Directors Meeting Agenda

Thursday, May 14, 2026

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

6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five minutes.

1. Call to Order:
2. Pledge of Allegiance:
3. Roll Call:
4. Approval of Agenda:
5. Public Comment:

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization



6. Chairperson Opening Comments:

7. Committee Updates:

The Chairperson for Standing Committees will provide any updates to the Board of Directors.

8. 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.

8.1 Approve Board Minutes – April 9, 2026-Special Meeting

8.2 Approve Board Minutes – April 9, 2026

8.3 Approve Board Minutes- April 23, 2026

8.4 Accept Budget and Finance Committee Minutes-April 15, 2026

8.5 Accept Policies and Personnel Committee Minutes-April 21, 2026

8.6 Accept Payment of Bills 3/1/2026-3/31/2026

8.7 Appoint Interim General Manager Pamela Sloan to replace Gabe Lanusse as Labor Negotiator.

8.8 Appoint Interim General Manager Pamela Sloan to replace Gabe Lanusse as Real Property Negotiator for 1 St. Johns Mine Road, Vallejo.

8.9 Accept Financial Statement 3/1/2026 Through 3/31/2026

9. Action Items:

9.1 Review and Approve the Revised General Manager Job Description (Lewis/MRG)

9.2 Approve Updates to Fee Schedule for Fiscal Year 2026-2027 (Parkhurst)

10. Financials:

10.1 Strategy and Timeline for Audit Catchup-Informational (Parkhurst)

10.2 Cash Flow Projections to 6/30/2026-Informational (Parkhurst)

11. Staff Updates

11.1 Finance Director

11.2 Human Resources Director



- 11.3 Parks and Facilities Director
- 11.4 Recreation Services Director
- 11.5 Interim General Manager

12. Announcements and Comments from Board Members:

13. Executive Session:

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

Property: 1 St. Johns Mine Road, Vallejo

Agency Negotiators: Pamela Sloan, Interim General Manager; Ward Stewart, Director; Peppino Messina

Negotiating Parties: Ray Wright and Gina Wright

Under Negotiation: Price and Terms of Payment

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

Agency Designated Representatives: Pamela Sloan, Interim General Manager; Andrew Shen, Legal Counsel; Luke Jensen, Director of Labor Relations, and Samantha Smithies, Analyst, Renne Public Law Group

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

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

Agency Designated Representatives: Pamela Sloan, Interim General Manager; Andrew Shen, Legal Counsel; Luke Jensen, Director of Labor Relations, and Samantha Smithies, Analyst, Renne Public Law Group

Unrepresented Employees: Finance Director, Recreation Services Director, HR Director, Parks and Facilities Director, HR Coordinator, Asst. to GM/Board Clerk

14. Meeting Adjourn:



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GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors Minutes

Thursday, April 9, 2026- 401 Amador Street, Vallejo, CA 94590

6:00 p.m. – Special Session

1. Call to Order:

Chairperson Judt called a special session of the Board of Directors of the Greater Vallejo Recreation District to order at 6:00 p.m., April 9, 2026, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance:

Chairperson Judt led the pledge of allegiance.

3. Roll Call:

Present: Chairperson Thomas Judt; Vice-Chairperson Ward Stewart, Secretary Nicole Person, Director Olivia Ruiz, Director Rita Fryar

Staff: Legal Counsel, Andrew Shen; General Manager, Gabriel Lanusse; Board Clerk, Kimberly Pierson

4. Approval of Agenda:

Director Stewart offered the motion, seconded by Director Person to approve the agenda Motion passed unanimously.

5. Executive Session: At 6:01 Chairperson Judt convened to executive session.

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

Property: 1 St. Johns Mine Road, Vallejo

Agency Negotiators: General Manager, Gabe Lanusse; Director, Ward Stewart; Peppino Messina

Negotiating Parties: Ray Wright and Gina Wright

Under Negotiation: Price and Terms of Payment



5.2 Public Employee Appointment; pursuant to Government Code Section 54957

Title: Interim General Manager

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

Agency Designated Representatives: Seanzell Lewis, Human Resources Director; Andrew Shen, Legal Counsel; Julie Mares, MRG; Liz Brown, MRG

Unrepresented Employee: Interim General Manager

At 6:35pm Chairperson Judt re-convened to regular session and reported the following: Direction given, nothing to report.

6. Meeting Adjourn: 6:35pm

Nicole Person, Board Secretary



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GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors Minutes

Thursday, April 9, 2026- 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

1. Call to Order:

Chairperson Judt called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:35 p.m., April 9, 2026, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance:

Chairperson Judt led the pledge of allegiance.

3. Roll Call:

Present: Chairperson Thomas Judt; Vice-Chairperson Ward Stewart, Secretary Nicole Person, Director Olivia Ruiz, Director Rita Fryar

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Finance Director, Noel Parkhurst; HR Director, Seanzell Lewis; Parks and Facilities Director, Salvador Nuño; Recreation Services Director, Antony Ryans; Board Clerk, Kimberly Pierson

4. Approval of Agenda:

Director Judt offered the motion, seconded by Director Stewart to approve the agenda. Motion passed unanimously.

5. Public Comment: None

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization



6. Presentations: 2 Public Speakers item 6.3-Sue Casey, Liat Meitzenheimer

6.1 Marketing Update (Verdin)

Devan Spiegel from Verdin Marketing reviewed the 2025 Annual Marketing Report. She also presented an Award of Merit received for the GVRD Greater Campaign video.

6.2 Measure K Parcel Tax (NBS)

Amanda Welker from NBS presented information on Special Taxes.

6.3 Congratulations to General Manager, Gabriel Lanusse, on his retirement from the District

Chairperson Judt presented a certificate and gift certificate.

7. Committee Updates: None

The Chairperson for Standing Committees will provide any updates to the Board of Directors.

8. 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.

8.1 Approve Board Minutes – March 26, 2026

8.2 Approve Board Minutes – April 1, 2026, Special Meeting

8.3 Accept Budget and Finance Committee Minutes – March 18, 2026

8.4 Accept Publicity, Programs and Community Relations Committee Minutes – March 23, 2026

Director Stewart offered the motion, seconded by Director Person to approve the consent calendar. Motion passed unanimously.

9. Action Items:

9.1 Touro University Request to Waive Fees up to \$1692 for Use of the South Vallejo Community Center Kitchen for a Nutrition Medicine Program (Ryans)

Director Stewart offered the motion, seconded by Director Ruiz to approve with modifications as mentioned in Option 2 of staff report with a program evaluation and submission of participation data after 6 months. Motion passed unanimously.

Approve a partial or time-limited fee waiver (e.g., 3–6 months) and authorize continued use through 2026, with conditions. Conditions may include periodic program evaluation, submission of participation data, compliance with all District policies, and reassessment of fees after the initial waiver period. This option balances community benefit with fiscal responsibility and accountability.



9.2 Budget for General Manager Retirement Celebration

The Ad Hoc Committee provided an update on planning, announced no funds would be used for alcohol. Director Judt offered the motion, seconded by Director Person to approve a \$1500, not to exceed \$2000 budget for the event. Motion passed unanimously.

9.3 Approve Resolutions and Employment Agreement Appointing Pamela Sloan Interim General Manager

Director Stewart offered the motion, seconded by Director Person to approve Resolution 2026-01 (Gov't Code Section 21221(g) Appointing Pamela Sloan as Interim General Manager. Roll Call Vote: Ayes: Fryar, Ruiz, Person, Judt, Stewart; Noes: None; Absent: None. Motion passed unanimously.

Director Stewart offered the motion, seconded by Director Fryar to approve Resolution 2026-02 (Gov't Code Section 21221(h) Appointing Pamela Sloan as Interim General Manager. Roll Call Vote: Ayes: Fryar, Ruiz, Person, Judt, Stewart; Noes: None; Absent: None. Motion passed unanimously.

Director Stewart offered the motion, seconded by Director Fryar to approve Employment Agreement Appointing Pamela Sloan Interim General Manager. Motion passed unanimously.

9.4 Goals for Interim General Manager

Chairperson Judt mentioned the following items: Board Work Plans Status, Audits, ERP System. He stated meetings will be had once the Interim starts with more discussion.

9.5 General Manager Position – Transition Planning and Recruitment Process

General Manager Lanusse asked for direction on his role in future negotiations. Chairperson Judt stated the item would be discussed in closed session.

10. Financials:

10.1 Accept Financial Statement for 1/1/2026 through 2/28/2026 (Parkhurst)

Director Judt offered the motion, seconded by Director Fryar to approve the Financial Statement for 1/1/2026 through 2/28/2026. Motion passed unanimously.

11. Staff Updates:

11.1 Finance Director

- Provided an update on the status of the FY 22-23 audit.

11.2 Human Resources Director

- Provided an update on implementing communication improvements.
- Provided an update on revisions being made to the separation process.



11.3 Parks and Facilities Director

- Announced the first round interviews for the Maintenance Worker vacant position are scheduled for April 29th.
- Announced Visitor Services season began April 4th. Recruitment efforts are ongoing.
- Provided details on pathway improvements coming to Blue Rock Springs Park.
- Announced the Vallejo Watershed Alliance opening event at the Vallejo Naval & Historical Museum was cancelled due to a power outage.

11.4 Recreation Services Director

- Provided details on the new Mobile Recess program. 1st session was held April 4th.
- Recognized Johathan Burton for his outstanding support. He recently took on the role of "Twitch the Bunny".

11.5 General Manager

- Provided an update on a Community Project Funding request that was submitted through Congressman Garamendi's office. GVRD made it to the list for federal review.

12. Announcements and Comments from Board Members:

Chairperson Judt:

- Would like the Measure K item brought to the next meeting.

Director Stewart:

- Would like a teambuilding workshop timed with the leadership change.

13. Executive Session: At 9:06pm Chairperson Judt convened to executive session.

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

Agency Designated Representatives: Gabe Lanusse, General Manager; Andrew Shen, Legal Counsel; Luke Jensen, Director of Labor Relations, and Samantha Smithies, Analyst, Renne Public Law Group

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

13.2 Public Employee Performance Evaluation; pursuant to Government Code Section 54957

Title: General Manager



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

Agency Designated Representatives: Gabe Lanusse, General Manager; Andrew Shen, Legal Counsel; Luke Jensen, Director of Labor Relations, and Samantha Smithies, Analyst, Renne Public Law Group

Unrepresented Employees: Finance Director, Recreation Services Director, HR Director, Parks and Facilities Director, HR Coordinator, Asst. to GM/Board Clerk

At 10:10pm Chairperson Judt re-convened to regular session and reported the following: Direction given, nothing to report.

14. Meeting Adjourn: 10:11pm

Nicole Person, Board Secretary



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GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors Minutes

Thursday, April 23, 2026- 401 Amador Street, Vallejo, CA 94590

6:30 p.m. – Regular Session

1. Call to Order:

Chairperson Judt called a regular session of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., April 23, 2026, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance:

Chairperson Judt led the pledge of allegiance.

3. Roll Call:

Present: Chairperson Thomas Judt; Vice-Chairperson Ward Stewart; Director Olivia Ruiz,

Staff: Legal Counsel, Andrew Shen; Board Clerk, Kimberly Pierson

Excused: Secretary Nicole Person; Director Rita Fryar

4. Approval of Agenda:

Director Stewart offered the motion, seconded by Director Judt to approve the agenda

Motion passed. Directors Fryar and Person were absent for the vote.

5. Public Comment: 1 Speaker: John T. Bell, Vallejo Little League

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization

6. Announcements and Comments from Board Members:



7. Executive Session: At 6:40 Chairperson Judt convened to executive session.

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

Property: 1 St. Johns Mine Road, Vallejo

Agency Negotiators: Ward Stewart, Director; Andrew Shen, Legal Counsel; Peppino Messina

Negotiating Parties: Ray Wright and Gina Wright

Under Negotiation: Price and Terms of Payment

At 7:12pm Chairperson Judt re-convened to regular session and reported the following: Nothing to report.

8. Meeting Adjourn: 7:12pm

Nicole Person, Board Secretary



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Gabe Lanusse

Budget and Finance Committee – Meeting Minutes

Wednesday, April 15, 2026

1:00 p.m.

Administrative Office – Board Room
401 Amador Street

In attendance: Director Judt, Director Ruiz, Finance Director Parkhurst, and
Financial Consultant, Sue Casey (MRG)

Meeting began: 1:01 P.M.

1. Public Comment.

No General Public Present

2. Timeline and Strategy: Financial Audit Engagements Fy 22/23 – FY 24/25

Director Parkhurst presented a timeline that illustrates the audit process for outstanding financial audits for fiscal years 2022/23 through 2025/26. The timeline highlights some tentative milestones in the timeline that were provided by MUN, the CPA audit firm, along with estimated dates for completion of each audit engagement. It was discussed that the audit engagement for fiscal year 2026/27 was not estimated as the staff expects that the District will be current with this engagement.

Director Parkhurst and Financial Consultant Sue Casey discussed the strategy/ plan to work through all the audits. They also called out past accomplishments during recent audit engagements that will allow subsequent audits to build momentum and potentially be completed in a shorter time frame than the estimated 6-months per schedule. It was also noted that current accounting practices of reconciling accounts monthly will play a large role in future audits being completed on time.

Chairperson Ruiz asked what the District's policy was on changing out audit firms. She also mentioned that it was not required to change firms, but common practice to change Audit Managers every 5 to 10 years.

It was discussed that the main compliance exposure for delayed audited financial reports is with Columbia Bank, who hold the District's Debt Bond for OPEB. Director Parkhurst works closely with the Banking Manager Director of Columbia Bank and keeps him updated.



3. Discuss Budget Process Timeline

Director Parkhurst discussed the need to make adjustments to the FY 26/27 Budget Calendar. Facilities Committee has not had a meeting since January and is not scheduled for one until after May. This committee is to review and discuss the Measure K Fund Budget, Proposed Capital Improvement projects, and Proposed Deferred Maintenance projects to be addressed. Director Judt suggested that the Publicity, Program & Relations Committee reviews the Preliminary Budget also. Director Judt suggested bringing these items to a regular board meeting to review. Director Parkhurst proposed a special meeting on May 8th for the Budget and Finance Committee to review YTD Budget to Comparison Financials with projections to year end, Cash Flow Projections and a Preliminary Budget. Director Judt suggested a special board meeting for the board to review these items as well as the Preliminary Budget. He also proposed that each department head speaks to their budget and provide narratives to any changes (increases) that are in the new budget to “defend” their budget. Director Parkhurst will discuss this suggestion with the new Interim G.M. next week. Director Ruiz will be unavailable Thursday, June 25, 2026.

4. Update on ERP Implementation

General Manager and Director Parkhurst met with Cherry Bekaert and ADP separately. There is a future meeting scheduled with ADP on 04/24/26 to discuss what components of ADP can be implemented prior to Sage Intacct. Implementation.

5. Meeting Adjourned at 1:47 P.M.



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Gabe Lanusse

Policies and Personnel Committee Minutes

Tuesday, April 21, 2026

4:00 p.m.

Administrative Office-Board Room

401 Amador Street

In Attendance: Director Ruiz, Director Stewart, Parks and Recreation Director, Antony Ryans, and Human Resources Director, Seanzell Lewis

Meeting Began: 4:00 pm

1. Public Comment:

2. Discussion Items: 2 Speakers Item 2.1: Jason Davis, Vallejo Little League; John Bell

2.1 Policy 3014, Cost Recovery and Fee Adjustment (new policy)
Antony Ryans presented the proposed policy.

Board Members Ruiz and Stewart requested additional information regarding:

- Prior studies or analyses used to establish current fee structures
- Eligibility criteria and application of fee waivers
- A detailed breakdown of the costs referenced by Vallejo Little League

Antony Ryans will provide a detailed cost breakdown to the HR Director for distribution to Board Members Ruiz and Stewart.

2.2 Policy 4040, Board Officers

The Committee reviewed proposed changes to eligibility requirements for serving as Board Chairperson.

The initial proposal recommended reducing the eligibility requirement from two years of Board service to one year. However, Directors Ruiz and Stewart expressed support for eliminating a minimum service requirement altogether. They noted that incoming Board Members may bring relevant prior experience that qualifies them to serve in a leadership capacity.

No objections were raised to this approach.



2.3 Policy 5020, Conducting Board Meetings

The Committee discussed proposed revisions aimed at improving meeting efficiency and maintaining order during public comment.

The proposed update standardizes public comment time limits by:

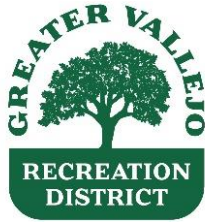
- Reducing individual speaking time to three (3) minutes for all speakers, regardless of organizational representation
- Maintaining a maximum of 20 minutes per agenda item for public comment
- Directors Ruiz and Stewart supported the proposed changes. No objections were raised.

3. Meeting Adjourned: 4:40 pm

Check Register Report
Greater Vallejo Recreation District
For March 2026

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	
75784	03/26/2026	CAPRI	\$67,039.25	Property & Liability / Workers Comp Ins.	
75705	03/03/2026	P G & E	\$29,430.22	Monthly Bill	
75762	03/17/2026	US Bank Corporate Payment System	\$21,231.77	CalCard Master Statement Payment	
75700	03/03/2026	Renne Public Law Group LLP	\$18,871.55	District Legal Counsel	
75770	03/23/2026	PW, City Of Vallejo	\$10,561.09	Fleet Fuel Invoice	
75771	03/23/2026	HydroPoint Data Systems, Inc.	\$9,945.00	Water Tracking System	
75717	03/09/2026	MStall Electric Inc	\$9,136.00	Wilson Park Light Pole Structure Evaluation	
75726	03/12/2026	P G & E	\$8,302.22	801 Heartwood	
75703	03/03/2026	Sustainable Solano	\$8,125.00	Spring Break Camp-Cooking Program	3 Classes @ 10 students max. per class. From Measure P Funding (COV)
75712	03/09/2026	Candido Construction	\$7,200.00	Wilson Park Remove & Replace Doors	
75747	03/12/2026	Via Heart Project	\$6,958.76	3 AED'S for District	
75708	03/09/2026	Commercial Pump Service	\$6,105.91	Annual Preventative Maintenance-Pumps	Carquinez, Dan Foley, & Blue Rock Springs Parks
75765	03/18/2026	Isabel James	\$5,601.60	Leisure Service Contract Instructor	SVCC Rentals
75748	03/12/2026	Ameritas Life Ins. Group	\$5,228.00	Dental Insurance Provider	
75739	03/12/2026	NetXperts, LLC	\$5,124.25	IT & Network Support Provider	
75766	03/19/2026	Sonoma Auto Collision	\$4,979.98	#1113 Flatbed Repairs-Vandalism	
75718	03/09/2026	National Aquatic Services Inc	\$4,813.58	Annual Preventative Maintenance-Heaters	Cunningham Pool
75702	03/03/2026	SiteOne Landscape Supply	\$4,646.58	Irrigation & Plumbing Supplies	
75800	03/26/2026	Studio Lin Architecture	\$4,525.00	Franklin Sports Center-Roof	
75707	03/05/2026	GreatAmerica Financial Services	\$4,430.71	Lease: District Copiers/ Printers	
75706	03/05/2026	A+ Waterworks, Inc.	\$3,897.00	Wilson Park-Sewer New DCO	
75768	03/23/2026	Chemical Procurement Services, LLC	\$3,033.02	CP Chemical Supplies	
75774	03/23/2026	Tecogen	\$2,761.39	Energy Service - Cunningham Pool	
75764	03/17/2026	Victor Wallace	\$2,688.00	Leisure Service Contract Instructor	
75769	03/23/2026	Cintas Corporation	\$2,645.04	21-Standard First Aid Kits for District Vehicles	
75727	03/12/2026	Tri-City Fence	\$2,431.00	Wilson Park Fencing	
75713	03/09/2026	Commercial Energy Of Montana	\$2,389.18	Energy Service - Cunningham Pool	
75714	03/09/2026	Fortify Fire Protection	\$2,379.81	Fire Supression Services-Multiple Sites	
75743	03/12/2026	SiteOne Landscape Supply	\$2,317.54	Irrigation & Plumbing Supplies	
75775	03/23/2026	Teletrac Navman US Ltd.	\$2,214.84	District Fleet Maintenance & Tracking Software	
75797	03/26/2026	Security Enforcement Alliance	\$1,764.96	Security Services - Park Lock Ups & Center Events	
75746	03/12/2026	Uline Shipping Supplies	\$1,557.80	Janitorial Supplies-Parks	
75799	03/26/2026	SiteOne Landscape Supply	\$1,546.03	Irrigation & Plumbing Supplies	
75724	03/09/2026	Verizon Wireless	\$1,424.17	Cell Phone Provider	
75793	03/26/2026	GreatAmerica Financial Services	\$1,392.35	Lease: District Copiers/ Printers	
75763	03/17/2026	Frankie Valentine-Flores	\$1,197.00	Leisure Service Contract Instructor	
75710	03/09/2026	Altec Industries, Inc	\$1,186.11		
75791	03/26/2026	Complete Welders Supply	\$945.04		
75721	03/09/2026	Ring Central Inc.	\$862.71	District Phone System	
75698	03/03/2026	NuCO2	\$849.81	gas to help distribute Chlorine	
75735	03/12/2026	Karla Lara	\$750.00		
75794	03/26/2026	NuCO2	\$707.93	gas to help distribute Chlorine	
75805	03/30/2026	Richard Conzelmann	\$640.93	Retiree Benefit Stipend	
75742	03/12/2026	R & D Termite And Pest Control	\$600.00	Pest Control Services	
75720	03/09/2026	Rhinos Roofing Company	\$550.00		
75740	03/12/2026	NuCO2	\$534.09	gas to help distribute Chlorine	
75722	03/09/2026	SiteOne Landscape Supply	\$500.52	Irrigation & Plumbing Supplies	
75694	03/03/2026	Bayshore Materials	\$498.08		
75754	03/16/2026	Karen Houston	\$479.50		
75757	03/16/2026	Virlynda Luciano	\$476.70	Leisure Service Contract Instructor	
75753	03/16/2026	Chondra Renee Harris	\$459.20		
75759	03/16/2026	Theodore Rocha	\$451.50		
75723	03/09/2026	VIP Fiber	\$444.00	Internet Provider: Administration & Other Locations	
75751	03/16/2026	Break It Down Soul Line Dance	\$433.30	Leisure Service Contract Instructor	
75807	03/30/2026	David Flowers	\$432.00	Retiree Benefit Stipend	
75808	03/30/2026	Penny Harman	\$430.08	Retiree Benefit Stipend	
75772	03/23/2026	R & D Termite And Pest Control	\$420.00	Pest Control Services	
75715	03/09/2026	Les Schwab Tires	\$385.36		
75761	03/16/2026	Frank Silveira	\$382.20	Leisure Service Contract Instructor	
75701	03/03/2026	Sherwin-Williams	\$342.27		
75819	03/30/2026	Anita Sailas	\$338.63	Retiree Benefit Stipend	
75779	03/23/2026	Emery Dillon	\$320.00		
75810	03/30/2026	Jerome Lohr	\$312.06	Retiree Benefit Stipend	
75719	03/09/2026	On Time Sports	\$299.00		
75758	03/16/2026	Lorna Mandap	\$286.30	Leisure Service Contract Instructor	
75801	03/30/2026	Eileen Brown	\$270.00	Retiree Benefit Stipend	
75812	03/30/2026	Roger Maryatt	\$270.00	Retiree Benefit Stipend	
75814	03/30/2026	Randy Nicks	\$270.00	Retiree Benefit Stipend	
75711	03/09/2026	Big Creek Lumber & Building Materials	\$269.64		
75773	03/23/2026	SwingSetMall.com	\$218.84		

75809	03/30/2026	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend
75732	03/12/2026	AT&T	\$197.66	Phone Lines: Alarm Multiple Locations
75802	03/30/2026	Deberah Carey	\$194.83	Retiree Benefit Stipend
75803	03/30/2026	Kerry Carmody	\$194.83	Retiree Benefit Stipend
75806	03/30/2026	Jose Famalette	\$194.83	Retiree Benefit Stipend
75811	03/30/2026	Prisco Manglona	\$194.83	Retiree Benefit Stipend
75813	03/30/2026	Jeremias Morgado	\$194.83	Retiree Benefit Stipend
75815	03/30/2026	Nancy Ortiz	\$194.83	Retiree Benefit Stipend
75816	03/30/2026	Steve Pressley	\$194.83	Retiree Benefit Stipend
75817	03/30/2026	Francis Radziewicz	\$194.83	Retiree Benefit Stipend
75818	03/30/2026	Joan Russell	\$194.83	Retiree Benefit Stipend
75820	03/30/2026	Barbara Schmidt	\$194.83	Retiree Benefit Stipend
75821	03/30/2026	Audrey Tucker	\$194.83	Retiree Benefit Stipend
75822	03/30/2026	Adeline Varni	\$194.83	Retiree Benefit Stipend
75782	03/23/2026	Siov Bouy Sarreal	\$190.00	
75786	03/26/2026	Ross Recreation	\$182.97	
75741	03/12/2026	Isabel Ocana	\$180.00	
75755	03/16/2026	Steven Logoteta	\$164.00	Leisure Service Contract Instructor
75749	03/12/2026	AT&T	\$160.50	Phone Lines: Alarm Multiple Locations
75737	03/12/2026	M & M Sanitary LLC	\$158.41	Portable Toilet Services - McIntyre Ranch
75704	03/03/2026	Rachel Vasquez	\$150.00	
75778	03/23/2026	Ruby Cerda Cendejas	\$150.00	
75790	03/26/2026	Comcast	\$149.72	Internet Provider: Multiple Locations
75785	03/26/2026	General Plumbing Supply Co	\$136.97	
75696	03/03/2026	Comcast	\$134.72	Internet Provider: Multiple Locations
75725	03/12/2026	General Plumbing Supply Co	\$131.40	
75788	03/26/2026	Bay Alarm Company	\$131.00	Alarm System Provider (exc. 401)
75780	03/23/2026	Carrie Kliewer	\$130.00	
75787	03/26/2026	State Of California	\$128.00	Garnishments
75736	03/12/2026	Les Schwab Tires	\$127.90	
75760	03/16/2026	Karen Silas	\$126.00	Leisure Service Contract Instructor
75781	03/23/2026	Monica Ligons	\$122.00	
75731	03/12/2026	Brady Industries	\$117.56	
75783	03/23/2026	Caroline Vedder	\$110.00	
75695	03/03/2026	Cynthia Combs	\$108.00	
75776	03/23/2026	Marianne Alcantara	\$105.00	
75796	03/26/2026	R & D Termite And Pest Control	\$105.00	Pest Control Services
75716	03/09/2026	Minuteman Press	\$103.41	
75752	03/16/2026	Cynthia Combs	\$103.20	
75733	03/12/2026	C-DAT	\$90.00	Finger Print Services
75744	03/12/2026	Solano County	\$79.00	
75729	03/12/2026	Bay Alarm Company	\$71.88	Alarm System Provider (exc. 401)
75795	03/26/2026	Preferred Alliance, Inc.	\$70.00	
75709	03/09/2026	General Plumbing Supply Co	\$53.67	
75699	03/03/2026	Isabel James	\$50.40	Leisure Service Contract Instructor
75728	03/12/2026	Jasmin Ave	\$50.00	
75756	03/16/2026	Desiree Lou Lozada	\$48.00	
75804	03/30/2026	Complete Welders Supply	\$42.66	
75789	03/26/2026	Roslynn Brown	\$36.40	
75697	03/03/2026	Green Valley Aloha Saw & Mower	\$35.00	
75734	03/12/2026	Roman Empleo	\$35.00	
75745	03/12/2026	Tomomi Tsukioka	\$35.00	
75777	03/23/2026	Grace Bozyk	\$35.00	
75792	03/26/2026	Myrna Flores	\$35.00	
75750	03/16/2026	Bay Area Driving School	\$34.99	Leisure Service Contract Instructor
75798	03/26/2026	Sherwin-Williams	\$34.30	
75767	03/23/2026	Bayshore Materials	\$31.68	
75738	03/12/2026	Minuteman Press	\$27.87	
75730	03/12/2026	Big Creek Lumber & Building Materials	\$22.79	



Agenda:8.9

BOARD COMMUNICATION

Date: May 14, 2026

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: Q3 FY 2025/26/ March 2026 Monthly Financials

BACKGROUND AND SUMMARY

The Monthly Financial Report presents Year to Date Budget to Actuals for Combined Funds during the Fiscal Year 2025/26. Presented today is the Budget to Actuals through March 31, 2026, with 75% of the fiscal year completed. This also marks the completion of the third fiscal quarter of Fiscal Year 2025-26. It is important to note that the first of three property tax and Measure K Special Assessment apportionments were received from Solano County at the end of December. The apportionments from Solano County are typically received in December and April with a final true up payment in June. The District received \$3,269,216 in Property Tax revenue and \$1,067,528 in Measure K revenue. Both of these revenues are reflected in the YTD Revenue total. The first round of funding from the Proposition 68 Grant funding for the Franklin Sports Complex Project was received from the state of California. The District received \$414,056 in advance payment in November. The first payout to CALA, the consulting project manager on the project, was made to fund the first phase of the project. The Revenue and Expenditures are being tracked in a newly created Fund in the District's ERP system. The second request for pre-payment for the grant is being reviewed in the final stages and is expected to be approved in June of 2026.

The District's General Fund Revenue through March 31, at \$6,911,419 is approximately 77% of the FY 25/26 budgeted revenue of \$9,024,649. The majority of revenue received in the third quarter was from the EXLP Before and after School Programs at VCUSD school sites and other operational activities. Intergovernmental Revenue is at 104% of the annual budget; this is primarily due to the unbudgeted \$737K in Impact Fees received from the City of Vallejo in the first quarter. The Use of Money & Property revenue line is 107% of budget. The District received \$70K of unbudgeted interest revenue. The District also received approximately \$123K in insurance claim payouts from CAPRI, the Districts Insurance provider. \$117K of this was related to wire theft at Dan Foley Fields which work has begun.

General Fund Expenditures for the third quarter totaled \$6,357,544, which is 72% of the annual budget of \$8,873,628. Most of the expenditure lines were in proximity to the expected 75% of budget. There has been some spending on unbudgeted CIP projects that will be funded by some of the one-time revenue received earlier in the year. Some of these projects include the roof replacement at the Franklin Gym and shade structures at Blue Rock Springs Park.

Measure K Revenues for the third quarter were \$1,067,528, which is 50% of the annual budget. The expenditures for the third quarter were \$1,484,451, which is 74% of the FY 25/26 budgeted expenditures of \$2,012,146. Facilities Maintenance Expense, at \$132,616 was only 38% of the budgeted \$347,367. Maintenance work will pick up now that the District has received the 1st apportionment of revenue. There have not been any CIP projects or major maintenance and repair projects for the first two quarters.

The District received \$414,056 in revenue for Prop. 68 Franklin Sports Complex Grant. Prefunding is provided by the grant as funding is used. \$399,697 of expenses have been paid toward the first phase of the project. The second installment of pre-funding is in review.

FY 25/26 Cash Flow Projections with Actuals through March 31, 2026

The Cash Flow Projections report projects a Net Revenue, or Surplus, of \$1,830,151. However, this is not to be considered true operational surplus as it includes \$1,711,845 in one-time revenue from Impact Fees received from the City of Vallejo and the proceeds from the sale of the District-owned building on Colusa street. Removing these one-time revenues provides an Adjusted Operational Surplus of \$118,306. This is about \$176,483 lower than the estimated surplus in the FY 2025-26 budget. The difference lies partly in unbudgeted salaries for the Interim General Manager, \$50,000 in unbudgeted CIP projects to begin the roof replacement at the Franklin Gym and other unbudgeted maintenance projects.

The report also projects an Unassigned Cash balance of \$4,578,434. Below is how this cash is being earmarked:

\$3,000,000 - Unallocated cash to fund the first six months of operation without Property Tax Rev
\$ 405,000 - Funding CIP projects listed on the first year of the 3-year CIP Projects List
\$1,000,000 - Fund Emergency Fund
\$ 118,000 - Unallocated Cash

RECOMMENDATION

Accept the 3rd Quarter FY 25/26/ March 31, 2026 Monthly Financial Report.

DOCUMENTS AVAILABLE FOR REVIEW

Combined Budget to Actual Financials for March 31, 2026 / 3rd Quart FY 25/26
Balance Sheet as of Mayh 31, 2026
Revenue & Expenditures Legend (for reference)

Greater Vallejo Recreation District
Budget to Actuals by Category
General Fund and Measure K Combined
As of 03/31/2026
75% of Fiscal Year

Revenue/ Expense By Category	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 03/31/26	Compared to Budget	FY 25/26 % of Budget
General Fund					
General Fund Revenue					
Property Taxes	5,965,314	6,233,769	3,269,216	(2,964,552)	52%
Intergovernmental Revenue	2,128,271	1,412,220	1,468,348	56,128	104%
Charges for Services	647,663	523,124	375,518	(147,606)	72%
Rents: Use of Facilities/Equipment	760,152	748,988	510,240	(238,748)	68%
Use of Money & Property (Contract Rents,Leases, Int Income)	63,512	102,548	110,047	7,499	107%
Grants	322,952	0	0	0	0%
Donations	2,000	0	12,231	12,231	0%
Other Revenue	28,557	4,000	191,092	187,092	4777%
Sale of Assets	4,275	0	974,727	974,727	0%
Total General Fund Revenue	9,922,696	9,024,649	6,911,419	(2,113,230)	77%
General Fund Expenses					
Full-Time Salaries	3,203,552	3,430,829	2,463,241	(967,588)	72%
Part-Time Salaries	1,810,486	1,776,565	1,385,450	(391,115)	78%
Non-Retirement Employee Benefits	830,682	1,038,443	865,832	(172,611)	83%
Medical Insurance - Retiree	93,649	91,350	70,857	(20,493)	78%
CalPERS	407,596	504,393	406,714	(97,680)	81%
Services & Supplies	830,962	877,135	677,018	(200,117)	77%
Computer Services, Software & Equipment	103,330	261,912	128,804	(133,108)	49%
County Tax Collection Fee	19,405	80,000	0	(80,000)	0%
Professional Services	459,584	482,000	282,817	(199,183)	59%
Facilities Maintenance Expense	0	0	0	0	0%
Other Post Employment Benefit (OPEB)	0	0	0	0	0%
Transfer to Debt Service (POB)	330,565	331,000	76,810	(254,190)	23%
Total General Fund Expense	8,089,811	8,873,628	6,357,544	(2,516,084)	72%
Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	1,832,885	151,021	553,875	402,854	367%
Capital Outlay & CIP	107,016	0	4,525	4,525	0%
Total Capital Outlay & CIP Expense	107,016	0	4,525	4,525	0%
Total General Fund Expense with Capital Outlay & CIP	8,196,827	8,873,628	6,362,069	(2,511,559)	72%
Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay & CIP Expense	1,725,870	151,021	549,350	398,329	

Measure K Fund					
Measure K Revenue					

Greater Vallejo Recreation District
Budget to Actuals by Category
General Fund and Measure K Combined
As of 03/31/2026
75% of Fiscal Year

Revenue/ Expense By Category	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 03/31/26	Compared to Budget	FY 25/26 % of Budget
Other Revenue	0	0	0	0	0%
Special Assessments - Measure K	2,127,405	2,155,914	1,067,528	(1,088,386)	50%
Total Measure K Revenue	2,127,405	2,155,914	1,067,528	(1,088,386)	50%
Measure K Expense					
Part-Time Salaries	0	0	0	0	0%
Non-Retirement Employee Benefits	0	0	0	0	0%
Services & Supplies	1,501,805	1,661,895	1,351,835	(310,060)	81%
Computer Services, Software & Equipment	0	0	0	0	0%
Professional Services	2,800	2,884	0	(2,884)	0%
Facilities Maintenance Expense	194,983	347,367	132,616	(214,751)	38%
Measure K Refunds	1,074	0	0	0	0%
Total Measure K Expense	1,700,662	2,012,146	1,484,451	(527,695)	74%
Capital Outlay & CIP	408,714	0	0	0	0%
Total Capital Outlay & CIP	408,714	0	0	0	0%
Total Measure K Expense with Capital Outlay & CIP	2,109,376	2,012,146	1,484,451	(527,695)	74%
Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	18,029	143,768	(416,923)	(560,691)	
Total General & Measure K Funds Combined Excess (Deficiency) of Revenue Over Expense	1,743,899	294,789	132,427	(162,361)	

Prop. 68 F.S.C. Revenue					
Prop. 68 F.S.C. Revenue					
Use of Money & Property (Contract Rents,Leases, Int Income)	0	0	3,505	3,505	0%
Grants	0	2,000,000	414,056	(1,585,944)	21%
Total Prop. 68 F.S.C. Revenue	0	2,000,000	417,561	(1,582,439)	21%
Prop. 68 F.S.C. Expense					
Capital Outlay & CIP	0	2,000,000	399,697	(1,600,303)	20%
Total Prop. 68 F.S.C. Expense with Capital Outlay & CIP	0	2,000,000	399,697	(1,600,303)	20%
Total Prop. 68 F.S.C. Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	0	0	17,865	17,865	

Greater Vallejo Recreation District
Budget to Actuals by Department
General Fund and Measure K Combined
As of 03/31/2026
75% of Fiscal Year

Revenue/Expense By Departments	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 03/31/26	Compared to Budget	FY 25/26 % of Budget
General Fund					
General Fund Revenue					
001-General Support & Administration	6,052,051	6,336,317	4,527,378	(1,808,938)	71%
Total Administration & General Support	6,052,051	6,336,317	4,527,378	(1,808,938)	71%
301-Visitor Services	234,759	234,400	169,587	(64,813)	72%
310-Landscaping & Grounds	4,553	0	0	0	0%
Total Parks & Facilities	239,312	234,400	169,587	(64,813)	72%
010-Recreation Administration	2,375	4,000	600	(3,400)	15%
415-Children's Wonderland	31,845	50,398	36,209	(14,189)	72%
430-Break Camp	132,639	100,000	82,453	(17,547)	82%
450-Vallejo Community Center	153,050	137,000	103,930	(33,070)	76%
451-Foley Cultural Center	277,903	254,600	166,508	(88,092)	65%
460-Sports	122,602	71,100	102,473	31,373	144%
465-Community Events	150,321	6,500	17,787	11,287	274%
480-EXLP After School Programs	1,580,342	1,300,000	660,888	(639,113)	51%
481 - Before School Programs	308,384	112,520	70,343	(42,178)	63%
486-Teen Services	35	0	60	60	0%
487-Franklin Gym	56,927	36,000	28,743	(7,257)	80%
490-Adaptive Recreation	3,051	2,500	2,108	(392)	84%
720-North Vallejo Community Center	32,866	28,600	18,739	(9,861)	66%
721-South Vallejo Community Center	58,186	53,700	44,876	(8,824)	84%
730-Cunningham Pool	303,168	297,014	141,619	(155,395)	48%
Total Recreation	3,213,692	2,453,932	1,477,335	(976,597)	60%
906-CIP	417,642	0	737,118	737,118	0%
Total CIP	417,642	0	737,118	737,118	0%
Total General Fund Revenue	9,922,696	9,024,649	6,911,419	(2,113,230)	77%
General Fund Expense					
001-General Support & Administration	1,322,446	1,568,016	839,893	(728,123)	54%
007-Human Resources	381,232	425,433	331,814	(93,618)	78%
100-Finance	555,903	676,323	459,839	(216,484)	68%
Total Administration & General Support	2,259,582	2,669,771	1,631,547	(1,038,224)	61%
200-Park Maintenance & Development	208,646	241,883	168,943	(72,940)	70%
300-Facilities	664,227	754,880	530,850	(224,030)	70%
301-Visitor Services	110,600	156,166	96,132	(60,034)	62%
310-Landscaping & Grounds	1,313,244	1,552,964	1,078,274	(474,691)	69%
312-McIntyre Ranch	116	3,000	169	(2,831)	6%
Total Parks & Facilities	2,296,832	2,708,893	1,874,368	(834,525)	69%
010-Recreation Administration	403,915	478,208	349,288	(128,920)	73%

Greater Vallejo Recreation District
Budget to Actuals by Department
General Fund and Measure K Combined
As of 03/31/2026
75% of Fiscal Year

Revenue/Expense By Departments	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 03/31/26	Compared to Budget	FY 25/26 % of Budget
415-Children's Wonderland	181,782	149,819	140,982	(8,837)	94%
430-Break Camp	235,537	181,520	157,626	(23,894)	87%
450-Vallejo Community Center	212,288	224,532	157,161	(67,372)	70%
451-Foley Cultural Center	280,747	323,732	208,629	(115,102)	64%
460-Sports	163,233	143,259	147,235	3,976	103%
465-Community Events	137,998	114,574	148,919	34,346	130%
480-EXLP After School Programs	763,756	812,927	704,163	(108,764)	87%
481 - Before School Programs	200,379	160,834	109,504	(51,330)	68%
486-Teen Services	3,909	8,971	323	(8,648)	4%
487-Franklin Gym	153,431	98,728	86,649	(12,079)	88%
490-Adaptive Recreation	3,828	15,726	2,640	(13,086)	17%
720-North Vallejo Community Center	50,128	70,954	46,504	(24,450)	66%
721-South Vallejo Community Center	53,943	20,548	34,156	13,608	166%
730-Cunningham Pool	688,523	690,633	557,849	(132,784)	81%
Total Recreation	3,533,397	3,494,963	2,851,628	(643,335)	82%
906-CIP	107,016	0	4,525	4,525	0%
Total CIP	107,016	0	4,525	4,525	0%
Total General Fund Expense	8,196,827	8,873,628	6,362,069	(2,511,559)	72%
Total General Fund Excess/ (Deficiency) of Revenue Over Expense	1,725,870	151,021	549,350	398,329	

Measure K Fund					
Measure K Revenue					
001-General Support & Administration	2,127,405	2,155,914	1,067,528	(1,088,386)	50%
Total Measure K Revenue	2,127,405	2,155,914	1,067,528	(1,088,386)	50%
Measure K Expense					
001-General Support & Administration	641,637	752,794	603,070	(149,724)	80%
100-Finance	2,800	2,884	0	(2,884)	0%
Total General Support & Administration	644,437	755,678	603,070	(152,608)	80%
300-Facilities	411,553	666,367	366,288	(300,079)	55%
310-Landscaping & Grounds	152,254	156,286	117,230	(39,056)	75%
312-McIntyre Ranch	120	0	40	40	0%
Total Facilites	563,928	822,653	483,558	(339,095)	59%
010-Recreation Administration	0	0	0	0	0%
415-Children's Wonderland	6,925	13,596	3,537	(10,059)	26%
450-Vallejo Community Center	28,581	19,800	20,725	925	105%
451-Foley Cultural Center	68,925	86,000	49,706	(36,294)	58%

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined
 As of 03/31/2026
 75% of Fiscal Year

Revenue/Expense By Departments	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 03/31/26	Compared to Budget	FY 25/26 % of Budget
460-Sports	19,009	18,000	16,918	(1,082)	94%
465-Community Events	0	0	0	0	0%
486-Teen Services	0	0	0	0	0%
487-Franklin Gym	0	30,000	0	(30,000)	0%
490-Adaptive Recreation	0	0	0	0	0%
720-North Vallejo Community Center	15,068	21,675	10,269	(11,406)	47%
721-South Vallejo Community Center	27,211	21,000	26,777	5,777	128%
730-Cunningham Pool	326,578	223,744	269,891	46,148	121%
Total Recreation	492,297	433,815	397,824	(35,991)	92%
906-CIP	408,714	0	0	0	0%
Total CIP	408,714	0	0	0	0%
Total Measure K Expense	2,109,376	2,012,146	1,484,451	(527,695)	74%
Total Measure K Excess (Deficiency) of Revenue Over Expense	18,029	143,768	(416,923)	(560,691)	-290%
Total General & Measure K Funds Combined Excess (Deficiency) of Revenue Over Expense	1,743,899	294,789	132,427	(162,361)	

Prop 68 Franklin Sports Complex Fund					
Prop. 68 F.S.C. Revenue					
001-General Support & Administration	0	0	3,505	3,505	0%
906-CIP	0	2,000,000	414,056	(1,585,944)	21%
Total Prop. 68 F.S.C. Revenue	0	2,000,000	417,561	(1,582,439)	21%
Prop. 68 F.S.C. Expense					
001-General Support & Administration					
906-CIP	0	2,000,000	399,697	(1,600,303)	20%
Total Prop. 68 F.S.C. Expense	0	2,000,000	399,697	(1,600,303)	20%
Total Prop. 68 F.S.C. (Deficiency) of Revenue Over Expense	0	0	17,865	17,865	0%



**Greater Vallejo Recreation District
Preliminary Balance Sheet Year-to-Date
as of March 31, 2026
All Funds Combined**

Assets

Cash - Solano County	2,861,723	
Cash - General Account	435,145	
Cash - Payroll Account	9,636	
Cash - 15% Unrestricted Reserve - Columbia	1,966,651	
Cash - Retiree Benefit Trust Fund - Five Star	1,334,995	
Cash - Prop 68 F.S.C. - Five Star	17,865	
Accounts Receivable	454,369	
Total Assets		<u><u>7,080,383</u></u>

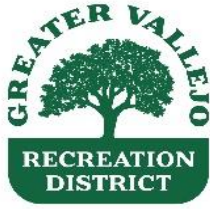
Liabilities

Accounts Payable	220,553	
Payroll Related Payables	459,040	
Building Deposits Payable	39,025	
Total Liabilities		<u><u>718,619</u></u>

Net Assets

Fund Balance- General Unrestricted Operating Reserve	3,607,414	
Fund Balance- Measure K	(645,192)	
Fund Balance - Restricted Retiree Benefit	1,298,520	
Fund Balance - Unrestricted Designated Reserve 15%	1,932,866	
Fund Balance - Restricted Prop 68 Franklin Sports Complex Fund	17,865	
Excess Revenues Over Expenses	150,292	
Total Net Assets		<u><u>6,361,764</u></u>

Total Liabilities and Net Assets		<u><u>7,080,383</u></u>
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Greater Vallejo Recreation District Revenue & Expense Categories Legend

Found on Statement of Earnings & Cash Flow Projections

Property Taxes

Property Tax Revenue - Solano County

Intergovernmental Revenue

Impact Fees - City of Vallejo

Before & After School Programs - VCUSD

Participatory Budget Revenue - City of Vallejo

Charges for Services

Program Fees - Teen Services, Community Events,

Concessions Revenue

Contract Classes

Cunningham Pool Fees

Special Events Fees

Rents: Use of Facilities/Equipment

Facility & Field Rental/ Use Fees

Parking Fees

Security Reimbursement Fees

Sports Leagues & Field Usage Fees

Event Permit Fees

Use of Money & Property (Contract Rents,Leases, Int Income)

Facility and Land Lease Revenue

Interest Revenue

Grants

Grant Revenue Awarded

Donations

Misc. Donations (Not Grants) made through Foundation

Other Revenue

Misc. income received outside of Revenue Streams
Metal Recycling Refunds
Revenue from Sale of Assets
Administrative Fees Charged

Services & Supplies

Services: Alarm, Telephone, Janitorial, etc.
Equipment repair, replace, Lease or purchases

Employee: recognition, recruitment, uniform reimbursement, mileage, training
Supplies: Office, Janitorial, Safety, Maintenance,
Board related Expenses
Building, Field, and Park Maintenance expenses
Membership Dues, License Fees
Fuels & Lubricants for District vehicles & equipment
Misc. rentals, supplies and services

Professional Services

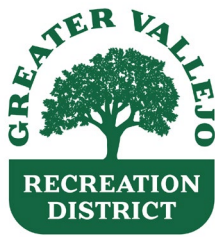
Security Guards - Events Facility Rentals
Consultant Fees
Audit and Finance Consulting Services
Legal Fees

Facilities Maintenance Expense

Capital Outlay - Deferred Maintenance Projects

Capital Outlay & CIP

Capital Investment Projects



Agenda 9.1

BOARD COMMUNICATION

Date: May 14, 2026

TO: Board Chairperson and Directors

FROM: Seanzell Lewis, Human Resources Director

SUBJECT: General Manager Job Description

BACKGROUND AND DISCUSSION

The Greater Vallejo Recreation District ("District") engaged MRG, a full-service government consulting firm, to conduct the recruitment for their General Manager position.

The first step was to review and update the General Manager job description. MRG made suggested edits and interviewed each Board Member to identify essential duties, knowledge, abilities, and minimum qualifications.

MRG's review and the Board Members input produced the draft General Manager job description, now recommended for consideration.

Board Members are invited to review the revised job description and provide any requested amendments or edits.

RECOMMENDATION

That the Board of Directors revise the current General Manager job description with the proposed edits and any recommendations proposed by the Board Members.

FISCAL IMPACT

None

ALTERNATIVE CONSIDERATIONS

Alternatively, take no action, and the existing job description will remain unchanged.

ENVIRONMENTAL REVIEW

None

PROPOSED ACTION

Board Members will consider the revised job description and discuss whether any amendments or additional recommendations should be considered.

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A - Original General Manager Job Description February 2017

Attachment B - Redline General Manager Job Description May 7, 2026

Attachment C - Clean General Manager Job Description May 7, 2026

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are MI intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the operations of Greater Vallejo Recreation District, including administrative functions, finance, park operations and recreation services; to serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; to serve as Chief Financial Officer and Risk Manager for the District; to coordinate activities and build collaborations and partnerships with other agencies, organizations and the general public; and to provide highly responsible and complex administrative support to the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises direct supervision over management, professional, supervisory, maintenance and clerical staff.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume full management responsibility for all parks and recreation services and activities including park maintenance, adult and youth recreation, adaptive recreation, and community affairs; develop and administer policies and procedures.
2. Manage the development and implementation of District goals, objectives, policies, and priorities for each service area including developing the annual strategic plan
3. Advise Board of Directors on staffing and organization needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the District's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Supervise the District-wide personnel program; select, motivate, and evaluate District personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Confer with division heads and recommend annual District budget to Board of Directors; oversee and participate in the administration of the District budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; exercise budgetary controls and approve expenditures; direct the preparation and implementation of budgetary adjustments as necessary.
8. Represent the Board and District on park and recreation matters before elected officials, outside agencies, and the general public; explain, justify and defend park and recreation programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

9. Provide staff assistance to the Board of Directors; prepare and present reports and other necessary correspondence.
10. Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.
11. Direct the development of long-range plans for the District; develop and implement acquisition and development program.
12. Inspect parks and facilities operated by the District; recommend maintenance, repairs or other appropriate adjustments or changes to division heads.
13. Review and visit programs, activities, and special events initiated by the District.
14. Oversee the preparation and maintenance of Board agendas, meeting minutes and other District records.
15. Serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; perform all related functions.
16. Monitor various legislation to assess impact on District activities; attend and participate in State and Federal legislative processes.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation administration.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Operations, services and activities of a comprehensive parks and recreation services program.
2. Management skills to analyze programs, policies and operational needs.
3. Principles and practices of program development and administration.
4. Principles and practices of budget preparation and administration.
5. Principles of supervision, training and performance evaluation.
6. Recent developments, current literature and sources of information related to park and recreation services, planning and administration.
7. Principles and practices of recreation administration, parks maintenance management, and program development.
8. Principles and methods of data collection and social research procedures.
9. State and Federal legislative processes.
10. Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

1. Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel.
2. Select, supervise, train and evaluate staff.
3. Lead and direct the operations, services and activities of a park maintenance and recreation services district.
4. Identify and respond to Board and community issues, concerns and needs. Assess community recreation needs.

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

5. Develop, implement and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services which meet the needs of the community.
6. Direct the development of park and facility use policies and regulations.
7. Create work units and teams to facilitate special programs, events, and projects. Prepare clear and concise administrative and financial reports.
8. Prepare and administer large and complex budgets.
9. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
10. Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply Federal, State and local policies, laws and regulations.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work including Board of Directors, elected officials, community groups, the general public, and media representatives.
13. Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
14. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
15. Maintain physical condition necessary for the successful performance of assigned duties.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

1. Seven years of increasingly responsible experience in a public recreation or park agency, including two years of administrative and supervisory responsibility.
2. Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

FLSA Status: **Exempt - Executive**

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are MI intended to reflect all duties performed within the job.

DEFINITION

The General Manager plans, directs, and manages all operations of the Greater Vallejo Recreation District, overseeing administrative functions, finance, human resources, park operations, and recreation services. The role serves as an ex officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation, and as the District's Chief Financial Officer and Risk Manager. The General Manager coordinates activities, builds collaborations and partnerships with other agencies, organizations, and the public, and provides complex administrative support to the Board of Directors.

~~To plan, direct, manage and oversee the operations of Greater Vallejo Recreation District, including administrative functions, finance, park operations and recreation services; to serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; to serve as Chief Financial Officer and Risk Manager for the District; to coordinate activities and build collaborations and partnerships with other agencies, organizations and the general public; and to provide highly responsible and complex administrative support to the Board of Directors.~~

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises direct supervision over management, professional, supervisory, maintenance and clerical staff.

The General Manager is an "at-will" classification and serves at the pleasure of the Board of Directors.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume full management responsibility for all parks and recreation services and activities including park maintenance, adult and youth recreation, adaptive recreation, and community affairs; develop and administer policies and procedures.
2. Leads the District Executive Management team in the preparation of the budget, control of expenditures, short and long-term financial strategies, direct the forecast of funds needed for staffing, and inventory control including equipment, materials, and supplies; exercise budgetary controls and approve expenditures, direct the preparation and implementation of budgetary adjustments as necessary.
3. Recommend annual District budget to Board of Directors.
4. Studies the recreation and park needs of the District and develops plans for future expansion and improvement of the District to meet these needs; reports on findings and

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

makes recommendations for the acquisition, design, and construction of recreation facilities and areas.

5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Advise Board of Directors on staffing and organization needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and procedures; allocate resources accordingly.
7. Directs the selection, training and overall assignment of employees of the District; enforces District personnel policies and regulations; takes such disciplinary measures as may be indicated within the policies and regulations.
8. Plan, direct and coordinate, through subordinate level Department Directors, the District's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
9. Monitor changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
10. Monitor various legislation to assess impact on District activities; attend and participate in State and Federal legislative processes.
11. Maintain collaborative intergovernmental relations with the City of Vallejo and other business partners.
12. Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.
13. Collaborate on Capital Projects with City, Schools, and partners.
1. _____
14. Manage the development and implementation of District goals, objectives, policies, and priorities for each service area including developing the annual strategic plan
15. Inspect District parks and facilities; recommend maintenance, repairs or other appropriate adjustments or changes to Department Directors.
16. Review and visit District programs, activities, and special events.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation administration.
18. Oversee preparation and management of Board agendas, minutes and records.
2. _____
- ~~3.1. Advise Board of Directors on staffing and organization needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and procedures; allocate resources accordingly.~~
4. ~~Plan, direct and coordinate, through subordinate level managers, the District's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.~~
- ~~5.1. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.~~
6. ~~Supervise the District-wide personnel program; select, motivate, and evaluate District personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.~~
- 7-19. ~~Confer with division heads and recommend annual District budget to Board of Directors; oversee and participate in the administration of the District budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; exercise budgetary controls and approve expenditures; direct the preparation and implementation of budgetary~~

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

- ~~adjustments as necessary. Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.~~
- ~~8-20.~~ Provide staff assistance to the Board of Directors; prepare and present reports and other necessary correspondence.
- ~~9-1.~~ ~~Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.~~
- ~~10.~~ Direct the development of long range plans for the District; develop and implement acquisition and development program.
- ~~11.~~ Inspect parks and facilities operated by the District; recommend maintenance, repairs or other appropriate adjustments or changes to division heads.
- ~~12.~~ Review and visit programs, activities, and special events initiated by the District.
- ~~13.~~ Oversee the preparation and maintenance of Board agendas, meeting minutes and other District records.
- ~~14-21.~~ Serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; perform all related functions.
- ~~15.~~ Monitor various legislation to assess impact on District activities; attend and participate in State and Federal legislative processes.
- ~~16.~~ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation administration.
- ~~17.~~ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ~~18-22.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Core Competencies:

1. Demonstrated public administration acumen, such as a strong understanding of special district operations and public sector management.
2. Community partnership skills, such as the ability to work and collaborate with the city, county, state, universities, schools, community organizations, and businesses.
3. Diversity and cultural competency are demonstrated by the ability to work effectively with diverse populations, demographics, socioeconomics, and abilities.
4. Change management skills, such as the ability to adapt priorities while maintaining organizational effectiveness.
5. Communication skills, such as the ability to determine when proactive board communication is necessary, engage effectively with the public, and build relationships across various stakeholders.

Knowledge of:

1. Principles and modern methods of public administration such as human resources, negotiations and crisis management.
2. Principles and modern methods of government fiscal operations such as fiscal management, grant writing, predictive financial modeling, revenue/expense management, and revenue generation.
3. Principles of budgeting and budget management.
4. Principles and practices of project management, capital improvement projects (CIP), contract administration, and execution of agreements including leases and rentals.

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

5. Management skills to analyze programs, policies and operational needs.
6. Principles, practices and objectives of comprehensive recreation administration and parks program development, parks maintenance management and the facilities required for them.
7. Principles of supervision, training, performance evaluation, discipline, training, and motivation.
8. Principles and methods of data collection and social research procedures.
9. Federal and State laws and typical rules and procedures governing the activities of a special district.
10. Methods of developing a public recreation program, Federal, State and local legislation affecting recreation and park districts and public-school systems as related to public recreation programs.
- ~~1. Operations, services and activities of a comprehensive parks and recreation services program.~~
- ~~2. Management skills to analyze programs, policies and operational needs.~~
- ~~3. Principles and practices of program development and administration.~~
- ~~4. Principles and practices of budget preparation and administration.~~
- ~~Principles of supervision, training and performance evaluation.~~
- ~~5. Recent developments, current literature and sources of information related to park and recreation services, planning and administration.~~
- ~~7. Principles and practices of recreation administration, parks maintenance management, and program development.~~
- ~~8. Principles and methods of data collection and social research procedures.~~
- ~~9. State and Federal legislative processes.~~
- ~~10. Pertinent Federal, State, and local laws, codes and regulations.~~

Ability to:

1. Develop, implement and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services which meet the needs of the community.
2. Plan, administer, coordinate, review and evaluate the functions, activities, of management, supervisory, professional and technical personnel.
3. Prepare and administer large and complex budgets.
4. Prepare clear and concise administrative and financial reports.
- ~~1. organize, direct and coordinate the work of management, supervisory, professional and technical personnel.~~
5. Select, supervise, train and evaluate staff management, supervisory, professional and technical personnel.
6. Create work units and teams to facilitate special programs, events, and projects.
- ~~2.~~
- ~~3-7.~~ Lead and direct the operations, services and activities of a park maintenance and recreation services district.
8. Identify and respond to Board and community issues, concerns and needs.
- ~~4-9.~~ Assess community recreation needs.
10. Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply Federal, State and local policies, laws and regulations.
- ~~5-1.~~ Develop, implement and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services which meet the needs of the community.
- 6-11. Direct the development of park and facility use policies and regulations.

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

- ~~7. Create work units and teams to facilitate special programs, events, and projects. Prepare clear and concise administrative and financial reports.~~
- ~~8.1. Prepare and administer large and complex budgets.~~
- ~~9.12. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.~~
- ~~10.1. Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply Federal, State and local policies, laws and regulations.~~
- ~~11.13. Communicate clearly and concisely, both orally and in writing.~~
- ~~12.14. Establish and maintain and foster positive and effective working relationships with those contacted in the course of work including Staff, Board of Directors, elected officials, community groups, the general public, and media representatives.~~
- ~~13. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~
- ~~14. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~
- ~~15. Maintain physical condition necessary for the successful performance of assigned duties.~~

EXPERIENCE AND TRAINING GUIDELINES

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A **typical** way to obtain the knowledge and abilities would be:*

Experience

- ~~1. Seven years of increasingly responsible experience at an executive level with a Special District, City, County or an equivalent public sector jurisdiction, experience in a public recreation or park agency, including two-five years of administrative and supervisory responsibility.~~
- ~~2. Equivalent to a Bachelors bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.~~
 - ~~• Desired: Master's Degree desired in public administration, business administration, or a related field.~~

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

FLSA Status: **Exempt - Executive**

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

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SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises direct supervision over management, professional, supervisory, maintenance, and clerical staff.

The General Manager is an "at-will" classification and serves at the pleasure of the Board of Directors.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume full management responsibility for all parks and recreation services and activities, including park maintenance, adult and youth recreation, adaptive recreation, and community affairs; develop and administer policies and procedures.
2. Leads the District Executive Management team in the preparation of the budget, control of expenditures, short and long-term financial strategies, directs the forecast of funds needed for staffing, and inventory control, including equipment, materials, and supplies; exercises budgetary controls and approves expenditures, and directs the preparation and implementation of budgetary adjustments as necessary.
3. Recommend annual District budget to Board of Directors.
4. Studies the recreation and park needs of the District and develops plans for future expansion and improvement of the District to meet these needs; reports on findings and makes recommendations for the acquisition, design, and construction of recreation facilities and areas.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Advise Board of Directors on staffing and organization needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and procedures; allocate resources accordingly.
7. Directs the selection, training, and overall assignment of employees of the District; enforces District personnel policies and regulations; takes such disciplinary measures as may be indicated within the policies and regulations.

GREATER VALLEJO RECREATION DISTRICT

8. Plan, direct, and coordinate, through subordinate-level Department Directors, the District's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
9. Monitor changes in laws, regulations, and technology that may affect District operations; implement policy and procedural changes as required.
10. Monitor various legislation to assess impact on District activities; attend and participate in State and Federal legislative processes.
11. Maintain collaborative intergovernmental relations with the City of Vallejo and other business partners.
12. Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors, and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.
13. Collaborate on Capital Projects with City, Schools, and partners.
14. Manage the development and implementation of District goals, objectives, policies, and priorities for each service area, including developing the annual strategic plan.
15. Inspect District parks and facilities; recommend maintenance, repairs, or other appropriate adjustments or changes to Department Directors.
16. Review and visit District programs, activities, and special events.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation administration.
18. Oversee preparation and management of Board agendas, minutes, and records.
19. Respond to the most complex and sensitive public inquiries and assist with resolutions.
20. Provide staff assistance to the Board of Directors; prepare and present reports and other necessary correspondence.
21. Serve as ex officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; perform all related functions.
22. Perform related duties and responsibilities as required.

QUALIFICATIONS

Core Competencies:

1. Demonstrated public administration acumen, such as a strong understanding of special district operations and public sector management.
2. Community partnership skills, such as the ability to work and collaborate with the city, county, state, universities, schools, community organizations, and businesses.
3. Diversity and cultural competency are demonstrated by the ability to work effectively with diverse populations, demographics, socioeconomics, and abilities.
4. Change management skills, such as the ability to adapt priorities while maintaining organizational effectiveness.
5. Communication skills, such as the ability to determine when proactive board communication is necessary, engage effectively with the public, and build relationships across various stakeholders.

Knowledge of:

1. Principles and modern methods of public administration, such as human resources, negotiations, and crisis management.
2. Principles and modern methods of government fiscal operations such as fiscal management, grant writing, predictive financial modeling, revenue, expense management, and revenue generation.

GREATER VALLEJO RECREATION DISTRICT

3. Principles of budgeting and budget management.
4. Principles and practices of project management, capital improvement projects (CIP), contract administration, and execution of agreements, including leases and rentals.
5. Management skills to analyze programs, policies, and operational needs.
6. Principles, practices, and objectives of comprehensive recreation administration and parks program development, parks maintenance management, and the facilities required for them.
7. Principles of supervision, training, performance evaluation, discipline, training, and motivation.
8. Principles and methods of data collection and social research procedures.
9. Federal and State laws and typical rules and procedures governing the activities of a special district.
10. Methods of developing a public recreation program, Federal, State, and local legislation affecting recreation and park districts and public-school systems as related to public recreation programs.

Ability to:

1. Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services that meet the needs of the community.
2. Plan, administer, coordinate, review, and evaluate the functions and activities of management, supervisory, professional, and technical personnel.
3. Prepare and administer large and complex budgets.
4. Prepare clear and concise administrative and financial reports.
5. Select, supervise, train, and evaluate management, supervisory, professional, and technical staff.
6. Create work units and teams to facilitate special programs, events, and projects.
7. Lead and direct the operations, services, and activities of a park maintenance and recreation services district.
8. Identify and respond to Board and community issues, concerns, and needs.
9. Assess community recreation needs.
10. Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply Federal, State, and local policies, laws, and regulations.
11. Direct the development of park and facility use policies and regulations.
12. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including Staff, Board of Directors, elected officials, community groups, the general public, and media representatives.
15. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

EXPERIENCE AND TRAINING GUIDELINES

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A **typical** way to obtain the knowledge and abilities would be:*

Experience

- Seven years of progressively responsible management experience with a Special District, City, County, or an equivalent public sector jurisdiction, including five years of administrative and supervisory responsibility.

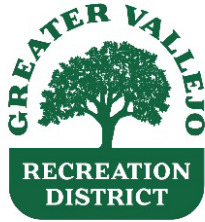
GREATER VALLEJO RECREATION DISTRICT

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.
- Desired: Master's Degree desired in public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

FLSA Status: ***Exempt - Executive***



Agenda 9.2

BOARD COMMUNICATION

Date: May 14, 2026

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: Approve Proposed Revised Fee Schedule FY 2026-2027

BACKGROUND AND SUMMARY

Staff had presented a Proposed Fee Schedule for the FY 2026-27 Fiscal Year at the April 9th board meeting in accordance with District Policy 3030. After reviewing the proposed fee schedule and lengthy discussion with staff, the Board of Directors provided feedback which included directions for staff. The first directive was to remove the Sportsmanship Fees. Staff have removed these fees from the proposed fee schedule. The second directive was to limit line item increases to no more than a 5% increase from the prior year's fee rate. All proposed increased rates that were over 5% have been reduced to 5%.

RECOMMENDATION

Staff recommends the Board approve the Revised Proposed Fee Schedule for the FY 2026-2027 fiscal year.

ALTERNATIVE ACTIONS

Approve the recommendation, with changes

Reject the recommendation

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A - Revised Proposed Fee Schedule FY 2026-2027

Attachment B - Narrative of Changes

Attachment C - Matrix Consulting Fee Study Report- Oct. 2025

Attachment D - Matrix Consulting Power Point Presentation-Oct. 2025

**GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT**

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Activities									
Sports									
Adult Sports									
Adult Softball	Plus \$50 (sportsman fee)	\$510	\$612	\$536	\$643	5%	5%	\$26	\$31
Co-Ed League Softball	Plus \$50 (sportsman fee)	\$510	\$612	\$536	\$643	5%	5%	\$26	\$31
On-site storage	Per contract agreement								
	with District								
Sports Gym									
Open Gym Adult Sports		\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Open Gym Youth Sports		\$3	\$4	\$3	\$4	0%	0%	\$0	\$0
Half Court Reservation, per hour		\$20	\$24	\$21	\$25	5%	4%	\$1	\$1
Full Court Reservation, per hour		\$40	\$48	\$42	\$50	5%	4%	\$2	\$2
Gymnasium Reservation Weekday		\$90	\$108	\$94	\$113	4%	5%	\$4	\$5
Gymnasium Reservation Weekend		\$95	\$114	\$100	\$120	5%	5%	\$5	\$6
Field Reservation		\$27	\$33	\$28	\$35	4%	6%	\$1	\$2
Sports Birthday Party		\$200	\$240	\$210	\$252	5%	5%	\$10	\$12
Birthday Party Balloons		\$25	\$25	\$26	\$26	4%	4%	\$1	\$1
Refundable Cleaning Fee		\$100	\$120	\$105	\$126	5%	5%	\$5	\$6
Membership Pass	Per Month	\$20	\$24	\$21	\$25	5%	4%	\$1	\$1
Sports Games Building Attendant Fee	Per Attendant/ Per Hour	\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Admin Fee		\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Youth Sports									
Run, Jump, Throw		N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Jr Giants (Youth)		N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Sports Camp		\$160	\$192	\$168	\$202	5%	5%	\$8	\$10
E-Sports	\$20 comp/\$35/\$50 League								
Mobile Recess Rental	per hour	\$100	\$120	\$105	\$126	5%	5%	\$5	\$6
Sports Classes /Contract									
National Academy of Athletics	70% Vendor/30% District								
Optimal Body Fitness	70% Vendor/30% District								
New Frontier Tennis	70% Vendor/30% District								
Phil Grahams Tennis	70% Vendor/30% District								
E-Sports	70% Vendor/30% District								
1-Year Contractor	60% Vendor/30% District								
2-Year Contractor	65% Vendor/35% District								

GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
3+-Year Contractor	70% Vendor/30% District								
Sports Fields Additional Fees									
Application Fee		\$10	\$12	\$10	\$13	0%	8%	\$0	\$1
Non-Profit		\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Cleaning Deposit 1 Day		\$150	\$180	\$158	\$189	5%	5%	\$8	\$9
Cleaning Deposit 2-14 Days		\$300	\$360	\$315	\$378	5%	5%	\$15	\$18
Cleaning Deposit 15-30+ Days		\$600	\$720	\$630	\$756	5%	5%	\$30	\$36
Rescheduling Fee/Late Booking		\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Bounced Check/Declined Card		\$50	\$60	\$52	\$63	4%	5%	\$2	\$3
Key Deposit Fee		\$50	\$60	\$52	\$63	4%	5%	\$2	\$3
Aquatics									
Daily Fees (Lap / Recreation Swim)									
4 Yrs and Under		\$2	\$3	\$2	\$3	0%	0%	\$0	\$0
5 Yrs - 55 Yrs.		\$6	\$7	\$6	\$7	0%	0%	\$0	\$0
Seniors/Veteran		\$4	\$5	\$4	\$5	0%	0%	\$0	\$0
Lap Swim Pass (20 Swims)									
Lap Swim Pass Sr/Vet (20 Swims)									
Senior		\$57	\$71	\$57	\$71	0%	0%	\$0	\$0
Veteran		\$57	\$71	\$57	\$71	0%	0%	\$0	\$0
Lap Swim Monthly Swim Pass 18+		\$100	\$120	\$105	\$126	5%	5%	\$5	\$6
Water Exercise									
Adults 13 - 55		\$6	\$7	\$6	\$7	0%	0%	\$0	\$0
Pass (10 visits)		\$50	\$60	\$52	\$63	4%	5%	\$2	\$3
Seniors 55+/Vetrans		\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Pass (10 visits)		\$35	\$42	\$35	\$42	0%	0%	\$0	\$0
User Group with/Agreement									
Per lane, per hour		\$10	\$12	\$10	\$13	0%	8%	\$0	\$1
High School Lane Rate									
Per lane, per hour		\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Aquatic spectator									
Lifeguard, per hour				\$30	\$30				
Long Course Set-up	per hour			\$75	\$75				
Aquatics Portable, per hour				\$53	\$64				
Community Rental									
4 lane shallow or deep end	Per hour + \$150 deposit	\$100	\$120	\$105	\$126	5%	5%	\$5	\$6

GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Expressive Arts	Per month	\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Drop-in Event Fee	Per, Event	\$12	\$14	\$12	\$15	0%	7%	\$0	\$1
Exercise/Chair Yoga	Per month	\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Sports	Per month	\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Dances		\$8	\$10	\$8	\$10	0%	0%	\$0	\$0
Picnic		\$12	\$15	\$12	\$16	0%	7%	\$0	\$1
Field Trips		\$30	\$36	\$31	\$38	3%	6%	\$1	\$2
Water Colors/Legos	Per class	\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Youth Services									
Kids Club									
Before School	\$10/day; prorated \$86	\$172	\$207	\$181	\$217	5%	5%	\$9	\$10
After School	\$14/day; prorated \$120	\$240	\$288	\$252	\$302	5%	5%	\$12	\$14
Kindergarten After School	\$17/day; prorated \$149	\$298	\$358	\$313	\$376	5%	5%	\$15	\$18
Kids Club Punch Pass (6)		\$110	\$132	\$116	\$139	5%	5%	\$6	\$7
Kids Club Punch Pass (12)		\$170	\$204	\$178	\$214	5%	5%	\$8	\$10
No School Day		\$85	\$102	\$89	\$107	5%	5%	\$4	\$5
Late Pickup		\$2	\$2	\$2	\$2	0%	0%	\$0	\$0
Teens									
Dances	Per person	\$15	\$18	\$15	\$19	0%	6%	\$0	\$1
5th Grade Event, 8th Grade Event	At the door	\$30	\$35	\$31	\$37	3%	6%	\$1	\$2
Youth Advisory Board	Per person	\$30	\$35	\$31	\$37	3%	6%	\$1	\$2
Teen Classes		\$30	\$35	\$31	\$37	3%	6%	\$1	\$2
Teen Drop-in Fee		\$5	\$5	\$5	\$5	0%	0%	\$0	\$0
Break Camps									
Extended (5 days, 7am-6pm)		\$180	\$216	\$189	\$227	5%	5%	\$9	\$11
Kinder (5 days, 7am-6pm)		\$180	\$216	\$189	\$227	5%	5%	\$9	\$11
COVID Camp		\$190	\$228	\$200	\$239	5%	5%	\$10	\$11
Drop-in		\$45	\$54	\$47	\$57	4%	6%	\$2	\$3
Extended (3 days, 7am-6pm)		\$120	\$144	\$126	\$151	5%	5%	\$6	\$7
Regular (5 days, 9am-3pm)		\$150	\$180	\$158	\$189	5%	5%	\$8	\$9
Summer Camps									
FRESH Camp (CW)	2 week camp	\$240	\$288	\$252	\$302	5%	5%	\$12	\$14
Counselor in Training Camp	Per week (flat rate)	\$50	\$60	\$52	\$63	4%	5%	\$2	\$3
FRESH Camp Extended Care		\$30	\$36	\$31	\$38	3%	6%	\$1	\$2
In-Camp Field Trips		\$15	\$18	\$15	\$19	0%	6%	\$0	\$1
Field Trips		\$20-\$40	\$30-\$50	\$20-\$40	\$30-\$50	0%	0%	\$0	\$0

GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Fresh Pizza (performance days only)		\$3	\$3	\$3	\$3	0%	0%	\$0	\$0
Community Events									
Fishing in the City	Free								
Twitch's Eggs-travaganza		\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Thrift Swap Market	Vendor Fee	\$40	\$48	\$42	\$50	5%	4%	\$2	\$2
Bands and Brews Beer		\$5	\$6	\$5	\$6	0%	0%	\$0	\$0
Bands and Brews Beer + Mug		\$10	\$12	\$10	\$13	0%	8%	\$0	\$1
Camping Under the Stars		\$30	\$36	\$31	\$38	3%	6%	\$1	\$2
Teddy Bear Picnic		\$10	\$12	\$10	\$13	0%	8%	\$0	\$1
Breakfast with Santa		\$10	\$12	\$10	\$13	0%	8%	\$0	\$1
Exhibit Vendor Fee	Per event			\$50	\$50				
Desserts/Beverages Vendor Fee	Per event			\$150	\$150				
Food Truck/Tent	Per event			\$250	\$250				
Children's Wonderland									
Individual Entry Fee:									
July - December		\$4	\$5	\$4	\$5	0%	0%	\$0	\$0
January - June		\$3	\$4	\$3	\$4	0%	0%	\$0	\$0
Group Field Trips		\$3	\$4	\$3	\$4	0%	0%	\$0	\$0
Pumpkin Patch Field Trips		\$5	\$7	\$5	\$7	0%	0%	\$0	\$0
Group & Family Rental (Some. Small)		\$35	\$45	\$36	\$47	3%	4%	\$1	\$2
Group & Family Rental (Some. Big)		\$70	\$80	\$73	\$84	4%	5%	\$3	\$4
Group & Family Rental (Some. B&S)		\$90	\$105	\$94	\$110	4%	5%	\$4	\$5
Pass (20 visits)		\$55	\$75	\$58	\$79	5%	5%	\$3	\$4
Rental of Entire Park	Per day	\$1,000	\$1,500	\$1,050	\$1,575	5%	5%	\$50	\$75
Special Event /Per hour:									
Rental per hour		\$300	\$360	\$315	\$378	5%	5%	\$15	\$18
Stage, Special Event	Per hour (2 hour minimum)	\$150	\$180	\$158	\$189	5%	5%	\$8	\$9
Security per hour		\$30	\$36	\$31	\$38	3%	6%	\$1	\$2
Deposit		\$200	\$240	\$210	\$252	5%	5%	\$10	\$12
Birthday Party Package		\$155	\$185	\$163	\$194	5%	5%	\$8	\$9
Free Day, 1 per month		N/C	N/C	N/C	N/C				
Private Party Package - 2 hours		\$155	\$175	\$163	\$184	5%	5%	\$8	\$9
Birthday Party Balloons		\$30	\$36	\$31	\$38	3%	6%	\$1	\$2
Refundable Cleaning Fee		\$100	\$120	\$105	\$126	5%	5%	\$5	\$6
Stage, during Operating Hours	Per hour	\$25	\$30	\$26	\$32	4%	7%	\$1	\$2
Electricity Fee	Per 2-hour timeslot	\$5	\$6	\$5	\$6	0%	0%	\$0	\$0

GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Community Center Fee Schedule									
Foley Cultural Center									
Kitchen	Per hour	\$84	\$101	\$88	\$106	5%	5%	\$4	\$5
Lake Room	Per hour	\$168	\$202	\$176	\$212	5%	5%	\$8	\$10
Vista Room	Per hour	\$44	\$53	\$46	\$56	5%	6%	\$2	\$3
Refreshment Center	Per hour	\$56	\$67	\$59	\$70	5%	4%	\$3	\$3
Arbor Room	Per hour	\$37	\$44	\$39	\$46	5%	5%	\$2	\$2
Oak Room	Not Available								
Pine Room	Not Available								
Elm Room	Not Available								
Commercial Kitchen Rental:									
Per hour (Day 7am-7pm) 3 hr min		\$125	\$150	\$131	\$158	5%	5%	\$6	\$8
Per hour (Evening 7pm-7am) 3 hr min		\$62	\$74	\$65	\$78	5%	5%	\$3	\$4
Private Party									
Lake, Kitchen, Refreshment Ctr	5 Hours	\$1,050	\$1,260	\$1,102	\$1,323	5%	5%	\$52	\$63
Over 5 Hours	Per hour	\$210	\$252	\$220	\$265	5%	5%	\$10	\$13
Vista Room, Refreshment Ctr (F&Su)	Per hour (Fri or Sun 5 hr min)	\$74	\$89	\$78	\$93	5%	4%	\$4	\$4
Category II (Non-Profit 2 Hour Minimum)									
Kitchen	Per hour	\$67	\$80	\$70	\$84	4%	5%	\$3	\$4
Lake Room	Per hour	\$134	\$161	\$141	\$169	5%	5%	\$7	\$8
Vista Room	Per hour	\$37	\$44	\$39	\$46	5%	5%	\$2	\$2
Refreshment Center	Per hour	\$45	\$54	\$47	\$57	4%	6%	\$2	\$3
Arbor Room	Per hour	\$29	\$35	\$30	\$37	3%	6%	\$1	\$2
Oak Room	Not Available								
Pine Room	Not Available								
Elm Room	Not Available								
North Vallejo Community Center									
Category I (Business 2 Hour Minimum)									
Banquet Room	Per hour	\$52	\$62	\$54	\$65	4%	5%	\$2	\$3
Great Room	Per hour	\$64	\$77	\$67	\$81	5%	5%	\$3	\$4
Kitchen	Per hour	\$35	\$42	\$36	\$44	3%	5%	\$1	\$2
Craft Room	Per hour	\$35	\$42	\$36	\$44	3%	5%	\$1	\$2
Private Party									
Banquet or Great Rooms	5 hours	\$520	\$625	\$546	\$656	5%	5%	\$26	\$31
Over 5 Hours	Per hour	\$104	\$125	\$109	\$131	5%	5%	\$5	\$6
Banquet, Great Room, and Kitchen	5 hours	\$725	\$870	\$761	\$914	5%	5%	\$36	\$44

GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Over 5 Hours	Per hour	\$145	\$174	\$152	\$183	5%	5%	\$7	\$9
Category II (Non-Profit 2 Hour Minimum)									
Banquet Room	Per hour	\$42	\$50	\$44	\$52	5%	4%	\$2	\$2
Kitchen	Per hour	\$28	\$34	\$29	\$36	4%	6%	\$1	\$2
Craft Room	Per hour	\$28	\$34	\$29	\$36	4%	6%	\$1	\$2
Great Room	Per hour	\$51	\$62	\$53	\$65	4%	5%	\$2	\$3
Norman C. King, SVCC									
Category I (Business 2 Hour Minimum)									
Multi-Purpose Room #1	Per hour	\$70	\$84	\$74	\$88	5%	5%	\$4	\$4
Multi-Purpose Room #2	Per hour	\$70	\$84	\$73	\$88	4%	5%	\$3	\$4
Multi-Purpose Room #1 & #2	Per hour	\$140	\$168	\$147	\$176	5%	5%	\$7	\$8
Conference Room	Per hour	\$42	\$51	\$44	\$54	5%	6%	\$2	\$3
Arts/Craft Room	Per hour	\$42	\$51	\$44	\$54	5%	6%	\$2	\$3
Game Room	Per hour	\$50	\$60	\$52	\$63	4%	5%	\$2	\$3
Kitchen	Per hour	\$70	\$84	\$73	\$88	4%	5%	\$3	\$4
Commercial Kitchen Rental:									
Per hour (Day 7am-7pm) 3 hr min		\$90	\$108	\$94	\$113	4%	5%	\$4	\$5
Per hour (Evening 7pm-7am) 3 hr min		\$45	\$54	\$47	\$57	4%	6%	\$2	\$3
Private Party									
Multi-Purpose 1 or 2 and Kitchen	5 hours	\$520	\$625	\$546	\$656	5%	5%	\$26	\$31
Over 5 Hours	Per hour	\$104	\$125	\$109	\$131	5%	5%	\$5	\$6
Multi-Purpose 1 and 2 and Kitchen	5 hours	\$725	\$870	\$761	\$914	5%	5%	\$36	\$44
Over 5 Hours	Per hour	\$145	\$174	\$152	\$183	5%	5%	\$7	\$9
Category II (Non-Profit 2 Hour Minimum)									
Multi-Purpose Room #1	Per hour	\$47	\$56	\$49	\$59	4%	5%	\$2	\$3
Multi-Purpose Room #2	Per hour	\$47	\$56	\$49	\$59	4%	5%	\$2	\$3
Multi-Purpose Room #1 & #2	Per hour	\$94	\$112	\$99	\$118	5%	5%	\$5	\$6
Conference Room	Per hour	\$28	\$34	\$29	\$36	4%	6%	\$1	\$2
Arts/Craft Room	Per hour	\$28	\$34	\$29	\$36	4%	6%	\$1	\$2
Game Room	Per hour	\$35	\$42	\$36	\$44	3%	5%	\$1	\$2
Kitchen	Per hour	\$47	\$56	\$49	\$59	4%	5%	\$2	\$3
Vallejo Community Center									
Category I (Business 2 Hour Minimum)									
Kitchen	Per hour	\$67	\$80	\$70	\$84	4%	5%	\$3	\$4
Auditorium/Foyer	Per hour	\$151	\$181	\$159	\$190	5%	5%	\$8	\$9

**GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT**

[illegible]

**GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT**

		Approved 2025-26		Proposed 2026-27		Change %		Change \$	
		Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident	Fee - Resident	Fee - Non Resident
Lakeview East		\$111	\$142	\$117	\$149	5%	5%	\$6	\$7
Lakeview West		\$111	\$142	\$117	\$149	5%	5%	\$6	\$7
Lakeview Entire		\$214	\$277	\$225	\$291	5%	5%	\$11	\$14
Meadows		\$105	\$135	\$110	\$142	5%	5%	\$5	\$7
Willow Glen		\$105	\$135	\$110	\$142	5%	5%	\$5	\$7
Mountain View		\$236	\$308	\$248	\$323	5%	5%	\$12	\$15
Blue Rock Springs Picnic Area									
Lower Vista Area		\$104	\$147	\$109	\$154	5%	5%	\$5	\$7
Upper Vista		\$104	\$147	\$109	\$154	5%	5%	\$5	\$7
Vista Entire		\$194	\$252	\$204	\$265	5%	5%	\$10	\$13
Grove		\$187	\$243	\$196	\$255	5%	5%	\$9	\$12
Pines		\$224	\$290	\$235	\$304	5%	5%	\$11	\$14
Lake Area		\$79	\$103	\$83	\$108	5%	5%	\$4	\$5
Parkview		\$76	\$99	\$80	\$104	5%	5%	\$4	\$5
Trailside		\$76	\$99	\$80	\$104	5%	5%	\$4	\$5
Peacock Roost		\$76	\$99	\$80	\$104	5%	5%	\$4	\$5
Playground Vista		\$97	\$126	\$102	\$132	5%	5%	\$5	\$6
Blue Rock Terrace		\$76	\$99	\$80	\$104	5%	5%	\$4	\$5
Crest Ranch Park									
Crest Ranch Park, Highland		\$49	\$64	\$51	\$67	4%	5%	\$2	\$3
Hanns Park Picnic Area		\$71	\$92	\$74	\$97	4%	5%	\$3	\$5
Richardson Park		\$53	\$67	\$0	\$0	-100%	-100%	(\$53)	(\$67)
Highlands Park Picnic Areas (2)		\$61	\$79	\$64	\$83	5%	5%	\$3	\$4
Jumper House Permit (Per Day)									
Blue Rock, Dan Foley, Richardson, Crest Ranch Park, Highland, Hanns		\$30	\$30	\$31	\$32	3%	7%	\$1	\$2
Parking Fees									
Dan Foley Park	Per day, 7 days a week	\$6	\$8	\$6	\$8	0%	0%	\$0	\$0
Blue Rock Springs	Per day, 7 days a week	\$6	\$8	\$6	\$8	0%	0%	\$0	\$0
Special Event Fees									
Rental of entire park									
Dan Foley	Per Day	\$3,000	\$5,000	\$3,150	\$5,250	5%	5%	\$150	\$250
Blue Rock Springs	Per Day	\$3,000	\$5,000	\$3,150	\$5,250	5%	5%	\$150	\$250
All Parks	Per hour	\$30	\$40	\$31	\$42	3%	5%	\$1	\$2
Security/Cleaning Deposit		\$550	\$660	\$578	\$693	5%	5%	\$28	\$33

**GREATER VALLEJO RECREATION DISTRICT
FEE SCHEDULE - DRAFT FOR APPROVAL
FY 2026-2027 DRAFT**

[illegible]

Narrative of Changes for the FY 2026/27 Fee Schedule

Direction was provided by the Board of Directors at the 03/26/26 board meeting. There were two directives: The first, to remove the reintroduced "Sportsmanship Fee"s and the second was any proposed fee increase can be no more than a 5% increase.

- 57 Fees were unchanged from FY 25/26
- All proposed increases have been capped at 5% per Board Direction
- Per Board Direction, Sportsmanship Fees proposed on the first draft of the FY 26/27 Fee Schedule have been removed
- **Fees Removed from Fee Schedule (14 Items)**

High School Lane Rate - REMOVE
Lifeguard Instructor - REMOVE
Water Safety Instructor - REMOVE
Life Guard Academy - REMOVE
After School at the Pool (ASAP) - REMOVE
Kids Day - REMOVE
Polar Plunge - REMOVE
Pup-Kin Patch Dog Festival - REMOVE
Thumper's Eggs travaganza - REMOVE
Stage, Special Event - REMOVE
Richardson Park - REMOVE
Mailing & Handling Fee: - REMOVE
1-9 pages - REMOVE
10+ pages - REMOVE
Plan Sets - REMOVE

Resident	Resident
\$250	\$300
\$250	\$300
\$230	\$276
\$240	\$264
N/C	N/C
\$5	\$7
\$75	\$90
\$5	\$6
\$150	\$180
\$53	\$67
\$2	\$3
\$5	\$6

- **Fees Added to the Fee Schedule (35 Items)**

Birthday Party Balloons	
Refundable Cleaning Fee	
Sports Games Building Attendant Fee	Per Attendant/ Per Hour
Recreation Admin Fee	
E-Sports	70% Vendor/30% District

Resident	Resident
\$25	\$25
\$150	\$150
\$30	\$36
\$25	\$30

1-Year Contractor	60% Vendor/30% District		
2-Year Contractor	65% Vendor/35% District		
3+-Year Contractor	70% Vendor/30% District		
Aquatic spectator			
Lifeguard, per hour		\$30	\$30
Long Course Set-up	per hour	\$75	\$75
Aquatics Portable, per hour		\$53	\$64
Whole pool	Per hour + \$150 deposit	\$216	\$260
Birthday Party		\$260	\$312
Refundable Cleaning Fee		\$150	\$150
Aquatic Spring Break Camp	Per week	\$228	\$274
Adult/Teen Level 1 or 2	<i>Swim Lessons</i>		
Weekday	<i>Swim Lessons</i>	\$78	\$94
Saturday	<i>Swim Lessons</i>	\$42	\$51
Adaptive Swim Lessons	<i>Swim Lessons</i>		
Weekday	<i>Swim Lessons</i>	\$78	\$94
Saturday	<i>Swim Lessons</i>	\$42	\$51
How the Grinch Crashed Breakfast		\$12	\$15
Drop-in Event Fee	Per, Event	\$12	\$14
Fresh Pizza (performance days only)		\$6	\$7
Bands and Brews Beer		\$6	\$8
Bands and Brews Beer + Mug		\$12	\$15
Camping Under the Stars		\$30	\$36
Teddy Bear Picnic		\$12	\$15
Breakfast with Santa		\$12	\$15
Exhibit Vendor Fee	Per event	\$50	\$50
January - June	<i>Children's Wonderland</i>	\$4	\$5
Birthday Party Package		\$155	\$185
Cleaning Fees	<i>As an "Up To" Charge</i>		
Foley Cultural Center		\$1,190	\$1,428
Vallejo Community Center		\$900	\$1,080
North Vallejo Community Center		\$730	\$876
Administrative Fee		\$25	\$30

Newly added Facility Cleaning Fees - The Board has given staff direction to add these new cleaning fees to the fee schedule. The listed fees are stated as an "up to" amount and will be applied on an "as needed basis". The actual fees assessed will be determined by the amount of clean up needed after an event. The renter's cleaning deposit will be applied to the cleaning invoice, and any remaining unpaid balance of the invoice will be paid by the renter as a pass-through payment. The District will remit the payment directly to the vendor contracted with the District. The purpose of the fee is to clean the respective facility after an event to restore conditions to the District's standards.



PARKS & RECREATION FEE STUDY REPORT

October 2025

Greater Vallejo Recreation District, CA

MATRIX
CONSULTING GROUP

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INTRODUCTION AND EXECUTIVE SUMMARY

The report that follows presents the results of the parks and recreation services fee study conducted by the Matrix Consulting Group on behalf of the Greater Vallejo Recreation District (District).

PROJECT BACKGROUND AND OVERVIEW

This study is the first comprehensive fee study conducted District-wide. As community expectations evolve and operational costs fluctuate, it is best practice to evaluate fees to ensure they remain fair, transparent, and in compliance with laws and regulations.

The purpose of this study is to evaluate and determine the full cost (direct and indirect) of providing the District's parks and recreational services. The analysis encompasses all programs, facility and area rentals, community events, and other relevant activities, ensuring a consistent and equitable approach across the District. Fee categories include Adaptive Recreation, Administration, Aquatics, Break Camps, Children's Wonderland, Community Centers, Community Events, Parking, Sport Leagues & Field and Court Rentals, and Youth Services.

The Matrix Consulting Group conducted a detailed cost-of-service analysis to assess the relationship between the fees charged and the resources required to deliver services across programs and facilities District-wide. This includes a systematic review of how costs are incurred, how they align with current fee structures, and the extent to which fees recover the cost of service.

The results of this study provide the District with a data-driven tool to evaluate cost recovery levels, establish defensible fees, and ensure equitable funding of parks and recreation services moving forward. By understanding the true cost of service delivery, the District can make informed policy decisions about cost recovery targets, subsidy levels, and resource allocation, balancing financial sustainability with community access and affordability.

GENERAL PROJECT APPROACH AND METHODOLOGY

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Staff Interviews:** The project team conducted interviews with department / program staff to clarify their needs regarding the structure of existing fee items or the addition of new fee items.
- **Data Collection:** Data was collected for each service, including time estimates and material costs. In addition, all budgeted costs and staffing levels for Fiscal Year 2026 were entered into the Matrix Consulting Group's analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.
- **Review and Approval of Results with District Staff:** District management has reviewed and approved these documented results.

A more detailed description of user fee methodology and legal and policy considerations is provided in subsequent chapters of this report.

SUMMARY OF COST RECOVERY

The project team evaluated the District's cost recovery by assessing its direct operational costs while also factoring in indirect expenses, including administration and District-wide overhead. The table below compares FY25 Revenue to FY26 Expenditures and Indirect Costs (Full Cost), highlighting the difference and associated cost recovery percentage.

TABLE 1: FULL COST RECOVERY

Program Desc.	FY25 Revenue	FY26 Total Cost¹	Difference	Cost Recovery %
Adaptive Recreation	\$2, 553	\$24, 194	(\$21, 641)	11%
Aquatics	\$260, 257	\$1, 561, 246	(\$1, 300, 989)	17%
Break Camp	\$107, 585	\$279, 264	(\$171, 679)	39%
Children's Wonderland	\$28, 625	\$270, 469	(\$241, 844)	11%
Community Centers	\$485, 301	\$1, 805, 802	(\$1, 320, 501)	27%
Community Events	\$149, 967	\$222, 123	(\$72, 156)	68%
Parking	\$192, 210	\$240, 258	(\$48, 048)	80%
Sports Leagues & Rentals	\$166, 309	\$582, 699	(\$416, 390)	29%
Youth Services	\$35	\$13, 802	(\$13, 767)	0%
Total	\$1, 392, 842	\$4, 999, 858	(\$3, 607, 016)	28%

The District is at a 28% full cost recovery. The cost recovery for park and recreation services typically falls between 20% and 50%, and at 28% the District is within this range. The detailed results are presented in the body of the report.

The cost recovery figures presented in this report are intended to provide a basis for policy development discussions among the Board of Directors and District staff. This analysis shows the calculated cost of delivering services; it does not provide recommendations on where or how the Board should act. The setting of the "rate" or "price" for services, whether at full cost recovery or at a subsidized level, is a policy decision to be made solely by the Board, with input from District staff and the community. By understanding the calculated cost of delivering services, the District can make decisions about cost recovery, subsidy levels, and resource allocation while balancing community access and affordability.

These measures align with GFOA best practices for *Establishing Government Charges and Fees*, which state that governmental entities should review and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large infrequent fee increases. Additionally, adopting the practice of conducting comprehensive analyses every five to seven years allows for capturing any changes to organizational structures, processes, or new service areas. In between conducting those updates, the District should consider an annual inflationary increase factor to maintain its cost recovery targets and goals.

¹ This refers to the direct budgeted expenses as well as District-wide administration, recreation administration, and maintenance expenses.

LEGAL FRAMEWORK

This section of the report provides an overview of the legal rules and regulations governing fees-for-service. A “user fee” is a charge for a service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged”. However, in the case of Parks and Recreation fees Proposition 26 allows for fee amount(s) to be based upon the rates that the market can bear. There are specific rules and regulations within the State Law that impact Parks and Recreation related activities directly. These can be separated into two categories – rental rates and recreation programs. The following points provide further information regarding these items:

- **Rental Rates:** One of the exceptions to the tax category under proposition 26 is a charge imposed for entrance to or use of local government property, or the purchase, or rental, or lease of local government property². There is no requirement that these rates must be limited to the cost of service, as they can be dependent upon a variety of features of the facility or park being rented.
- **Recreation Programs:** Under Proposition 26, the exception to the tax category is a charge that is “imposed”. Based upon the League of California Cities implementation guide for Proposition 26, as well as other legal opinions, recreation classes, youth sports, and adult sports are not a charge that is “imposed upon residents”. Rather residents have the option to voluntarily participate in those programs and utilize a private entity (non-governmental entity) for those activities. Therefore, these rates are allowed to be set based upon the market options within the area rather than being restricted to the cost of service being provided.

Utilizing these two principles is key to understanding the results generated through this analysis. As such, any over-recoveries reflected in the report do not need to be reduced to the cost of service, as the fee amount(s) should be based upon rates that the market can bear, as they are not a charge that is “imposed upon residents.” Instead, residents can rent facilities or participate in the recreational programs offered by local governments or utilize a private (non-governmental) entity for those activities / services. As such, rental rates can depend on a variety of features of the facility or park being rented, and recreation program rates can be set based on the combination of the program's administrative costs and estimated demand (i.e., participation).

² Proposition 26 Article XIII C(1)(e)(4)

USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a fee study methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The two identified components were used to calculate the quantifiable full cost to the District of providing various services. The following sections detail each component.

STAFF COST

This cost component reflects the cost associated with staff time and effort required to administer and provide these services. The cost is based upon two factors:

- **Time Assumptions:** This reflects the time associated with processing, reviewing, intake, answering questions, setup/cleanup, and other support activities.
- **Fully Burdened Hourly Rates (FBHR):** This represents the full cost to the District of an employee existing and providing services. It consists of direct cost components such as salaries, benefits, and productive hours³. It also includes costs associated with internal District-wide overhead⁴.

The time assumption is multiplied by the FBHR to arrive at the total staff cost associated with providing or administering a particular fee-related activity.

MATERIAL COST

Certain fees include costs associated with materials that would be necessary to provide the service. These material costs generally included items such as the cost of equipment or use of space / impact to the space sustained by the permitted activity.

PARTICIPATION / AVERAGE UTILIZATION COST

The two primary cost components (staffing and materials) generate the total quantifiable cost of providing a program or activity. To account for subjective factors such as program desirability or

³ Productive hours refer to 2,080 hours of a full-time position reduced by sick, vacation, and holidays.

⁴ A District-wide overhead percentage was calculated based on the FY26 information provided by District staff.

popularity, this analysis incorporates average participation levels and utilization of hours or space to approximate community demand and interest.

Utilization directly affects the per-unit cost; services with higher participation or more frequent use will generally reflect a lower per-unit cost, while those with lower participation or fewer hours of use will reflect a higher per-unit cost. As a result, some items in this analysis may indicate an over-recovery or under-recovery of costs, depending on how frequently the program or rental space is used.

For participation-based programs (e.g., camps, classes, sports), the calculation is based on the maximum number of participants. For space rentals, the analysis incorporates the total hours the space is available for use. Therefore, when evaluating the results of this study, it is essential to remember that utilization, both in terms of participants and hours used, directly influences per-unit results.

SUMMARY OF COST COMPONENTS

Together, the quantifiable (staff and material cost) and subjective (participation and utilization) components ensure that all “costs” involved in operating and providing services to the public have been accounted for.

The following chapters provide a summary of fee schedule modifications and a comparison of the full cost of providing services to the current fee for services. The total cost does not reflect the actual fees that will be charged; rather, it represents the fees calculated based on the components outlined in the User Fee Methodology chapter of this report. Ultimately, it is the Board of Directors' responsibility to determine the rates to be charged.

ADAPTIVE RECREATION

Adaptive Recreation offers recreational events for individuals with varying abilities and their caregivers. The fee assessed through this analysis pertains to a monthly event cost. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Adaptive Recreation.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, in an effort to streamline the fee schedule, it was proposed to consolidate all of its fee categories into a single 'Monthly Event' fee. The modification more accurately reflects how District staff currently administer this program.

DETAILED RESULTS

Adaptive Recreation includes a rate for monthly events held. The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table details the fee name, current fee, baseline cost, and difference associated with each service offered.

TABLE 2: BASELINE COST PER UNIT RESULTS – ADAPTIVE RECREATION

Fee Name	Current Fee	Baseline Cost	Difference
Monthly Events	\$10	\$34	(\$24)

The current fee for Adaptive Recreation 'Monthly Events' reflects a policy decision to subsidize this service. The baseline cost of \$34 is based on the staff and material costs of 12 events and the average number of attendees per event.

ADMINISTRATION

Administration oversees all park reservations including special events and film / photography permits and advertisement within the activity guide. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Administration.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees:
 - Due to updates in state regulations, 'Bounced Check/Declined Card' was proposed for elimination as banks no longer charge merchant fees for declined card transactions, making this pass-through fee unnecessary.
 - The District no longer handles 'Sound Permit' as these are now under the responsibility of the local police.
 - 'Audit Copy', 'Board Agenda', 'Budget Copy', along with the 'Mail & Handling Fees' were eliminated as these documents are now provided free of charge via email or through the District's website.
 - 'Blue Rock, Dan Foley, Richardson' and 'Crest Ranch Park, Highland, Hanns' were removed as these were redundancies on the fee schedule.
- **Consolidated Fees:** In an effort to simplify the fee schedule and provide applicants with a more accurate representation of services, various fees were consolidated:
 - The Film / Photography category was streamlined, and the proposed schedule shows an 'Application Fee' by type and refers applicants to other parts of the larger fee schedule for rental, staff, and vehicle rates.
 - Fees associated with advertising in the District's Activity Guide were consolidated and revised to reflect how the District currently offers this program.
- **Modified Fees:** Staff proposed the modification of the following fees in order to better reflect the services offered:
 - 'Staffing / Vehicle' was added to Special Events category at actual cost as the District already collects for this service but wanted to codify it on their fee schedule.

The proposed modifications ensure that the fee schedule more accurately reflects the services provided by District staff.

DETAILED RESULTS

Fees within Administration include park reservation applications, picnic rentals, special event permits, advertisement fees, and other District-wide fees. The baseline cost calculated for each service includes

direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 3: BASELINE COST PER UNIT RESULTS – ADMINISTRATION

Fee Name	Current Fee	Baseline Cost	Difference
Park, Field, & Court Rentals / Reservations			
Application Fee			
Resident	\$10	\$26	(\$16)
Non-Profit	\$15	\$26	(\$11)
Picnic Area Rentals			
Jumper House Permit			
Resident	\$30	\$52	(\$22)
Non-Resident	\$36	\$52	(\$16)
Alcohol Permit			
Resident	\$35	\$52	(\$17)
Non-Resident	\$40	\$52	(\$12)
Dan Foley Park Picnic Area Rentals			
Lakeview East			
Resident	\$111	\$67	\$44
Non-Resident	\$142	\$67	\$75
Lakeview West			
Resident	\$111	\$76	\$35
Non-Resident	\$142	\$76	\$66
Lakeview Entire			
Resident	\$214	\$144	\$70
Non-Resident	\$277	\$144	\$133
Meadows			
Resident	\$105	\$50	\$55
Non-Resident	\$135	\$50	\$85
Willow Glen			
Resident	\$105	\$33	\$72
Non-Resident	\$135	\$33	\$102
Mountain View			
Resident	\$236	\$152	\$84
Non-Resident	\$308	\$152	\$156
Blue Rock Springs Picnic Area Rentals			
Lower Vista Area			
Resident	\$104	\$76	\$28
Non-Resident	\$147	\$76	\$71
Upper Vista			
Resident	\$104	\$84	\$20
Non-Resident	\$147	\$84	\$63
Vista Entire			
Resident	\$194	\$161	\$33
Non-Resident	\$252	\$161	\$91
Grove			
Resident	\$187	\$118	\$69
Non-Resident	\$243	\$118	\$125

Fee Name	Current Fee	Baseline Cost	Difference
Pines			
Resident	\$224	\$195	\$29
Non-Resident	\$290	\$195	\$95
Lake Area			
Resident	\$79	\$50	\$29
Non-Resident	\$103	\$50	\$53
Parkview			
Resident	\$76	\$33	\$43
Non-Resident	\$99	\$33	\$66
Trailside			
Resident	\$76	\$33	\$43
Non-Resident	\$99	\$33	\$66
Peacock Roost			
Resident	\$76	\$33	\$43
Non-Resident	\$99	\$33	\$66
Playground Vista			
Resident	\$97	\$33	\$64
Non-Resident	\$126	\$33	\$93
Blue Rock Terrace			
Resident	\$76	\$25	\$51
Non-Resident	\$99	\$25	\$74
Crest Ranch Park Picnic Area Rentals			
Resident	\$49	\$67	(\$18)
Non-Resident	\$64	\$67	(\$3)
Hanns Park Picnic Area Rentals			
Resident	\$71	\$84	(\$13)
Non-Resident	\$92	\$84	\$8
Richardson Park Picnic Area Rentals			
Resident	\$53	\$67	(\$14)
Non-Resident	\$67	\$67	\$0
Highlands Park Picnic Area Rentals			
Resident	\$61	\$66	(\$5)
Non-Resident	\$79	\$66	\$13
Special Event Fees			
Application Fee	\$25	\$89	(\$64)
Staffing / Vehicle	Actual Cost	Actual Cost	N/A
Special Event Fees - Location Rental			
Dan Foley⁵			
Resident	\$36,000	\$84,731	(\$48,731)
Non-Resident	\$60,000	\$84,731	(\$24,731)
Blue Rock Springs⁶			
Resident	\$36,000	\$41,549	(\$5,549)
Non-Resident	\$60,000	\$41,549	\$18,451
Neighborhood Parks			
Resident	\$30	\$702	(\$672)

⁵ The current fee (\$3,000 for residents and \$5,000 for non-residents) is applied as a flat rate rather than a per hour fee, to allow for comparison each current fee was multiplied by 12 (hours of a day rental).

⁶ The current fee (\$3,000 for residents and \$5,000 for non-residents) is applied as a flat rate rather than a per hour fee, to allow for comparison each current fee was multiplied by 12 (hours of a day rental).

Fee Name	Current Fee	Baseline Cost	Difference
Non-Resident	\$40	\$702	(\$662)
Film / Photography			
Film / Photography Application Fee			
Still Photography	Modified	\$44	N/A
Video / Motion Production	Modified	\$66	N/A
	Refer to Rental		
Rental of Space	\$250	Rates	N/A
Staffing / Vehicle	\$52	Actual Cost	N/A
GVRD Activity Guide			
Full page, back cover	Modified	\$420	N/A
Full page, inside cover (front/back)	Modified	\$420	N/A
Full page, inside (non-glossy, guts)	Modified	\$420	N/A
1/2 page	Modified	\$254	N/A
1/4 page	Modified	\$149	N/A
1/8 page	Modified	\$119	N/A
Administrative Fees			
Return Check Fee⁷			
First Check	\$25	\$25	\$0
Second & Subsequent Checks	\$30	\$35	(\$5)

The current fees for picnic shelter rentals tend to be higher than the baseline cost. Only the impact to the space and associated maintenance costs were taken into consideration when calculating these fees as all rental processing time has been accounted for under the application fee. It is common to see large variances with picnic shelter fees as the desirability of the space drives the market value.

The baseline calculation for “Special Event Fees – Rental Location” assumes a 12-hour rental at a flat daily rate. For example, the baseline cost for Blue Rock Spring is \$41,549; when divided by 12 hours, the implied hourly rate is \$3,462—only \$462 higher than the current resident hourly rate of \$3,000. As this fee reflects exclusive use of the entire park space, a higher calculated baseline cost is expected.

Film / Photography and GVRD Activity Guide fee categories were modified to more accurately represent how the District currently administers these programs. As such, there is no direct comparison between current fees and baseline costs.

The District should review these fees and make adjustments as needed to improve cost recovery.

⁷ CIV § 1719(a)

AQUATICS

Aquatics refers to the Cunningham Aquatic Complex, which provides a range of recreational and leisure aquatic-based programs for the community. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Aquatics.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fee:** The 'Drive-In Movie' Community Event was eliminated as it is no longer a separate event but occurs at the same time as recreation swim.
- **New Fee:** 'Mermaid University' and 'Pool Party Rental' were proposed for addition to the fee schedule to highlight a new program and rental that Aquatics is considering offering.
- **Consolidated Fees:** In an effort to simplify the fee schedule and provide applicants with a more accurate representation of services, various fees were consolidated:
 - The Safety Classes category was streamlined; the proposed schedule shows an all-encompassing 'Lifeguard Certification' class and a 'Community CPR / First Aid' class, rather than each component of the safety course.
 - 'Lifeguard Academy' was consolidated with 'Junior Guards' as they are now the same program.
- **Modified Fees:** Staff proposed fees name changes to reflect adjustments made to scope of services.
 - 'Kids Day' was renamed 'Pool Safety Day'
 - 'Polar Plunge' was renamed 'How the Grinch Crashed Breakfast'

The modifications ensure the proposed fee schedule more accurately reflects the services provided by Aquatics staff.

DETAILED RESULTS

Fees within Aquatics include lap and recreational swim admission, swim exercise and lessons, aquatics camps and rentals, and community events. The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 4: BASELINE COST PER UNIT RESULTS – AQUATICS

Fee Name	Current Fee	Baseline Cost	Difference
Daily Fees (Lap / Recreation Swim)			
4 Yrs and Under	\$3	\$8	(\$5)
5 Yrs - 55 Yrs.	\$6	\$8	(\$2)

Fee Name	Current Fee	Baseline Cost	Difference
Seniors (55+) / Veteran	\$4	\$8	(\$4)
Lap Swim Pass (20 Swims)			
Seniors (55+) / Veteran	\$57	\$178	(\$121)
Adult (18+)	\$100	\$178	(\$78)
Water Exercise			
Adults 13 - 55			
Drop-In	\$6	\$8	(\$2)
Pass	\$50	\$107	(\$57)
Seniors (55+) / Veteran			
Drop-In	\$5	\$8	(\$3)
Pass	\$35	\$107	(\$72)
Safety Classes			
Lifeguard Certification	Modified	\$144	N/A
Community CPR / First Aid	\$90	\$10	\$80
Swim Lessons			
Private Lessons	\$35	\$515	(\$480)
Parent/Tot			
Weekday	\$65	\$62	\$3
Saturday	\$35	\$15	\$20
4-5 Yrs Swim Lessons			
Weekday	\$65	\$124	(\$59)
Saturday	\$35	\$31	\$4
Lessons Level 1-6			
Weekday	\$65	\$62	\$3
Saturday	\$35	\$15	\$20
Aquatic Camps			
Davey Jones Aquatic Camp	\$190	\$440	(\$250)
Guardstart	\$190	\$440	(\$250)
Junior Guards	\$240	\$265	(\$25)
Junior Guards Work Exp.	\$37	\$60	(\$23)
After School at the Pool (ASAP)	\$240	\$262	(\$22)
Mermaid University	New	\$440	N/A
Pool Rentals			
User Group With Insurance	\$10	\$38	(\$28)
Pool Party Rental	New	\$133	N/A
Community Rental			
4 lanes shallow or deep end	\$100	\$105	(\$5)
Whole pool	\$180	\$253	(\$73)
Community Events (Aquatics)			
Floating Pumpkin Patch	\$10	\$72	(\$62)
Pool Safety Day	\$0	\$81	(\$81)
How the Grinch Crashed Breakfast	\$5	\$104	(\$99)
Easter Egg Hunt	\$5	\$77	(\$72)

Aquatics current fees tend to be lower than baseline costs. The only exception is the current fees for both 'Parent / Tot' lessons and Saturday '4-5 Yrs Swim Lessons', which are higher than baseline costs.

The lifeguard / swim instructors to participant ratio is the driving factor for this difference. The baseline cost for 'Community CPR / First Aid' is lower than the current fee due to the limited hours the class is offered. Additionally, the entire Safety Class fee category was reworked to more accurately reflect current class offering and staff time and effort, resulting in cost variance.

At \$480, 'Private Swim Lessons' has the largest variance between the current fee and baseline cost, followed by \$250 for swim camps 'Davey Jones Aquatic Camp' and 'Guardstart'. These variances highlight areas where staff should focus their effort and adjust fee recommendations as necessary.

BREAK CAMPS

Break Camps encompass week-long, themed programming offered during school breaks for Summer, Winter, Spring, and Thanksgiving. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Break Camps.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating 'COVID Camp' as this camp type is no longer offered by the District. 'In-Camp Field Trips' were also eliminated as a fee category, as they are now only offered in tandem with Summer Camps.
- **Fee Name Change:** 'Kinder' camp was renamed 'Creative Minds' as this name reflects what the camp is currently referred to as in the District's Activity Guide.

The modifications proposed ensure that the proposed fee schedule more accurately reflects the services being provided by District staff.

DETAILED RESULTS

Fees within Break Camps include drop-in rates and session costed related to various camps. The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 5: BASELINE COST PER UNIT RESULTS – BREAK CAMPS

Fee Name	Current Fee	Baseline Cost	Difference
Drop-in	\$45	\$60	(\$15)
Creative Minds	\$180	\$302	(\$122)
Fun-gineering	\$180	\$302	(\$122)
Eco-Adventures	\$180	\$302	(\$122)
FRESH Theater Camp			
Regular (9am-4pm)	\$250	\$349	(\$99)
Extended (7am-6pm)	\$280	\$548	(\$268)
Thanksgiving Break Camp	\$110	\$336	(\$226)
Spring Break / Winter Break Camp	\$180	\$473	(\$293)
Counselor in Training Camp			
Resident	\$50	\$74	(\$24)
Non-Resident	\$60	\$74	(\$14)

All current fees for break camps are lower than baseline costs. Ranging from a low of \$24 for 'Counselor in Training Camp – Non-Resident' to a high of \$293 for Spring Break / Winter Break Camp'. The total number of participants drives the baseline costs for break camps. A higher baseline cost is due to lower

participation caused by fewer sessions availability, as seen with Thanksgiving and Spring Break / Winter Break Camps which have only a single session, compared to the other camps that have multiple sessions.

CHILDREN'S WONDERLAND (CWL)

Children's Wonderland is a park that features a variety of attractions, including themed play structures, open spaces, and reservable areas for birthday parties and special events. Associated fees include general admissions, picnic area rentals, special event reservations, concessions, and community event charges. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Children's Wonderland

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the rental of the stage during operating hours as this space can only be rented in tandem with a special event.
- **Consolidated Fees:** In an effort to simplify the fee schedule and provide the public with a more accurate representation of services, various fees were consolidated:
 - The Entry category was streamlined; rather than rates based on the time of year, the proposed schedule shows admission fees based on three main sub-categories: individual entry rates, pass rates, and group field trip rates.
 - 'Rental of Entire Park' was consolidated into 'Rental of Entire Park: Special Event' to remove redundancies.
- **Fee Name Change:** 'Birthday Party Balloon' was renamed 'Birthday Balloon Package' as this name more accurately reflects the service.

The modifications ensure the proposed fee schedule more accurately reflects the services provided by District staff.

DETAILED RESULTS

Fees within Children's Wonderland include admissions, picnic area and special event rentals, concessions, and community events. The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 6: BASELINE COST PER UNIT RESULTS – CHILDREN'S WONDERLAND

Fee Name	Current Fee	Baseline Cost	Difference
Entry Fee			
Individual Entry			
Mon or Wed	\$0	\$4	(\$4)
<u>Thur-Sun</u>			
Resident	\$3	\$4	(\$1)

Fee Name	Current Fee	Baseline Cost	Difference
Non-Resident	\$5	\$4	\$1
Children under 2 years old / Seniors (55+)	\$0	\$4	(\$4)
Pass (20 visits)			
Resident	\$55	\$80	(\$25)
Non-Resident	\$75	\$80	(\$5)
Group Field Trips			
Resident	\$3	\$4	(\$1)
Non-Resident	\$4	\$4	\$0
Rentals			
Group & Family Picnic Area Rental			
Small			
Resident	\$35	\$23	\$12
Non-Resident	\$45	\$23	\$22
Big			
Resident	\$70	\$47	\$23
Non-Resident	\$80	\$47	\$33
Both Big & Small			
Resident	\$90	\$67	\$23
Non-Resident	\$105	\$67	\$38
Rental of Entire Park: Special Event			
Rental	\$300	\$832	(\$532)
Security	\$36	\$34	\$2
Stage Rental			
Stage Rental	\$150	\$43	\$107
Electricity Fee	\$5	\$1	\$4
Birthday Party Reservations			
Birthday Packages			
Option #1 (2 Hours)	\$155	\$151	\$4
Option #2 (4 Hours)	\$310	\$155	\$155
Extra Guest	\$3	\$4	(\$1)
Birthday Balloon Package			
Small	\$25	\$24	\$1
Medium	\$35	\$24	\$11
Large	\$45	\$24	\$21
Concessions			
Candy	\$1.00	\$0.63	\$0.37
Chips	\$1.00	\$0.42	\$0.58
Soda / Water	\$2.00	\$0.58	\$1.42
Ice Cream			
Big	\$5.00	\$0.84	\$4.16
Small	\$3.00	\$0.59	\$2.41
Community Events (Children's Wonderland)			
Thumper's Eggs-travaganza	\$5	\$25	(\$20)
Pumpkin Patch	\$0	\$38	(\$38)
Night at Children's Wonderland - Camp Out	\$0	\$71	(\$71)

With the exception of the resident pass, costs associated with admissions and concessions are generally aligned with baseline costs. Rentals tend to be higher than baseline costs, except for 'Rental of Entire Park: Special Event', which shows a \$532 deficit. The large deficit is primarily due to the potential for a

large number of people to be present during an entire park rental. Community events in relation to Children's Wonderland tend to be lower than baseline costs, which is mostly due to the policy decision not to charge for these types of events. Reviewing these results and updating fees as needed will help the District achieve greater cost recovery.

COMMUNITY CENTERS

The District has four Community Centers: Foley Cultural Center, North Vallejo Community Center, Norman C. King, and Vallejo Community Center. These facilities not only host programming but are also available to rent. The fees calculated through this analysis pertain to facility and equipment rental rates. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Community Centers.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the rental of the 'Oak Room', 'Pine Room' and 'Elm Room' at the Foley Cultural Center as these spaces are no longer rented.
- **New Fees:** Staff proposed the addition of a 'Propane Heater' fee to capture the rental of this equipment.
- **Fee Name Change:** The 'Arts / Craft Room' at Norman C. King, SVCC was renamed 'Conference Room' as this name reflects how staff currently refer to the room.

The modifications ensure the proposed fee schedule more accurately reflects the services provided by District staff.

DETAILED RESULTS

Fees within Community Centers include rental rates for various spaces within the facilities and various equipment (PA systems, propane heaters, etc.). The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 7: BASELINE COST PER UNIT RESULTS – COMMUNITY CENTER

Fee Name	Current Fee	Baseline Cost	Difference
All Community Centers			
Additional Custodial	\$50	\$47	\$3
Foley Cultural Center			
Security	\$36	\$34	\$2
Private Party			
Lake, Kitchen, Refreshment Ctr	\$210	\$276	(\$66)
Vista Room, Refreshment Ctr (Fri & Sun Only)	\$74	\$160	(\$86)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Vista Room (Lake, Kitchen, Refreshment Ctr Only)	\$44	\$98	(\$54)
Arbor Room (Lake, Kitchen, Refreshment Ctr Only)	\$37	\$95	(\$58)
PA System (Lake, Kitchen, Refreshment Ctr Only)			

Fee Name	Current Fee	Baseline Cost	Difference
Audio	\$50	\$3	\$47
Projection	\$50	\$3	\$47
Propane Heaters	New	\$3	N/A
Business / Commercial			
Lake Room	\$168	\$385	(\$217)
Vista Room	\$44	\$272	(\$228)
Arbor Room	\$37	\$268	(\$231)
Kitchen	\$84	\$262	(\$178)
Refreshment Center	\$56	\$261	(\$205)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
PA System			
Audio	\$50	\$17	\$33
Projection	\$50	\$17	\$33
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
201 to 350	\$225	\$191	\$34
351 to 500	\$270	\$287	(\$17)
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
201 to 300	\$120	\$191	(\$71)
301 to 400	\$110	\$287	(\$177)
401 to 500	\$145	\$287	(\$142)
501 to 600	\$156	\$287	(\$131)
Commercial Kitchen Rental			
Day: 7am-7pm	\$125	\$199	(\$74)
Evening: 7pm-7am	\$62	\$199	(\$137)
Non-Profit			
Lake Room	\$134	\$385	(\$251)
Vista Room	\$37	\$272	(\$235)
Arbor Room	\$29	\$268	(\$239)
Kitchen	\$67	\$262	(\$195)
Refreshment Center	\$45	\$261	(\$216)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
PA System			
Audio	\$50	\$321	(\$271)
Projection	\$50	\$321	(\$271)
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
201 to 350	\$225	\$191	\$34
351 to 500	\$270	\$287	(\$17)
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)

Fee Name	Current Fee	Baseline Cost	Difference
201 to 300	\$120	\$191	(\$71)
301 to 400	\$110	\$287	(\$177)
401 to 500	\$145	\$287	(\$142)
501 to 600	\$156	\$287	(\$131)
North Vallejo Community Center			
Security	\$36	\$34	\$2
Private Party			
Banquet, Great Room, and Kitchen	\$145	\$198	(\$53)
Banquet and Kitchen	\$104	\$168	(\$64)
Great Room	\$104	\$177	(\$73)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Craft Room	\$35	\$92	(\$57)
PA System (Great Room Only)			
Audio	\$50	\$3	\$47
Projection	\$50	\$3	\$47
Business / Commercial			
Banquet Room & Great Room	\$116	\$310	(\$194)
Banquet Room	\$52	\$280	(\$228)
Great Room	\$64	\$290	(\$226)
Craft Room	\$35	\$266	(\$231)
Kitchen	\$35	\$260	(\$225)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
PA System (Great Room Only)			
Audio	\$50	\$17	\$33
Projection	\$50	\$17	\$33
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
Non-Profit			
Banquet Room & Great Room	\$93	\$310	(\$217)
Banquet Room	\$42	\$280	(\$238)
Great Room	\$51	\$290	(\$239)
Craft Room	\$28	\$266	(\$238)
Kitchen	\$28	\$260	(\$232)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
PA System (Great Room Only)			
Audio	\$50	\$17	\$33
Projection	\$50	\$17	\$33
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
Theatre Seating (Set-up, Take-down)			

Fee Name	Current Fee	Baseline Cost	Difference
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
Norman C. King, SVCC			
Security	\$36	\$34	\$2
Private Party			
Multi-Purpose 1 and 2 and Kitchen	\$145	\$196	(\$51)
Multi-Purpose 1 or 2 and Kitchen	\$104	\$172	(\$68)
Rentals Add-Ons			
Game Room	New	\$98	N/A
Conference Room	New	\$92	N/A
Jumper Permit	\$30	\$36	(\$6)
Business / Commercial			
Multi-Purpose Room #1 & #2	\$140	\$308	(\$168)
Multi-Purpose Room #1 or #2	\$70	\$284	(\$214)
Conference Room	\$42	\$266	(\$224)
Kitchen	\$70	\$261	(\$191)
Rentals Add-Ons			
Game Room	\$50	\$120	(\$70)
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
Commercial Kitchen Rental			
Day: 7am-7pm	\$90	\$198	(\$108)
Evening: 7pm-7am	\$45	\$198	(\$153)
Non-Profit			
Multi-Purpose Room #1 & #2	\$94	\$308	(\$214)
Multi-Purpose Room #1 or #2	\$47	\$284	(\$237)
Conference Room	\$28	\$266	(\$238)
Kitchen	\$47	\$261	(\$214)
Rentals Add-Ons			
Game Room	\$35	\$120	(\$85)
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
Vallejo Community Center			
Security	\$36	\$34	\$2
Private Party			
Auditorium, Foyer & Kitchen	\$189	\$236	(\$47)
Foyer & Kitchen	\$137	\$186	(\$49)
Rentals Add-Ons			

Fee Name	Current Fee	Baseline Cost	Difference
Jumper Permit	\$30	\$36	(\$6)
Club Room	\$44	\$98	(\$54)
Teen Room	\$44	\$98	(\$54)
PA System (Auditorium Only)			
Audio	\$50	\$18	\$32
Projection	\$50	\$18	\$32
Business / Commercial			
Auditorium & Foyer	\$151	\$347	(\$196)
Foyer	\$101	\$297	(\$196)
Teen Room	\$44	\$272	(\$228)
Club Room	\$44	\$272	(\$228)
Kitchen	\$67	\$261	(\$194)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
PA System (Auditorium Only)			
Audio	\$50	\$17	\$33
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
201 to 350	\$225	\$191	\$34
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
201 to 300	\$120	\$191	(\$71)
301 to 400	\$110	\$287	(\$177)
Commercial Kitchen Rental			
Day: 7am-7pm	\$125	\$198	(\$73)
Evening: 7pm-7am	\$62	\$198	(\$136)
Non-Profit			
Auditorium & Foyer	\$121	\$347	(\$226)
Foyer	\$81	\$297	(\$216)
Teen Room	\$37	\$272	(\$235)
Club Room	\$37	\$272	(\$235)
Kitchen	\$54	\$261	(\$207)
Rentals Add-Ons			
Jumper Permit	\$30	\$36	(\$6)
Alcohol Surcharge	\$25	\$36	(\$11)
PA System (Auditorium Only)			
Audio	\$50	\$17	\$33
Banquet Seating (Set-up, Take-down)			
Up to 200	\$150	\$191	(\$41)
201 to 350	\$225	\$191	\$34
Theatre Seating (Set-up, Take-down)			
Up to 150	\$80	\$191	(\$111)
151 to 200	\$90	\$191	(\$101)
201 to 300	\$120	\$191	(\$71)
301 to 400	\$110	\$287	(\$177)

Rental rates associated with Community Centers are generally lower than baseline costs. The primary driver for the baseline costs is in relation to the coordination of the rental (including any walk-through of the facilities, questions, insurance verification, etc.) and having staff present during the rental.

Equipment rentals (PA Systems, seating arrangements, etc.) require little or no staff time; as such, their costs tend to be higher than baseline. This is typical for equipment rentals as the applicant is choosing the equipment rental as a tack-on to their facility rental, as such, the rental costs tend to reflect proportional maintenance and replacement costs.

The District should review and evaluate these results and change fees as needed to help recover costs.

COMMUNITY EVENTS

The goal of the Community Events program is to offer a diverse range of high-quality events that foster community engagement and participation. Associated fees include vendor rates and admission charges. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services related to Community Events.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating 'Pup-Kin Patch Dog Festival' as the District no longer offers this event type. 'Bands and Brews Beer + Mug' was also eliminated as this event package is no longer offered.
- **New Fee:** 'Vendor Fee' as proposed for addition to the fee schedule; while vendor fees are currently assessed, staff wanted the fees codified on the fee schedule.

The modifications ensure the proposed fee schedule more accurately reflects the services provided by District staff.

DETAILED RESULTS

Fees within Community Events include vendor rates and admission fees to the various District events. The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 8: BASELINE COST PER UNIT RESULTS – COMMUNITY EVENTS

Fee Name	Current Fee	Baseline Cost	Difference
Fishing in the City	\$0	\$7	(\$7)
Bands and Brews	\$0	\$6	(\$6)
Breakfast with Santa	\$10	\$25	(\$15)
Tree Lighting	\$0	\$6	(\$6)
Vendor Fee	\$50 - \$300		

Most Community Events are free of charge. The project team worked with operational and maintenance staff to calculate a baseline cost for events to show the actual cost to the District of providing these services. With a \$ 15-per-unit difference, 'Breakfast with Santa' has the largest difference. This difference is primarily due to the limited number of people able to participate in this event. In comparison, 'Fishing in the City', 'Bands and Brews', and 'Tree Lighting' all have a lower difference driven by higher participation rates.

PARKING

From April through mid-October, paid parking is enforced on weekends and holidays at Blue Rock Springs Park and Dan Foley Park. As such, the following parking fees are related to these parking areas. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Parking.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, no modifications to parking fees were made.

DETAILED RESULTS

The baseline cost calculated for parking fees includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 9: BASELINE COST PER UNIT RESULTS – PARKING

Fee Name	Current Fee	Baseline Cost	Difference
Dan Foley Park Parking			
Resident	\$6	\$7	(\$1)
Non-Resident	\$8	\$7	\$1
Blue Rock Springs Parking			
Resident	\$6	\$9	(\$3)
Non-Resident	\$8	\$9	(\$1)

Baseline parking costs tend to align with current rates. The calculation is based on the number of parking passes administered annually; therefore, if more passes were administered, the baseline cost would reduce.

SPORTS LEAGUES & FIELD AND COURT RENTALS

The District provides adult sports leagues, along with rentals of various courts and fields including rental of spaces within their Sports Gym. As such the fees associated with this program align. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Sports Leagues and Field and Court Rentals.

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the 'Sports Gym – Membership Pass' as they no longer offer the pass program.
- **New Fee:** A Concessions category was added to reflect various snacks and beverages currently offered for purchase at the Sports Gym.
- **Consolidated Fees:** In an effort to simplify the fee schedule and provide the public with a more accurate representation of services, 'Co-ed League Softball' was consolidated into 'Adult Sports Leagues' as league fees are more generally applied rather than specific to the type of league offered.

The modifications proposed ensure that the proposed fee schedule more accurately reflects the services being provided by District staff.

DETAILED RESULTS

Fees within Sports Leagues and Field and Court Rentals include sports league fees, sports gym admissions, rentals of courts and fields, preparation of fields, and field lighting costs. The baseline cost calculated for each service includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 10: BASELINE COST PER UNIT RESULTS – SPORTS LEAGUES AND FIELD AND COURT RENTALS

Fee Name	Current Fee	Baseline Cost	Difference
Sports			
Adult Sports			
Adult Sports Leagues	\$510	\$613	(\$103)
Sports Gym			
Open Gym			
Adult Sports	\$5	\$7	(\$2)
Youth Sports	\$3	\$7	(\$4)
Court Reservation			
Half Court	\$20	\$59	(\$39)
Full Court	\$40	\$85	(\$45)

Fee Name	Current Fee	Baseline Cost	Difference
Gymnasium Reservation			
Weekday	\$90	\$290	(\$200)
Weekend	\$95	\$290	(\$195)
Field Reservation	\$27	\$74	(\$47)
Sports Birthday Party	\$200	\$405	(\$205)
Building Attendant Fee	\$25	\$45	(\$20)
Concessions			
Candy	\$1.00	\$0.63	\$0.37
Chips	\$1.00	\$0.42	\$0.58
Soda / Water	\$2.00	\$0.58	\$1.42
Ice Cream			
Big	\$5.00	\$0.84	\$4.16
Small	\$3.00	\$0.59	\$2.41
Field & Court Rentals			
Field Rentals			
Resident Non-Profit	\$30	\$74	(\$44)
Non-Resident Non-Profit	\$36	\$74	(\$38)
Resident Profit	\$35	\$74	(\$39)
Non-Resident Profit	\$42	\$74	(\$32)
Dan Foley Artificial Turf Field			
Mon-Fri	\$48	\$85	(\$37)
Sat - Sun	\$58	\$85	(\$27)
Dan Foley Concession Stand			
Mon-Fri	\$40	\$36	\$4
Sat - Sun	\$50	\$36	\$14
Court Rentals⁸			
Pickleball Court	\$14	\$17	(\$3)
Tennis Court	\$14	\$14	\$0
Basketball Court	\$14	\$22	(\$8)
Bocce Ball Court	\$14	\$8	\$6
Field Prep (Baseball & Softball)			
Non-Profit	\$30	\$45	(\$15)
Profit	\$35	\$45	(\$10)
Lights at all Sites			
Non-Profit	\$35	\$48	(\$13)
Profit	\$40	\$48	(\$8)

The current fees are generally lower than the calculated baseline costs. The larger variances are in relation to 'Adult Sports Leagues' and 'Sports Birthday Party' at \$103 and \$205, respectively. While minimal, baseline costs do exceed current fees for the following fee categories: concessions, Dan Foley Concession Stand, and court rentals. With the exception of concession, these variances are primarily due to reworking the staff time associated with each rental. Currently, the fee includes staff time to process the rental; however, moving forward, that time is captured within the application fee (listed under

⁸ The court can be used for disc golf but there is no rental offered for that, as it is a first-come first serve basis and therefore does not need to be on the fee schedule.

administrative fees, currently the fee is \$10 for residents and \$15 for non-residents, with a baseline cost of \$26 per rental), resulting in the baseline reduction.

TEEN SERVICES

The District is currently reworking its teen programming and is exploring offering special events for teenagers, along with a Youth Advisory Board that would help transition high-schoolers to the workplace and provide volunteer opportunities. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Youth Services

FEE SCHEDULE MODIFICATIONS

In discussions with District staff, it was proposed to change the fee name '5th Grade Event, 8th Grade Event' to 'Teen Special Events' as the new fee title is how staff currently refer to the service. This modification ensures that the proposed fee schedule more accurately reflects the services being provided by District staff.

DETAILED RESULTS

The baseline cost calculated for Teen Services includes direct staffing and material costs, applicable overhead allocations, and, where appropriate, considers participation levels and space utilization to better reflect demand. The following table lists the fee name, current fee, baseline cost, and difference for each service offered.

TABLE 11: BASELINE COST PER UNIT RESULTS – TEEN SERVICES

Fee Name	Current Fee	Baseline Cost	Difference
Teen Special Events	\$30	\$54	(\$24)
Youth Advisory Board	\$30	\$36	(\$6)

The baseline costs are higher than the current fees, which are primarily associated with the District staff time and effort in support of managing and providing these programs.

COST RECOVERY

The typical cost recovery for parks and recreation services is between 20% and 50%. This range reflects the belief that these services primarily benefit the community at large and therefore should be subsidized through taxpayers. As part of this analysis, the project team calculated the cost recovery for the District based on its direct operational costs and indirect costs (Administrative and Maintenance). The following subsections provide the detailed programmatic cost recovery based on direct and total cost calculations.

DIRECT PROGRAM COST RECOVERY

Direct cost recovery compares budgeted programmatic costs against generated revenues associated with that specific program. To determine direct programmatic cost recovery, the project team compared budgeted revenues to budgeted costs related to all programs. The following table shows by program: FY25 Revenue, FY26 Budget⁹, the associated difference, and cost recovery percentage.

TABLE 12: DIRECT PROGRAM COST RECOVERY

Program Desc.	FY25 Revenue	FY26 Expenditures	Difference	Cost Recovery
Adaptive Recreation	\$2,553	\$15,726	(\$13,173)	16%
Aquatics	\$260,257	\$914,376	(\$654,119)	28%
Break Camp	\$107,585	\$181,520	(\$73,935)	59%
Children's Wonderland	\$28,625	\$163,415	(\$134,790)	18%
Community Centers	\$485,301	\$788,240	(\$302,939)	62%
Community Events	\$149,967	\$114,573	\$35,394	131%
Parking	\$192,210	\$156,166	\$36,044	123%
Sports Leagues & Rentals	\$166,309	\$289,987	(\$123,678)	57%
Youth Services	\$35	\$8,971	(\$8,936)	0%
Total	\$1,392,842	\$2,632,974	(\$1,240,132)	53%

The District is at a 53% cost recovery level on a direct cost basis. This direct cost recovery is slightly higher than the typical cost recovery (20-50%). The extensive range of cost recovery levels between programs is typical for parks and recreation fees. For example, the optional nature of fees related to community center rentals and camps typically results in those fees being set closer to cost recovery. On the other hand, services provided in relation to adaptive recreation or youth services tend to be subsidized to account for the community benefit.

TOTAL PROGRAM COST RECOVERY

Total cost recovery examines direct program costs, District administration support, and overhead, and compares these costs against the generated revenues. For programmatic services to be provided,

⁹ The FY26 Budget does not include Recreation Admin, General Admin Support, Human Resources, Finance, or any Maintenance costs, as those are considered part of the overhead.

Recreation and District management and administration staff support is needed. The following table shows by category, the indirect costs included:

TABLE 13: INDIRECT OVERHEAD COSTS BY PROGRAM

Program Desc.	District Admin Support¹⁰	Maintenance Support¹¹	Total Overhead
Adaptive Recreation	\$8,468	\$0	\$8,468
Aquatics	\$492,370	\$154,499	\$646,870
Break Camp	\$97,744	\$0	\$97,744
Children's Wonderland	\$87,995	\$19,059	\$107,054
Community Centers	\$424,449	\$593,113	\$1,017,562
Community Events	\$61,695	\$45,855	\$107,550
Parking	\$84,092	\$0	\$84,092
Sports Leagues & Rentals	\$156,151	\$136,561	\$292,712
Youth Services	\$4,831	\$0	\$4,831
Total	\$1,417,796	\$949,088	\$2,366,884

The project team accounted for roughly \$2.4 million in indirect overhead costs. The table below compares FY25 Revenue to FY26 Total Direct and Indirect Costs (Full Cost), highlighting the difference and associated cost recovery percentage.

TABLE 14: FULL COST RECOVERY

Program Desc.	FY25 Revenue	Full Cost	Difference	Cost Recovery
Adaptive Recreation	\$2,553	\$24,194	(\$21,641)	11%
Aquatics	\$260,257	\$1,561,246	(\$1,300,989)	17%
Break Camp	\$107,585	\$279,264	(\$171,679)	39%
Children's Wonderland	\$28,625	\$270,469	(\$241,844)	11%
Community Centers	\$485,301	\$1,805,802	(\$1,320,501)	27%
Community Events	\$149,967	\$222,123	(\$72,156)	68%
Parking	\$192,210	\$240,258	(\$48,048)	80%
Sports Leagues & Rentals	\$166,309	\$582,699	(\$416,390)	29%
Youth Services	\$35	\$13,802	(\$13,767)	0%
Total	\$1,392,842	\$4,999,858	(\$3,607,016)	28%

Based on the analysis, the District has a Full Cost recovery level of 28%, which is within the typical range of 20-50% for parks and recreation services. Of the total direct and indirect expenditures, approximately 53% are direct expenditures, 28% are associated with District administrative costs, and 19% in relation to maintenance support.

¹⁰ This represents the FY26 budgeted expenditures for General Admin Support, Human Resources, Recreation Admin, and Finance, which were distributed to all programs based upon proportional expenditures.

¹¹ This highlights direct Facilities and Landscape & Ground support to various programs.

In addition to the overall cost recovery range typically seen in relation to parks and recreation fees, there are typical cost recovery target ranges based upon the Matrix Consulting Group's experience conducting recreation fee studies. The following table highlights these ranges.

TABLE 15: TYPICAL COST RECOVERY RANGES

Fee Program	Cost Recovery Range
Adaptive Recreation	10% - 40%
Aquatics	30% - 70%
Break Camp	25% - 60%
Children's Wonderland	30% - 60%
Community Centers	70% - 100%
Community Events	20% - 50%
Parking	80% - 100%
Sports Leagues & Rentals	50% - 80%
Youth Services	20% - 50%

Generally, programs that have a larger community impact (i.e., youth services, adaptive recreation) tend to have a lower cost recovery, while programs with a larger individual benefit (i.e., rentals, parking, adult recreation) tend to have a higher cost recovery. The following table takes these cost recovery ranges and compares them to the full cost recovery calculated through this analysis.

TABLE 16: TYPICAL COST RECOVERY RANGES BY PROGRAM

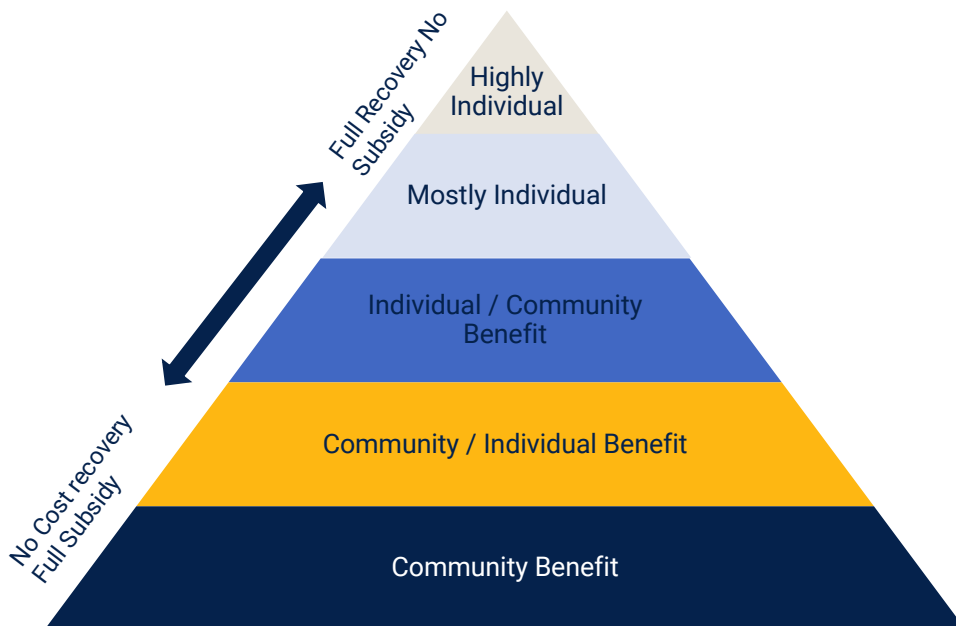
Fee Program	Cost Recovery Range	Full Cost Recovery
Adaptive Recreation	10% - 40%	11%
Aquatics	30% - 70%	17%
Break Camp	25% - 60%	39%
Children's Wonderland	30% - 60%	11%
Community Centers	70% - 100%	27%
Community Events	20% - 50%	68%
Parking	80% - 100%	80%
Sports Leagues & Rentals	50% - 80%	29%
Youth Services	20% - 50%	0%

Community Events is the only program higher than typical cost recovery range. Adaptive Recreation, Aquatics, Break Camp, Parking are within typical cost recovery ranges. Children's Wonderland, Community Centers, Sports Leagues & Rentals, and Youth Services are lower than typical ranges. The department should utilize the target cost recovery ranges as a guideline to setting rates. Within these larger program categories, there can be different cost recovery targets for sub-programs or subsections. For example, within Aquatics, there could be different cost recovery goals for admission, swim classes & lessons, camps, and rentals.

APPENDIX A - COST RECOVERY GUIDELINES

The study has identified areas where the District is under-collecting the cost associated with providing parks and recreation services. This known funding gap is, therefore, being subsidized by other revenue sources. However, Beaches, Parks, & Recreation is unique and unlike other city services, in which there is a strong community benefit along with individualized benefits.

For parks and recreation services, we typically see the cost recovery policy developed at the service type and community benefit factor. The following graphic shows the cost recovery pyramid:



The District, in collaboration with the Board of Directors, should determine, based upon the fee / service area, the level of benefit and utilize that to determine the level of subsidy. For example, special event permits are more of an individual benefit, so it should be less subsidized, whereas for something such as youth sports services, the District may consider subsidizing that more heavily. Therefore, when setting fees, the points should be considered:

- **Level of Benefit:** Who is the beneficiary of the service, and does it only impact the individual, or does it have a larger community benefit? This allows the Board and the District to set fees based on a conscientious decision and determine a level of subsidy.
- **Alternate Funding Sources:** If other funding sources are available to offset programs (either annually or one-time), make use of those to be able to provide more services at a more cost-effective approach.
- **Equity and Inclusion:** Ensuring that services and programs are accessible to all community members. If fee waivers, discounts, or scholarships are needed, those are also available to make activities and

programs accessible. There should be clear policies and procedures to ensure consistent application of the waivers, discounts, and scholarships.

- **Cost Recovery:** For programs that are unique or have significant individualized benefits, it is important to aim for cost recovery or even an over-collection to continue to provide other services at a subsidized rate. Different cost recovery goals should be set for each division and within each division for the different fee-related programs and services.
- **Market Rate:** Annual market surveys should be done to ensure that prices are competitive for programs and services. High demand activities should be set at higher than market rate, while low demand, should be set at a lower rate to encourage participation.

The points should be utilized as guidelines to develop a cost recovery policy. The Government Finance Officers Association's (GFOA) best practices for Establishing Government Charges and fees state that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, set forth circumstances under which the jurisdiction might set a charge or fee at less than or more than 100% of full cost and outlines the considerations that might influence the jurisdiction's pricing decision.

The development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward.

APPENDIX B - COMPARATIVE SURVEY

As part of this study, the project team conducted a comparative survey of various parks and recreation fees in an effort to evaluate the District's position relative to neighboring communities. The District identified seven cities to include in the analysis: Benicia, Fairfield, Suisun, American Canyon, Vacaville, Hayward, and Dixon.

The project team reviewed publicly available document (i.e. agenda items, staff reports, budgets, fee schedules, and ordinances) and, when necessary, contacted jurisdictions directly to obtain comparative data. This analysis allows the District to assess the extent to which its current fee levels align with the market and what types of changes the community may reasonably bear. However, benchmarking alone does not provide sufficient insight into the relationship between other jurisdictions' fees and their underlying costs (e.g., policy decisions to subsidize programs, cost recovery targets, or unique operational factors).

Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

AQUATICS

Benicia and American Canyon tier their fees similar to the District by offering residential and non-residential fees generally for senior, adults, and youth. With the exception of Suisun, which does not have a community pool most surveyed jurisdictions offer the same variety of aquatics-based programs and rentals that the District does. The following points provide a detailed overview of comparative findings by major fee categories:

- **Daily Fee (Lap / Recreation Swim):** Benicia, Fairfield, American Canyon, and Dixon do not charge a fee for youth two-years and younger. Youth entry for recreational swim ranges from \$4 to \$8, which is higher than the District's current fee but aligned with the baseline cost. Adult entry ranges from \$5 to \$8, which is in alignment with the District's current fee (\$6) and baseline cost (\$8). Senior entry ranges from \$4 to \$6, which aligns with the current fee of \$4 but is lower than the baseline of \$8. Vacaville and Napa charge flat fees regardless of age. Vacaville charges \$5 for spectators during recreational swim and \$8 per swimmer, while Napa charges \$3 per entry. Additionally, American Canyon has tiered fees based on non-peak (Monday-Friday) and peak (Saturday) days, with peak fees being roughly \$1 more per person.
- **Swim Pass:** Similar to the District's current swim passes, Benicia and Dixon offer swim passes that are good for 20 swims. Costs range from \$66 to \$125 depending on the pass holders residency and age. Fairfield's swim pass that is good for 10 swims and ranges from \$60 to \$80 depending on age. Vacaville offers a recreational swim pass for families that is good for the entire season (with the exception of event days) at \$100 for the first family member and \$50 per additional family member. American Canyon has a lap swim pass good for eight or 12 visits per month, ranging from \$48 for residents to \$75 for non-residents.

- **Exercise Class:** American Canyon has drop-in rates ranging from \$7 to \$8, which aligns with the District's current fee (\$6) and baseline cost (\$8). Additionally, similar to the District, American Canyon offers monthly passes ranging from \$65 to \$75, which is lower than the District's baseline cost (\$107). Vacaville offers 10 or 30-visit water fitness passes, ranging from \$50 for seniors to \$165 for adults.
- **Swim Lessons:** Similar to the District, American Canyon, Benicia, and Vacaville charge resident and non-resident fees for swim lessons. Fairfield tiers their swim classes based on weekend or weekday classes, while Napa and Dixon offer flat fees regardless of residency or the day when classes are held.
 - **Group Swim Lessons:** Benicia and American Canyon charge \$79 to \$100 for a two-week course, while Fairfield and Vacaville charge \$55 to \$89 for a single week. Napa charges \$77 and Dixon charges \$86 for a single session.
 - **Private Swim Lessons:** Similar to the District, Benicia and Fairfield offer single-day sessions (usually Saturdays). Benicia charges \$36, which is aligned with the District's current fee of \$35, while Fairfield charges a higher fee \$89. Additionally, Vacaville, Benicia, and Fairfield offer week-long sessions ranging from \$125 to \$219. Costs primarily range based on residency.
 - **Parent and Tot:** Fairfield offers parent and child swim lessons that range from \$59 for a weekend lesson to \$89 for a weekday lesson. Vacaville also offers these types of lessons at \$55 per swimmer for residents and \$63 per swimmer for non-residents. Napa charges \$77 for this type of swim lesson.
- **Pool Rentals:** Benicia offers a per land per hour rental from \$6 to \$8 based on residency. Benicia, American Canyon, and Dixon all offer whole pool rental on a per hour basis with fees depending on residency and number of guests. Per hour fees for 1 to 50 guests range from \$80 to \$177, 51 to 80 guests range from \$97 to \$211, and 100 plus guests range from \$114 to \$232. Fairfield rents their whole pool for \$250 an hour, with a \$32 per hour per lifeguard fee added on. The District's current fee for a whole pool rental (\$180) and baseline cost (\$253) are most comparable to the 100 plus guest range surveyed in other jurisdictions. Fairfield requires a two-hour minimum for a whole pool rental, while American Canyon requires a three-hour minimum. Similar to the District, Dixon requires a \$275 refundable damage and cleaning deposit for all rentals.

The comparative survey indicates that the District's aquatics fees are generally competitive with those of neighboring jurisdictions, although several areas fall below regional benchmarks and baseline costs. Most agencies, like Benicia and American Canyon, use similar tiered structures by residency and age, with youth and senior daily swim fees tending to be lower than the District's baseline, but adult entry fees largely aligned. Swim passes, exercise classes, and swim lessons vary widely across agencies, though most offer similar program structures and tiered pricing. Pool rental fees are comparable, though the District's current rates are slightly below the surveyed average and baseline cost. Overall, while the District's fee structure is consistent with regional practices, opportunities exist to better align pricing with market trends and cost recovery goals.

ADAPTIVE RECREATION

At \$20, Vacaville monthly fee for Adaptive Recreation events is double that of the District's current fee but lower than the baseline cost of \$34. At \$120, Vacaville offers a membership that provides access to all events throughout the year. Additionally, the jurisdiction offers Adaptive Recreation events for toddlers ranging from \$90 to \$172 per event, based on residency. Fairfield offers Adaptive Swim at \$2 per participant (caregivers are required to be present in the pool to assist). Suisun hosts events that are offered free of charge for residents. Based on this the District has opportunity to expand events in this area and also consider charging closer to the baseline cost to be in alignment with the market.

COMMUNITY CENTER RENTALS

All surveyed jurisdictions offer a rental of a variety spaces located at their community centers. Most offer weekday and weekend rates based on residency and applicant type (for-profit or non-profit). The following points provide a detailed overview of comparative findings by major fee categories:

- **Room & Hall Rentals:** The District charges per hour rates for community center rentals based on residency and applicant type. Costs range from \$28 for a 25-person occupancy space to \$210 for a 500-person occupancy space. American Canyon rents a smaller occupancy space, also based on residency and applicant type, at a rate of \$31 to \$48. While Vacaville rents rooms at weekday and weekend rates at both of their community centers, like the District they rent based on residency tier. Rates for small occupancy rooms (12 to 40 people) range from \$45 to \$121 per hour, rates for larger occupancy rooms and halls (100 to 500 people) range from \$196 to \$384 per hour. Benicia and Suisun charge weekday and weekend rates based on residency and applicant type. Benicia's rates range from \$49 to \$200 per hour for rooms with capacities of 24 to 50 people. Suisun's rates range from \$47 to \$103 for meeting rooms and \$144 to \$185 per hour for rental of their banquet hall. Fairfield charges hourly rates for room rentals ranging from \$63 to \$189. Napa rents out a classroom at its community center for \$30 per hour. Dixon offers an assembly hall rental for \$111 per hour and an arts and crafts room rental for \$54 per hour.
- **Kitchen Rental:** Fairfield charges a flat fee of \$100 for the rental of a kitchen. Similar to the District, Napa rents its kitchen by the hour (\$20 per hour), while Suisun's rental cost is \$62 per hour during business hours and \$97 per hour outside of business hours. Dixon offers a two-hour rental for \$54. The District's current per hour rate ranges from \$28 to \$84 per hour based on facility and applicant group. Vacaville is the only surveyed jurisdiction that offers the rental of a commercial kitchen, at \$105 for the first hour and \$37 for each additional hour.

The comparative survey reveals that the District's community center rental structure is generally consistent with that of neighboring jurisdictions, with most agencies offering a variety of spaces and employing similar tiered pricing based on residency, applicant type, and day of the week. Like the District, surveyed agencies provide a range of rental options, including small meeting rooms, large event halls, and kitchen facilities. Overall, the District's approach aligns with regional practices, offering flexibility while remaining competitive within the market.

ADULT SPORTS LEAGUES

The District currently offers adult leagues for \$510 per team; the baseline cost for the league was calculated to be \$613 per team. Similar to the District, Vacaville and Napa administer adult league costs per team. Vacaville offers adult softball at \$565 per team and adult volleyball at \$345 per team. Napa has an adult bocce ball league for \$199 per team, an adult cornhole league for \$174 per team, and an adult volleyball league for \$499 per team. Benicia also offers adult softball and volleyball leagues (sixes and fours) with fees ranging from \$214 to \$563 per team. However, they charge a per person non-resident surcharge of \$21 per non-resident team member. American Canyon administers their league fees per person. They offer adult softball, basketball, volleyball, soccer, and flag football at \$52 per resident or \$60 per non-resident. The District has the potential to consider increasing its fees to be more in alignment with other jurisdictions.

SPORTS GYM

With the exception of Suisun and Dixon, which do not have gymnasiums, the remaining surveyed jurisdictions charge drop-in open gym rates for adult and youth programming and have rates for the rental of the entire gym. The following points provide a detailed overview of comparative findings by major fee categories:

- **Open Gym:** American Canyon has an open gym drop-in rate of \$8 per resident and \$9 per non-resident. For Sunday or evening drop-ins, Napa charges a rate of \$7 and offers a 10-visit pass for \$63, while weekday and afternoon drop-ins are free of charge. Benicia charges \$4 per resident and \$5 per non-resident, along with charging \$2 per youth admission. Benicia's fees are most comparable to the District's current rates (\$5 for adults and \$3 for youth) but the other surveyed jurisdictions rates are more aligned with the District's baseline cost of \$7.
- **Gym Rental:** The District currently charges weekend and weekday fees ranging from \$90 to \$95 per rental for reservations of the gymnasium. The baseline cost was calculated to be \$290 per rental. Benicia and American Canyon charge hourly rates ranging from \$40 to \$130, based on applicant type and residency. Vacaville charges \$117 to \$151 per hour based on residency, with a 25% discount for non-profit applicants. While Fairfield and Napa charge a single hourly rate of \$95 and \$56, respectively.

The comparative survey shows that most neighboring jurisdictions offer both open gym drop-in access and full gym rentals, with fee structures generally based on residency, applicant type, and time of use. The District's open gym rates are most comparable to Benicia, while other agencies tend to align more closely with the District's baseline costs. For gym rentals, surveyed jurisdictions commonly charge hourly rates and apply tiered pricing, with some offering discounts for non-profit groups. Overall, the District's approach to gym access and rentals is consistent with regional practices, though certain fees remain below market benchmarks.

COURT & FIELD RENTALS

All surveyed jurisdictions offer field and court rentals. Most offer a resident and non-resident rate, with some scaling their fees based on applicant type. The following dot points provide a detailed overview of comparative findings by major fee categories:

- **Court Rentals:** Fairfield offers tennis, bocce, pickleball, futsal, basketball, and horseshoe court rentals for \$13 per hour. Their rate is most comparable to the District's current fee of \$14 per hour. Suisun has sand volleyball and basketball court rentals for \$11 per hour. Napa offers tennis, pickleball, basketball, and volleyball courts rentals for \$15 and bocce ball court rentals for \$6 an hour. Vacaville offers hourly tennis court rentals for \$18 for residents and \$22 for non-residents. Benicia has the highest court rental rates at \$31 per day for residents and \$38 per day for non-residents.
- **Field Rentals:** The District currently charges for the rental of a grass field based on residency and applicant type (profit and non-profit), ranging from \$30 to \$42 per hour. The baseline cost is \$74. Benicia field rentals at \$31 per day for residents and \$38 per day for non-residents are comparable to the District's current rental rates. American Canyon charges lower rates than the District, ranging from \$13 to \$28 per hour. While they do scale based on residency and applicant type, they also offer varied rates for youth versus adult programming. Vacaville charges \$38 an hour to residents and \$48 an hour to non-residents, along with a \$48 an hour lighting fee. Dixon charges field rental rates based on residency and applicant type, ranging from \$26 to \$180 per hour for an unlit field and \$42 to \$188 for a lighted field rental. Similarly, Napa charges the lowest rate at \$13 an hour with a two-hour minimum for field rentals and \$17 an hour, also with a two-hour minimum for field and lights rentals.

Dixon is the only surveyed jurisdiction that has an artificial turf for rent, whose fees scale based on residency and applicant type (private, non-profit, and commercial). Fees range from \$72 to \$143 per hour for rentals without lights and \$94 to \$235 per hour for rentals with lighting. The District currently charges weekday and weekend rental rates ranging from \$48 to \$58 per hour, with a baseline cost of \$85 per hour. Fairfield is in the process of building an artificial turf; the completion date of the field has not been announced.

The comparative survey shows that all surveyed jurisdictions offer field and court rentals, with most using tiered pricing based on residency, applicant type, and amenities such as lighting. Court rental structures are relatively consistent across agencies, with the District's rates closely aligned with regional averages. Field rental fees, however, vary more widely, with some jurisdictions offering lower rates while others charge significantly more, particularly for lighted or specialized facilities.

PICNIC RENTALS

For the rental of a picnic area, Benicia charges \$114 per day to residents and \$336 per day to non-residents. Similarly, Dixon charges \$35 per hour to residents and \$44 per hour to non-residents. Vacaville charges rates based on residency and applicant type, ranging from \$63 to \$195 per hour. The District's current rates are per day and scale based on residency, ranging from \$49 to \$308. At \$19 and \$30, Fairfield and Napa per day rates are lower than the District's fees. American Canyon charges a flat rate based on residency, but they also scale their fees based on applicant type (for-profit and non-profit), ranging from \$155 to \$178.

SPECIAL EVENT PERMITS

The District currently charges \$25 for a special event application; the baseline cost was calculated to be \$89. Benicia and Vacaville both charge a single fee for the processing of a special event applicant, at \$55 and \$1,720, respectively. American Canyon charges application fees based on residency, \$165 to residents and \$190 to non-residents. Suisun scales their application rates based on residency and application type, ranging from \$26 to \$210. Napa scales their application based on when the application is received before the event, \$250 for 90 or more days before the event, and \$475 for 89 to 30 days before the event. Based on this, the District's current and baseline fees are among the lowest and the District has the potential to reconsider the fee amount to be consistent with other jurisdictions.

SUMMARY

Most surveyed jurisdictions offer services similar to the District, with fees varying by residency, program type, and facility use. Aquatics programs, including daily entry, passes, and lessons, follow a similar tiered structure, with the District's rates most comparable to those of Benicia and American Canyon. Community center rentals in Vacaville and Fairfield align closely, offering a range of spaces and kitchens with tiered pricing based on residency and applicant type. Adult sports leagues, open gym access, and gym rentals are most comparable to those in Benicia and Napa. Field and court rentals, on the other hand, follow similar frameworks to those in Fairfield and Vacaville, where pricing varies based on residency and amenities such as lighting or turf. Picnic rentals and special event permits reflect structures most similar to Dixon and American Canyon.

It's crucial to recognize that this survey reflects only the current fees charged, not the cost recovery policy decisions of the jurisdictions. Additionally, the setting of fees may depend on various factors, such as user volume, service desirability, and unique amenities. District staff should use the survey results as needed to determine any necessary adjustments to fees.



PARKS AND RECREATION SERVICES FEE STUDY

GREATER VALLEJO RECREATION DISTRICT

MATRIX
CONSULTING GROUP

Why conduct a fee study?



Fiscal Sustainability

- Identify the full cost of providing services
- Understand where current fees fall short of actual costs



Equity and Transparency

Establish a balanced fee structure that promotes:

- Community access
- Affordable opportunities



Inform Policy Decisions

- Outline options for fee adjustments
- Align community needs with fiscal goals
- Document goals



STUDY OBJECTIVES



STREAMLINE FEE STRUCTURE

Consolidate, Expand, Add / Remove Fees



TIME ASSUMPTIONS

Identify the average level of effort associated with activities



COMPARATIVE SURVEY

Market rate analysis



FULLY BURDENED RATES

Determine direct and indirect costs



MASTER FEE SCHEDULE

Provide all existing and proposed fees in a comprehensive manner



COST RECOVERY POLICIES

Develop programmatic policies to meet goals



ADMINISTRATIVE SERVICES CALCULATION

Administrative Services involve **staff time** and expertise to process or approve an application, or to facilitate a program, event, or activity.

Avg staff time by
Position Title per
Permit / Application



Fully Burdened Hourly
Rate per Position Title



**Total Staff
Cost**



USE OF SPACE CALCULATION

Accounts for the reservation or **exclusive use** of property, facilities, or amenities.



SUMMARY OF FINDINGS:

Direct Program Cost Only

Budgeted program costs compared to revenue generated.

Program	Current Annual Revenue	Total Annual Cost	Difference	Cost Recovery
Adaptive Recreation	\$2,553	\$15,726	(\$13,173)	16%
Aquatics	\$260,257	\$914,376	(\$654,119)	28%
Break Camp	\$107,585	\$181,520	(\$73,935)	59%
Children's Wonderland	\$28,625	\$163,415	(\$134,790)	18%
Community Centers	\$485,301	\$788,240	(\$302,939)	62%
Community Events	\$149,967	\$114,573	\$35,394	131%
Parking	\$192,210	\$156,166	\$36,044	123%
Sports Leagues & Rentals	\$166,309	\$289,987	(\$123,678)	57%
Youth Services	\$35	\$8,971	(\$8,936)	0%
Total	\$1,392,842	\$2,632,974	(\$1,240,132)	53%



SUMMARY OF FINDINGS:

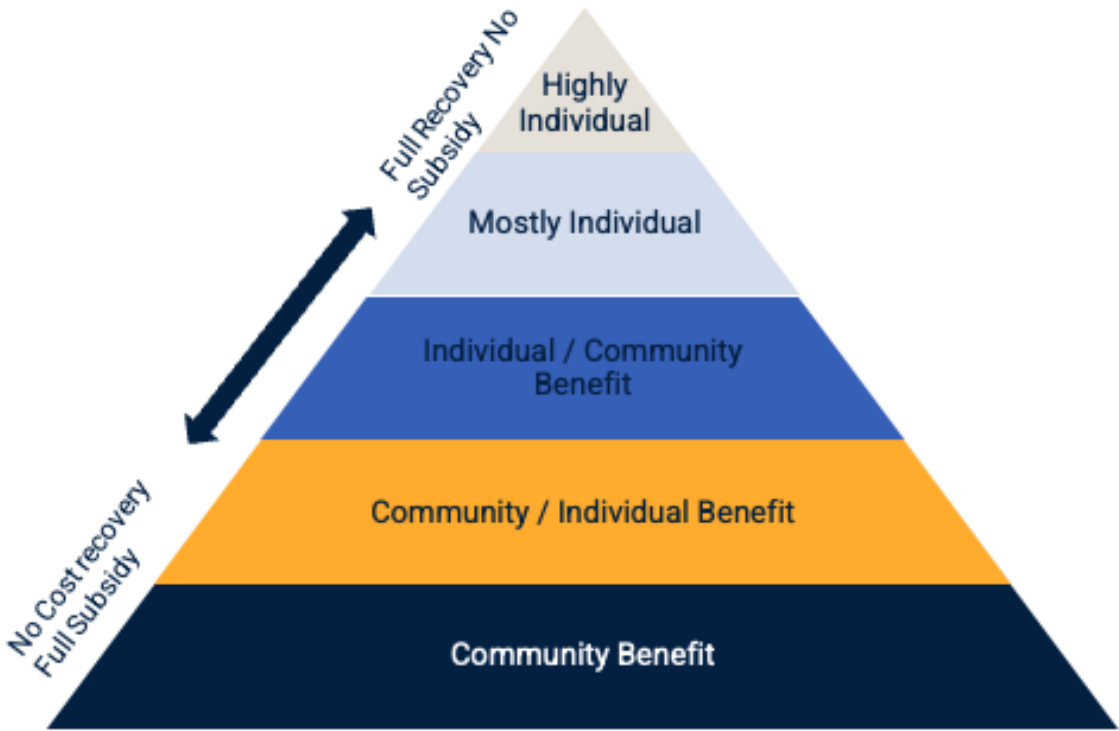
Total Program Costs

Total program costs including direct costs, District Administration, and Facilities and Ground support compared to revenue generated.

Program	Current Annual Revenue	Total Annual Cost	Difference	Cost Recovery
Adaptive Recreation	\$2,553	\$24,194	(\$21,641)	11%
Aquatics	\$260,257	\$1,561,246	(\$1,300,989)	17%
Break Camp	\$107,585	\$279,264	(\$171,679)	39%
Children's Wonderland	\$28,625	\$270,469	(\$241,844)	11%
Community Centers	\$485,301	\$1,805,802	(\$1,320,501)	27%
Community Events	\$149,967	\$222,123	(\$72,156)	68%
Parking	\$192,210	\$240,258	(\$48,048)	80%
Sports Leagues & Rentals	\$166,309	\$582,699	(\$416,390)	29%
Youth Services	\$35	\$13,802	(\$13,767)	0%
Total	\$1,392,842	\$4,999,858	(\$3,607,016)	28%



Typical Cost Recovery



Comparison to Typical Cost Recovery Ranges

Fee Program	Cost Recovery Range	Full Cost Recovery
Adaptive Recreation	10% - 40%	11%
Aquatics	30% - 70%	17%
Break Camp	25% - 60%	39%
Children's Wonderland	30% - 60%	11%
Community Centers	70% - 100%	27%
Community Events	20% - 50%	68%
Parking	80% - 100%	80%
Sports Leagues & Rentals	50% - 80%	29%
Youth Services	20% - 50%	0%



Cost Recovery Considerations

Level of Benefit	Funding Sources	Equity and Inclusion	Market Rates
• Individual benefit • Community benefit	• Fees • Grants • General fund monies	• Fee waivers • Discounts • Scholarships	• Are services offered elsewhere? • What are other charging for similar services?



NEXT STEPS



Develop District-Wide or program-specific cost recovery policies.



Adopt an annual fee escalator (CPI) to ensure annual fee increases keep up with cost increases.



Reevaluate fees again within 5 years based on organizational, technological, or programmatic changes.





MATRIX

CONSULTING GROUP

Greater Vallejo Recreation District
Budget & Finance Meeting: 04/15/2026

GVRD Financial Audit Catch Up Strategy and Timeline

Timeline for Audit Engagements

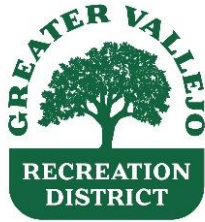
1. FY22-23 Audit
 - a. Onsite Field Work Completed 03/27/26
 - b. Follow questions and detail requests are ongoing and estimated completion by week of May 4th. Depending on number of items left to analyze and test as well as MUN team's availability (they are currently working on another client's engagement as well) and of course, GVRD's staff's bandwidth to respond.
 - c. MUN estimates presenting the FY22-23 Audited Financials to the Board by the end of June 2026.
2. FY23-24 Audit
 - a. Estimated Date of Auditor Request List presented by MUN: 07/15/26
 - b. Estimated completion of auditor requested items Completion Friday, 08/27/26.
 - c. Onsite field visit tentatively scheduled for Tuesday, 09/08/26 thru Friday, 09/11/26.
 - d. Post-field work testing and questions estimated completion date of 10/15/26.
 - e. Based on an estimated 6 month engagement duration (provided by MUN), week of January 15th, 2027.
3. FY24-25 Audit
 - a. Estimated Date of Auditor Request List presented by MUN: 02/01/27
 - b. Estimated completion of auditor requested items Completion Friday, 03/19/27.
 - c. Onsite field visit tentatively scheduled for Tuesday, 04/06/27 thru Friday, 04/09/27.
 - d. Post-field work testing and questions estimated completion date of 05/14/27.
 - e. Based on an estimated 6 month engagement duration (provided by MUN), week of June 15th, 2027.

4. FY25-26 Audit

- a. Estimated Date of Auditor Request List presented by MUN: 07/15/27
- b. Estimated completion of auditor requested items Completion Friday, 08/27/27.
- c. Onsite field visit tentatively scheduled for Tuesday, 09/14/27 thru Friday, 09/17/27.
- d. Post-field work testing and questions estimated completion date of 10/29/27.
- e. Based on an estimated 6 month engagement duration (provided by MUN), week of January 15th, 2028.

Strategy for Audit Engagements

- After completing items for FY 22-23 Audit, continue the completion for items for the subsequent audits through FY24-25
- Much of the “heavy lifting” has been done during the recent audit engagements that will allow items to be completed quicker in the subsequent items.
- Financial Consultant Sue Casey will be focused primarily on only audit or audit related projects.
- Staff time will be allocated to audit priorities throughout normal day to day activity.
- The plan to stay current is based on staff currently reconciling monthly and the corrections made in previous audits.



Agenda 10.2

BOARD COMMUNICATION

Date: May 14, 2026

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: Summary of FY 2025/26 Cash Flow Projections Through 06/30/26

SUMMARY

FY 25/26 Cash Flow Projections through 06/30/26 have been provided with Actuals through March 31, 2026.

The Cash Flow Projections report projects a Net Revenue, or Surplus, of \$1,830,151. However, this is not to be considered true operational surplus as it includes \$1,711,845 in one-time revenue from Impact Fees received from the City of Vallejo and the proceeds from the sale of the District-owned building on Colusa street. Removing these one-time revenues provides an Adjusted Operational Surplus of \$118,306. This is about \$176,483 lower than the estimated surplus in the FY 2025-26 budget. The difference lies partly in unbudgeted salaries for the Interim General Manager, \$50,000 in unbudgeted CIP projects to begin the roof replacement at the Franklin Gym and other unbudgeted maintenance projects.

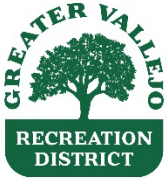
The report also projects an Unassigned Cash balance of \$4,578,434. Below is the suggestion by staff of how this cash should be assigned.

\$3,000,000 - Unallocated cash to fund the first six months of operation without Property Tax Rev
\$ 405,000 - Funding CIP projects listed on the first year of the 3-year CIP Projects List
\$1,000,000 - Fund Emergency Fund
\$ 118,000 - Unallocated Cash

Greater Vallejo Recreation District
FY25-26 Projected Cash Flow

Actuals Through 03/31/2026

	6 Months YTD Total	Jan 2026 ACTUAL	Feb 2026 ACTUAL	Mar 2026 ACTUAL	Apr-26	May-26	Jun-26	FY 25-26 Projected Total
Beginning Cash Balance		\$8,236,554	\$ 7,631,898	\$ 7,170,700	\$ 6,409,633	\$ 9,691,673	\$ 8,443,275	\$ -
Revenue								
Property Tax	\$3,338,824	\$11,312	\$0	(\$80,919)	\$2,758,622	\$0	\$329,905	\$6,357,743
Measure K	\$1,067,528	\$0	\$0	\$0	\$964,429	\$0	\$107,190	\$2,139,147
Intergovernmental Revenue	\$1,291,979	\$0	\$166,778	\$9,592	\$157,721	\$109,019	\$135,361	\$1,870,449
Charges for Services	\$258,483	\$30,636	\$36,617	\$49,782	\$68,110	\$43,594	\$43,594	\$530,816
Rents: Use of Facilities/Equipment	\$329,824	\$58,243	\$28,493	\$93,680	\$34,921	\$62,416	\$62,416	\$669,993
Use of Money & Property (Contract Rents,Leases,	\$72,744	\$12,448	\$9,657	\$10,174	\$35,221	\$16,046	\$16,046	\$172,334
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants - Prop 68 F.S.C.	\$414,056	\$0	\$0	\$0	\$0	\$0	\$500,000	\$914,056
Donations	\$1,231	\$0	\$3,000	\$8,000	\$29,415	\$0	\$0	\$41,646
Other Revenue	\$1,152,453	\$4,662	\$3,983	\$4,721	\$514	\$333	\$333	\$1,166,999
Total Revenue	\$7,927,121	\$117,300	\$248,527	\$95,031	\$4,048,953	\$231,407	\$1,194,844	\$13,863,183
Expenses								
Full-Time Salaries	\$1,715,654	\$246,031	\$251,708	\$249,849	\$256,459	\$283,021	\$283,021	\$3,285,743
Part-Time Salaries	\$1,054,691	\$89,122	\$116,046	\$125,591	\$143,618	\$145,038	\$173,489	\$1,847,595
Employee Benefits (including retirees)	\$648,069	\$69,202	\$78,028	\$141,390	\$85,006	\$94,149	\$94,149	\$1,209,993
CalPERS	\$266,328	\$55,279	\$42,456	\$42,650	\$44,070	\$47,856	\$43,056	\$541,696
Services & Supplies	\$1,555,838	\$96,716	\$148,649	\$192,191	\$202,183	\$311,586	\$311,586	\$2,818,747
Computer Services, Software & Equipment	\$93,666	\$14,469	\$17,286	\$6,885	\$138	\$27,537	\$34,302	\$194,283
County Tax Collection Fee	\$0	\$0	\$0	\$0	\$0	\$80,000	\$0	\$80,000
Professional Services	\$168,513	\$8,186	\$39,218	\$48,028	\$0	\$92,250	\$125,750	\$481,945
Facilities Maintenance Expense	\$99,828	\$16,453	\$16,336	\$0	\$33,341	\$101,697	\$78,947	\$346,602
Other Post Employment Benefit (OPEB)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Debt Service (POB)	\$76,810	\$0	\$0	\$0	\$0	\$253,670	\$0	\$330,480
Capital Outlay & CIP	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$50,000
CIP - Prop. 68 F.S.C.	\$149,836	\$126,499	\$0	\$49,513	\$2,100	\$18,000	\$500,000	\$845,948
Total Expenses	\$5,829,233	\$721,957	\$709,725	\$856,098	\$766,914	\$1,479,805	\$1,669,301	\$12,033,032
Net Revenue	\$2,097,888	(\$604,656)	(\$461,198)	(\$761,067)	\$3,282,040	(\$1,248,398)	(\$474,457)	\$1,830,151
Cash Balance		\$7,631,898	\$7,170,700	\$6,409,633	\$9,691,673	\$8,443,275	\$ 7,968,818	
Cash - Restricted Retiree Benefit		\$1,326,581	\$1,330,881	\$1,334,981	\$1,339,081	\$1,343,181	\$1,347,181	
Cash - Committed: 15% Reserve		\$2,035,668	\$2,039,268	\$2,042,868	\$2,046,468	\$2,049,968	\$2,053,468	
Cash - Restricted: Prop 68 - Franklin Field Fund		\$185,846	\$59,348	\$9,834	\$7,734	(\$10,266)	(\$10,266)	
Cash - Unassigned		\$4,083,802.47	\$3,741,202.80	\$3,021,949.00	\$6,298,388.88	\$5,060,391.29	\$4,578,433.90	
Resreve Usage/ Replenishment	-	-	\$0	\$0	\$0	\$0	\$0	



Finance Department Board Update

05/14/2026

FY 22-23 Annual Audit

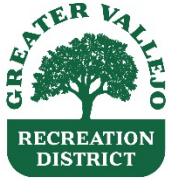
- The FY 22-23 Audit is progressing towards completion. Staff have fulfilled all requests from the auditing team and continue to respond to all questions or further requests presented by the auditors as they come. MUN CPA staff are working on their end to complete the audit and are currently on schedule to present the FY 22/23 Audited Financials at the end of June 2026.
- Looking ahead to the next audit, FY 23/24 audit. The District has secured the week of 09/08 on MUN's Calendar to begin Field Work. Staff, along with Financial Consultant Sue Casey, are working on audit items in anticipation of the field visit in September.

FY 2026-27 Budget Process Update

- Staff are making updates and revisions to the Draft Preliminary Budget which is set to be presented at the May 20th Budget and Finance Committee for review and then on to the Board of Directors for review and approval.

ERP Implementation Update

- Director Parkhurst has postponed the latest set of meetings with the ADP and Cherry Bekaert (Sage Intacct) implementation teams to manage resources and priorities. The top priority currently for the Finance Team is the FY 26/27 Budget process and the finalization of the FY 2022-23 Audit.



Human Resources Department Board Update

5/14/2026

Communication Improvements

- HR continues to communicate with supervisors utilizing a centralized distribution group to ensure timely updates related to processes, expectations, and training opportunities. This effort is aimed at increasing consistency in how policies and procedures are applied across departments.

Recruitment Support

- The Department has continued to support executive leadership and the Board in key personnel matters, including recruitment and onboarding efforts for both the interim and permanent General Manager.
- HR remains actively engaged in ensuring that hiring processes align with both operational needs and applicable regulatory requirements.

Safety and Compliance

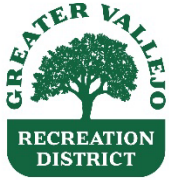
- Following the end of two members' terms on the Safety Committee, HR is supporting the filing of the two vacancies by next month.
- HR is preparing review of the District's Injury and Illness Prevention Program (IIPP), Workplace Violence Prevention Plan, and Heat Illness Prevention Plan for the upcoming committee meeting.

Employee Relations

- HR continues to coordinate with legal counsel regarding ongoing employee relations investigations.

Process Improvements

- HR has taken over the exit interview process and related data, and will assess and implement a consistent method for capturing employee feedback to support a positive and healthy workplace culture.
- Overall, the Department remains focused on building structure, improving accountability, and supporting supervisors and staff in meeting the District's operational and strategic goals.



Maintenance Department Board Update

05/14/2026

Grant Mahony Park

- The Grant Mahony plaque was stolen from the pedestal. Staff filed a police report, ordered a replacement, and identified preventive measures to avoid future incidents.

City Park

- The Center for Urban Excellence hosted its 2nd Annual Summer Resource Fair on April 18.

Wilson Park

- Staff is working in collaborations with the City on a grant opportunity for park improvements through the Statewide Park Development and Community Revitalization Program (SPP). There is currently a community outreach survey for this project.

Glen Cove Waterfront Park

- The Yocha Dehe Wintun Nation hosted an event at the park on April 23.

Dan Foley Park

- Staff applied a sealer to the deck at the Cultural Center building.
- City of Vallejo staff made asphalt repairs at the entrance to the park.
- Staff replaced the backstop padding at the artificial softball field: staff is obtaining quotes for fence repairs.
- Staff ordered evacuation plan signage for the Cultural Center building.

North Vallejo Park

- Staff made repairs to a section of the concrete pathway near the softball field.

Cunningham Pool

- One of the heater pumps failed; staff ordered and replaced the new pump.

Weed Abatement

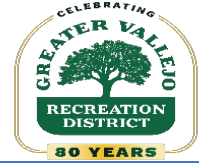
- Mowing continues at park sites; staff mowed River Park and continued mowing at McIntyre Ranch.

Franklin Gym

- A company has been hired to assess and identify necessary repairs to the existing bleachers.

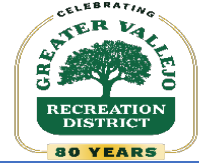
BOARD PROJECTS UPDATE

Date 5/14/2026



TASK	START	END	% COMPLETE	DONE	NOTES
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	100%	✓	Engineer completed the design. On hold until funds available. This would cost about 250k to complete this project.
Permit Issued			0%	○	
Cunningham Pool Shade Structures				○	
Design/Assessment Phase	1/28/2023	11/30/2023	100%	✓	
Permit Issued			0%	○	Received a proposal for engineering plans; we decided to postpone until funding is available. This would cost about 250k for this project.
RFP			0%	○	
Build			0%	○	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	✓	This project is postponed until funding is available. This would cost about 150k to complete this project.
Permit Issued			0%	○	
RFP			0%	○	
Build			0%	○	
Franklin Middle School					
Prop 68 Management RFP	1/1/2024	4/24/2025	100%	✓	

BOARD PROJECTS UPDATE

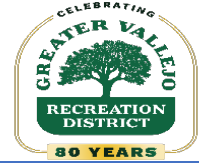


Date 5/14/2026

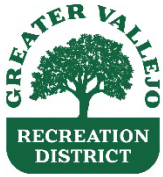
TASK	START	END	% COMPLETE	DONE	NOTES
Board Approval	1/1/2024	4/24/2025	100%	☒	
Design Phase	5/15/2025	5/30/2026	90%	☐	The Construction documents will be submitted for State for their review soon.
Permit Issued	6/1/2026	7/1/2026	0%	☐	
Build	10/1/2026	6/1/2027	0%	☐	
Franklin GYM Roof					
RFP and Design Phase	3/1/2026	7/1/2026	45%	☐	We hired an architect to work on the construction documents.
Board Approval	7/1/2026	7/31/2026	0%	☐	
Build	9/1/2026	10/31/2026	0%	☐	
SVCC EV Charging Stations					
Design Phase			100%	☒	
Permit Issued			100%	☒	
Build	5/13/2024	6/30/2026	80%	☐	PG&E is waiting for an easement document for this site to be signed by the City to perform the work. I sent an email to the City about the vandalism on the stations.
Blue Rock Springs Pathway and Shade Structure					
RFP and Design Phase	3/20/2025	4/10/2026	100%	☒	We have a contract with a contractor and they plan to start this project soon.
Build	4/1/2025	7/1/2026	30%	☐	

BOARD PROJECTS UPDATE

Date 5/14/2026



TASK	START	END	% COMPLETE	DONE	NOTES
Highlands Pathway					
RFP and Design Phase	3/20/2025	4/10/2026	100%	☒	We have a contract with construction company.
Build	7/20/2025	8/31/2026	0%	☐	
Dan Foley Baseball Field Electrical					
RFP Design Phase	3/1/2025	4/16/2026	100%	☒	We have a contract with an electrical contractor, they are working on the electrical design.
Permit Issued	5/1/2025	7/30/2026	0%	☐	There was an onsite meeting with PG&E and the contractor on May 6.
Build	8/1/2025	11/1/2026	0%	☐	
Wilson Baseball Field Electrical					
RFP and Design Phase	1/2/2025	6/1/2026	0%	☐	We are waiting on the insurance to have their adjuster inspect the area and accept the claim.
Permit Issued			0%	☐	
Build			0%	☐	



Recreation Services Board Updates

5/14/2026

Activity Guide:

The Summer Activity Guide has officially been released and was distributed through an e-blast to more than 12,500 contacts on GVRD's mailing list this past week. The guide highlights a wide variety of summer programs, camps, aquatics, special events, and recreational opportunities available for the community. Staff continue to utilize multiple marketing and outreach strategies to maximize visibility and increase community engagement and registration participation. The launch of the guide represents a significant collaborative effort between Recreation Services and the Marketing Team to ensure residents are informed and connected to summer offerings across the District.

Additional Project(s):

- The Recreation Services Director and Board Clerk met with Verdin on Thursday, May 7, to continue coordination and planning efforts for the upcoming fiscal year. Discussions focused on aligning priorities, refining reporting structures, and reviewing feedback received from the Board of Directors to help improve communication and operational efficiency moving forward. The meeting provided a valuable opportunity to strengthen collaboration and ensure responsiveness to Board direction and organizational needs. Staff appreciated the opportunity to connect in person and will continue working closely with Verdin as next steps and future priorities are identified. Additional updates will be shared as implementation efforts progress.
- The Recreation Services Director attended the Vallejo City Council Meeting on May 12, where Measure P funding was included as an action item on the agenda regarding the proposed \$300,000 allocation. The meeting provided an opportunity to hear discussion surrounding youth-focused funding priorities and ongoing community investment efforts. GVRD continues to remain engaged in conversations related to Measure P funding and opportunities that support recreation programming, youth development, and community partnerships. Staff will continue monitoring updates and collaborating with local partners to help advance programs and services that positively impact Vallejo youth and families.
- The Recreation Services Director attended the recent Late Night Basketball planning meeting as collaborative efforts continue toward a successful

summer program launch. Current planning discussions have focused on strengthening the overall program framework, refining logistics, and advancing site coordination with Vallejo City Unified School District. Hogan Middle School and Vallejo High School gyms have been identified as strong potential host locations due to their accessibility and capacity to support the program. In addition, partners are actively aligning on supervision plans, safety measures, and program operations to ensure a safe, structured, and engaging experience for Vallejo youth. GVRD remains committed to supporting the initiative through in-kind services, staffing support, programming assistance, and the potential loan of recreation equipment as implementation efforts continue.

- The Recreation Services Director has completed revisions to the Measure P funding agreement, including proposed updates and additions to strengthen the overall framework. These revisions aim to ensure clarity, alignment with program goals, and effective use of funding to support community services. Once the proposed changes are reviewed and finalized, the agreement will move forward for City Council review and consideration. This step represents continued progress in formalizing funding support for key recreation initiatives. Staff remain engaged in the process and will provide updates as the agreement advances.
- The Recreation Services Director recently met with Vallejo City Unified School District and Kaiser Permanente to discuss planning efforts for the upcoming Roc the Mic Teen Summit. The meeting provided a valuable opportunity for collaborative discussion focused on increasing youth engagement, strengthening partnerships, and creating meaningful opportunities for local teens. Initial proposals included hosting the summit at Vallejo High School and targeting participation for 10th and 11th grade students. Staff are excited about these beginning conversations and look forward to continuing to build a dynamic and impactful event for Vallejo youth.

Aquatics:

- The new Floating Sound Journey class experienced a successful trial session this spring and has shown promising early community interest. The April session hosted 8 registered participants, providing staff with valuable feedback and insight as the program continues to develop. Interest has remained steady, with the upcoming May 24 class currently holding 8 registered participants and additional registrations anticipated prior to the event date. Staff are excited to continue expanding unique wellness and aquatics-based programming opportunities that support relaxation, mindfulness, and overall community well-being.
- The Water X program launched successfully on May 4 with 14 registered participants and has continued to build steady momentum. In addition to

registered participants, the program is currently averaging 5–8 drop-in participants per class, demonstrating strong community interest and engagement. Classes are held Mondays and Wednesdays from 6:50–7:30 p.m. and provide participants with a fun and active aquatic fitness opportunity. Staff are encouraged by the program's early success and look forward to continued growth as awareness of the class expands throughout the community.

- Summer registration has officially launched, and aquatics programs are already experiencing strong community interest and participation. Private Swim Lessons scheduled on Fridays, Saturdays, and Sundays from June 27 through August 2 are currently fully booked, with all one-on-one instructional time slots filled. Staff are encouraged by the early registration trends, which reflect continued demand for high-quality swim instruction and water safety programming. Aquatics staff will continue monitoring enrollment activity and supporting families as additional summer programs and lessons begin throughout the season.

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

- Adaptive Recreation is excited to host the upcoming Joys of Painting event on May 20, 2026. In support of this program, Kristen from Vallejo Creative Reuse generously donated a variety of art supplies that will help enhance the participant experience and reduce program supply costs. Partnerships such as these continue to strengthen community collaboration while expanding access to inclusive recreational opportunities. Staff appreciate the continued support from local organizations and look forward to providing a creative and engaging experience for participants.
- Children's Wonderland Park is now operating under extended summer hours and will be open daily from 11:00 a.m. to 7:00 p.m. Families and community members are encouraged to take advantage of the warmer weather and enjoy the park's expanded hours as summer preparations continue. The extended schedule supports increased community access and provides additional opportunities for recreation and family engagement throughout the season. The park will continue to remain closed on Tuesdays to allow for routine maintenance and upkeep to ensure a safe and enjoyable environment for all visitors.
- On Sunday, April 19, the Eric Reyes Foundation hosted its annual Día del Niño celebration at Children's Wonderland Park. The organization reserved the entire park to provide a free community event that welcomed approximately 660 attendees throughout the day. The event created an exciting and family-friendly atmosphere filled with activities, entertainment, and opportunities for community connection. Staff appreciate the continued partnership with the Eric Reyes Foundation and value opportunities to support events that bring families together and celebrate the community.

- GVRD's annual Rec Expo was another successful community event, bringing families together for a fun-filled day despite the rainy weather on Saturday, April 25. Guests enjoyed live music, face painting, class demonstrations, raffle prizes, food vendors, and approximately 20 community resource vendors offering free activities and giveaways throughout Children's Wonderland Park. Youth participants especially enjoyed the large obstacle course, game truck, coloring and tattoo stations, and ended the event with an energetic dance party featuring Parker and a Super Mario-themed celebration. Staff also saw a significant increase in onsite registrations, generating approximately \$17,099 in registrations during the event, while providing \$1,643 in discounts through the 10% summer camp promotion offered that day. A special thank you goes to Yocha Dehe Wintun Nation for their generous \$8,000 sponsorship and continued support in helping make this year's event possible.



- In partnership with the Solano County Library, Storytime in the Park began on May 13 at Children's Wonderland Park. Families with toddlers and young children are invited to enjoy this free weekly program every Wednesday from 11:00–11:45 a.m. at the Humpty Dumpty picnic area. The program encourages early literacy, social interaction, and outdoor recreation through engaging stories and interactive activities. Staff appreciate the continued partnership with the Solano County Library and look forward to another successful season of Storytime in the Park.
- Our Events Team is excited to announce that the lineup for the 2026 Bands & Brews Summer Concert Series has been finalized, with all band contracts fully executed. The official lineup will be revealed at the upcoming Recreation Expo, building anticipation for another vibrant summer season. The concert series will kick off on Friday, June 26, 2026, at Blue Rock Springs Park, continuing to provide a free, family-friendly community gathering space. Concerts will take place from 6:30 to 8:00pm, with food trucks opening at 5:00pm to enhance the overall event experience. This series remains a cornerstone summer program, drawing strong attendance

and community engagement. Staff look forward to another successful season of music, food, and community connection.



Community Centers:

- Staff recently met with Contra Costa Food Bank, One People Tribe, and Leaven Kids to discuss the potential installation of a food locker at the South Vallejo Community Center site. The Food Bank has secured grant funding and identified the location as a strong opportunity to help serve families and increase food accessibility within the South Vallejo community. Initial discussions focused on site logistics, community need, and partnership opportunities to support the success of the program. Staff appreciate the collaborative approach and look forward to continuing conversations as the project moves through the planning process. Additional information and updates will be shared as planning efforts continue to develop.

Outreach, Sports, Gym & Special Interest Programs:

- GVRD recently participated in the Kaiser Empower Youth Outreach event, connecting with more than 800 youth and community members throughout the day. Staff had the opportunity to share information about GVRD programs, summer opportunities, events, and community resources while engaging directly with attendees. Events such as these continue to strengthen community relationships and increase awareness of the wide variety of services available through the District. GVRD appreciates the opportunity to participate and looks forward to continued collaboration and engagement with community partners and local youth.



- Staff recently met to discuss the rollout and long-term growth strategy for the Mobile REcess program, resulting in several creative ideas to increase awareness and community engagement. Planned outreach efforts include showcasing the Mobile REcess vehicle and activities at GVRD events, community outreach opportunities, and upcoming events such as Bite Night Thursday. Staff are also exploring partnerships with local apartment complexes and neighborhood communities to bring programming directly to residents in accessible and engaging ways. These efforts support the District's commitment to expanding recreational access, increasing visibility of services, and creating meaningful connections throughout the community. Special thanks to the City of Vallejo and Measure P funding for helping make this impactful program possible for Vallejo youth and families.



- The Chess Wizards program successfully launched at the Cunningham Portables on Saturday, April 11, welcoming 10 youth participants ranging from kindergarten through 8th grade. The first session was filled with focus, enthusiasm, and strategic engagement, setting a strong foundation for the program. This offering provides a unique opportunity to support cognitive development and enrichment through recreational programming.

The program also helps activate the Cunningham site and increase visibility of the Aquatic Complex. Staff are excited to support continued growth and participation in future sessions.

- The Programs Department was excited to launch two new weekend programs at the pool portables: Halo Halo Filipino Dance & Culture Class and Lego Workshop: Star Wars Day. Together, these programs welcomed more than two dozen youth participants and provided engaging opportunities for creativity, cultural enrichment, and hands-on learning. Staff have been encouraged by the positive community response and growing participation in weekend programming at the portables. It has been wonderful to see the space utilized successfully as the Department continues expanding diverse recreational opportunities for youth and families.



- Sustainable Solano will be hosting its final Teen Cooking Class of the season on Friday, May 8, at the Vallejo Community Center kitchen. Currently, 7 teens are registered to participate in the hands-on stir fry and summer rolls workshop, which continues to provide youth with valuable culinary skills and interactive learning opportunities. Throughout the season, the program has offered participants a fun and engaging environment to build confidence in the kitchen while promoting healthy eating habits and creativity. Staff are grateful for the continued partnership with Sustainable Solano and appreciate their commitment to providing meaningful enrichment opportunities for Vallejo youth.



- The Department is excited to share an update regarding sponsorship support for the monthly Senior Social program. As AT&T concludes its generous sponsorship of pastries this month, Kaiser Permanente will be stepping in as the new sponsor for the coming months. These partnerships continue to play an important role in helping the District provide engaging and welcoming opportunities for seniors at no cost to participants. Staff are incredibly grateful for the ongoing community support and look forward to continuing this valued program for Vallejo seniors.
- The Department is proud to recognize one of our outstanding instructors, Teacher Kay, who has been named a finalist for the Solano County Office of Education's Educators of the Year Awards. Teacher Kay leads GVRD's thriving preschool program and continues to thoughtfully expand offerings for young children and families through creative and innovative programming. This year, she successfully introduced parent-and-me classes, a monthly "Parents' Night Out," and is now expanding her program to include a weekly open play space for young children and parents. Her passion, dedication, and commitment to early childhood enrichment have made a meaningful and lasting impact on families throughout the community, and this recognition is incredibly well deserved.



Staffing:

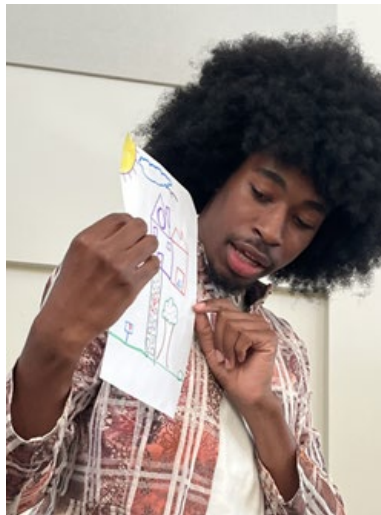
- Recreation Services is placing a strong emphasis on lifeguard recruitment in preparation for the upcoming aquatics season. Staff are implementing targeted marketing strategies to attract qualified candidates and expand the applicant pool. Outreach efforts include in-person recruitment at local schools during lunch periods and afterschool hours, as well as engagement with local swim teams, junior colleges, and fitness facilities. These efforts are designed to build a reliable and well-trained aquatics team to support safe and efficient pool operations. Increasing staffing capacity remains a priority to ensure program continuity and meet community demand. Staff will continue to monitor recruitment progress and adjust strategies as needed to meet hiring goals.
- The Recreation Services Department is currently in the recruitment process to fill two full-time Recreation Coordinator positions. Staff are actively working to attract qualified candidates who align with the Department's goals, values, and service delivery model. These positions are critical to supporting program growth, community partnerships, special events, and overall operational needs throughout the District. The Department is excited about the opportunity to welcome new team members who will help strengthen services, enhance community engagement, and support the continued success of Recreation programs and initiatives.

Youth Services:

- GVRD partners with the Integrated Health and Resource Team (IHART), with support from the City of Vallejo and Measure P, to host the Wellness Lab program at the North Vallejo Community Center. This free, four-week

program serves youth and young adults ages 16–24 through hands-on workshops focused on mental health, financial literacy, nutrition, and career exploration. Participants engage in interactive activities, guest speakers, and skill-building sessions designed to support overall well-being. Meals are provided during each session to reduce barriers and encourage consistent participation. The program helps participants build confidence and practical life skills in a supportive environment. This partnership reflects GVRD's continued commitment to youth development and accessible programming.

- Summer program planning continues to move forward successfully, with applications received and transportation requests submitted to Vallejo City Unified School District for all eight weeks of summer programming. Staff are actively reviewing applications, coordinating Surf 'N' Turf training registrations, and preparing agendas for the next several planning meetings to ensure all operational timelines remain on track. Additional preparations include the upcoming summer uniform order, finalized summer badge design options by Ms. Kaylen, and continued collaboration on FRESH and FRESH Teens programming enhancements. Planned additions to the program experience include basic videography, media shorts, set design, sewing instruction, and expanded creative opportunities through staff collaboration and community partnerships. Staff are also working to revamp the Counselors in Training (C.I.T.) program by refining schedules and exploring new partnerships to further enrich the participant experience and leadership development opportunities for youth.



Kudos:

- I would like to extend special recognition to Sandy Tawaratsumida and Andrea Ceballos-Lee, Recreation Supervisors, for their leadership as Chair and Co-Chair of the Recreation Expo Committee. Their dedication,

planning, and attention to detail played a key role in delivering a successful and memorable event for the Vallejo community. The Recreation Expo, which was introduced just a few years ago, continues to grow in impact and visibility, and their efforts have been instrumental in that success. Taking on this additional responsibility alongside their already extensive operational duties reflects their strong commitment to service and teamwork. Their professionalism, leadership, and willingness to go above and beyond do not go unnoticed. I am grateful for their continued contributions and leadership!

Greater Vallejo Recreation District
Interim General Manager Board Update
May 14, 2026

Since my arrival on May 20, 2026, I have been diligent to get up to speed on the Greater Vallejo Recreation District (GVRD). There are many segments to GVRD, to focus on to understand the operation. As part of that process, engagement and feedback are a critical part. A series of meetings with management staff and board members have been conducted to help define the direction for the district moving forward. Meeting with staff was a great opportunity to hear what is going on in the different divisions and what they are currently working on. Meeting with the Board members assisting in knowing the direction they would like to see the district headed.

I have met with Andrew Shen, District Attorney, to go over various items that are in the work. Those being McIntyre Ranch sale, Human Resource issues and labor negotiations. In addition, I have met with Luke Jensen and Samantha Smithies, Public Law Group, to be brought up to speed on the labor negotiations.

Primary focus now is to establish a balanced budget for the Board to approve. I have been working with Noel Parkhurst and Sue Casey on the budget as well as the district audits. It appears we are a little behind the timeline in the budget process, but it is my intent to get a preliminary budget to the Finance Committee before the May 28th Board meeting to review and forward to the Board. Based on the current budget process I will be making some recommendations on budget process and timeline, which includes exploring a two-year budget process.

Other items of focus are:

- Follow-up on Human Resource issues
- Grant Opportunities
- Community Sponsorships and Partnerships
- Exploring opportunities with the Vallejo Community Foundation
- Looking into the possibility of Board Meeting Streaming