



GREATER VALLEJO RECREATION DISTRICT

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

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

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

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

February 24, 2022

Administrative Office – Board Room

395 Amador Street

6:30 p.m.

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Approval of Agenda**
- 5) **Presentation:**
City Park Events-Avonelle Hanley-Mills
- 6) **Public Comment:**
Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
- 7) **Consent Calendar:**
Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.
 - A) **Approve Board Minutes-February 10, 2022**
 - B) **Accept Programs and Publicity Committee Minutes-February 7, 2022**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

8) New Business:

Approve 1st Read of Policy #3012-Pricing Policy (Lanusse)

9) Staff Reports:

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

10) Executive Session:

CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES (LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER Called pursuant to Government Code sections 54957 and 54957.6.

11) Announcements and Comments from Board Members:

12) Meeting Adjourn:

Next meeting: March 10, 2022



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Greater Vallejo Recreation District Board of Directors

MINUTES

February 10, 2022

6:30 p.m.

In accordance with Assembly Bill 361 this meeting was held remotely via Zoom Meetings (The Zoom platform is ADA compliant)

1) Call to Order:

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., February 10, 2022.

2) Pledge of Allegiance:

3) Roll Call:

Present: Chairperson Ron Bowen; Vice-Chairperson Adjoa McDonald; Directors; Robert Briseno, Adjoa McDonald, and Rizal Aliga. Director McDonald was having technical issues and lost connection multiple times, returned at 7:11pm.

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

4) Approval of Agenda:

Director Briseno offered the motion, seconded by Director Aliga to approve the agenda with 3 changes: Move item 5E after Financials, Move item 12-Executive Session after Public Comment, Remove Item 12A. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed

5) Presentations:

A) Human Resources Report on Employee Feedback (Halcro)

HR Manager Halcro shared a slide show with employee feedback on why they love working at GVRD.

B) Introducing Michael Manalastas-Recreation Coordinator (Ryans)

Recreation Superintendent Ryans introduced Michael Manalastas and congratulated him on passing employment probation.

C) Introducing Chris Andrade-Maintenance Supervisor (Nuno)

Maintenance Superintendent Nuno introduced Chris Andrade and congratulated him on passing employment probation.

D) Introducing Marcos Jaime-Landscape Supervisor (Nuno)

Maintenance Superintendent Nuno introduced Marcos Jaime and congratulated him on passing employment probation.

6) Public Comment:

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

None

7) Executive Session: At 6:55p.m. Chairperson Bowen convened to executive

A) CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES (LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA)

REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER

Called pursuant to Government Code sections 54957 and 54957.6.

At 8:09pm Chairperson Bowen reconvened regular session and reported the following: Direction given to negotiation team. No action taken.

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

A) Approve Board Minutes-January 27, 2022

B) Accept Facility and Development Committee Minutes-January 18, 2022

Director Aliga offered the motion seconded by Director Briseno to approve the Consent Calendar. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed

9) Financials:

A) Approve Financial Statement as of 1/31/2022 (Harman)

After discussion, direction was given to the General Manager to work with staff to revise the financial reports. Director Briseno offered the motion, seconded by Director McDonald to approve the financial statement as of 1/31/2022. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed

B) Approve Payment of Bills 1/1/2022 through 1/31/2022 (Harman)

Finance Director Harman provided details on a few of the larger payments. Director Briseno offered the motion, seconded by Director Aliga to approve

the payment of bills 1/1/2022 through 1/31/2022. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed.

10) Presentations:

E) Vallejo City Council and GVRD Collaboration- Councilperson Pippin Dew

Councilperson Dew spoke to the Board regarding the possibility of forming a committee to discuss mutual concerns between the City of Vallejo and GVRD.

11) New Business:

A) Authorize the formation of an Ad Hoc Committee which will focus on inter-agency communication between two GVRD Board Members and two Vallejo City Council Members. (Lanusse)

After discussion and consult with Legal Counsel, Director Briseno offered the motion, seconded by Director McDonald to authorize the formation of an Ad-Hoc committee to discuss issues of mutual concern with the City of Vallejo and GVRD. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed. Chairperson Bowen will appoint the two members at the next board meeting.

B) Approve Board Minutes – January 13, 2022 (Pierson)

Board Clerk Pierson stated an error on the previous Board agenda that listed the January 27th board minutes for approval on the consent calendar, instead of January 13th. Director Briseno offered the motion, seconded by Director Salvadori to approve the Board Minutes from January 13, 2022. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed

C) Approve Resolution 2022-04 of the BOARD OF DIRECTORS of the Greater Vallejo Recreation District Noting the City of Vallejo's Proclamation of a Local Emergency Declared on March 16, 2020 and Re-Authorizing the Legally Required Findings to Authorize the Conduct of Remote Teleconference Meetings of the Board of Directors for the Period February 10, 2022-March10, 2022. Pursuant to Assembly Bill 361 (Legal Counsel)

Director Salvadori offered the motion, seconded by Director McDonald to approve Resolution 2022-04 of the BOARD OF DIRECTORS of the Greater Vallejo Recreation District Noting the City of Vallejo's Proclamation of a Local Emergency Declared on March 16, 2020 and Re-Authorizing the Legally Required Findings to Authorize the Conduct of Remote Teleconference Meetings of the Board of Directors for the Period February 10, 2022-March10, 2022. Pursuant to Assembly Bill 361. Roll call vote: ayes: Director: McDonald Nays: Directors: Aliga, Salvadori, Bowen, Briseno; absent: none; abstain: none. Motion failed.

D) Discussion on a request to have a Special Board Meeting regarding Homelessness in the Parks (Lanusse)

Discussion on the need to have a special board meeting.

12) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Announced upcoming community events at City Park.
- Provided an update on upgrades taking place at North Vallejo Park.
- Provided an update on the GVRD vehicle fleet.

B) Finance Director

- No updates

C) Human Resources

- Announced the passage of SB114-COVID Paid Sick Leave.

D) Recreation Department

- Provided an update on the Fishing in the City Event.
- Provided an update on the Recreation Supervisor position.

E) General Manager

- Updated the board on the status of district marketing.

13) Administrative Items:

Board Tour - Tues, Feb 22 - 4pm

Cunningham Pool
Lake Dalwigk
Foley Cultural Center
Vallejo Community Center
City Park
Richardson Park

Board Tour-Tues. Feb. 24 - 8am

Cunningham Pool
Setterquist Park
Foley Cultural Center
Vallejo Community Center
City Park
Richardson Park

14) Announcements and Comments from Board Members:

Legal Counsel announced he will not be able to attend the March 10th Board Meeting.

Director McDonald asked for clarification on when Board Committee members change.

15) Meeting Adjourn:

Director Briseno offered the motion, seconded by Director Aliga to adjourn the meeting at 10:10 p.m. Roll call vote: ayes: Directors: Bowen, Briseno, Aliga, Salvadori, McDonald; Nays: none; absent: none; abstain: none. Motion passed.

Rizal Aliga, Board Secretary

Date



Agenda 7-B

BOARD COMMUNICATION

Date: February 24, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting February 7, 2022

RECOMMENDATION

To accept the minutes from Programs and Publicity Committee from the February 7, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Programs and Publicity Committee Minutes from February 7, 2022



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Robert Briseno
Gary Salvadori
Ron C. Bowen
Adjoa McDonald
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General Manager
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Programs and Publicity Committee Minutes Directors: Bowen and McDonald

Minutes Monday, February 7, 2022 Meeting began at: 9:00 a.m. Committee Meeting was held via Zoom

In attendance: Director Bowen, Director McDonald, Recreation Superintendent, Antony Ryans, & General Manager, Gabriel Lanusse, Guest from Vallejo Project

- 1. Registration Software (Sportsman PEAK)-** eTrak software is no longer available to GVRD. Data will be extracted and sent to GVRD once the migration is completed by eTrak.
- 2. Activity Guide Update/Profit & Loss-** reviewed profit and loss assignment. Feedback back from Director Bowen was provided.
- 3. Activity Guide Production Schedule/Advertisements-** guide was delivered to 755 residents. All targeted registrants actively used our services within the last 6 months.
- 4. Aquatic Programs-** The department is planning a Kids Free Day scheduled for May 28th from 12-3pm, budget for event will be developed by program staff.
- 5. Children's Wonderland/Hours of Operation-** the proposed park schedule was shared with the BOD for feedback. Proposed hours of operation were approved. The park will open W-M from 11am-7pm.
- 6. Community Centers Update-** Free COVID-19 testing is still being conducted at SVCC. The VCC is scheduled to close March 1st and renovations will be underway.

Guest commented about Vallejo Project utilizing space at the NVCC.

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7. **Community Events-** Sports Hall of Fame is postponed until 2023. Some program restructure will take place.
Fishing in the City is in the beginning stages of planning. Staff had their first meeting with the committee on 2/9. Dates for the event have been discussed and proposed.
8. **Mailing List-** The mailing list is building momentum.
9. **Sports Programs-** Offering a variety of contractual spring camps. Planning has begun for the summer.
10. **Youth Services-** Staffing is still a challenge for the department.
Planning has begun for Ties and Tiaras
Job Fair will be held in April.
11. **Vallejo City Unified School District (VCUSD) Grant Funded Programs: (staffing)-** staff has still been a constant struggle for staff. Payment is slowly coming in for services rendered to VCUSD.

Meeting adjourned at: 9:46 a.m.

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Agenda 8

BOARD COMMUNICATION

Date: February 24, 2022

TO: Board Chairperson and Directors

FROM: Gabe Lanusse and Casey Halcro

SUBJECT: Approve First Read of Proposed Policy #3012- Pricing Policy

BACKGROUND AND DISCUSSION

In review of fees and pricing for programs, rentals, events, and community centers, it was brought to the General Manager's attention from two consultants review our finances and organization structure, and consultant for the 10-year master plan outreach that there lacks direction regarding how fees are structured and how much of a subsidy GVRD provides. The concept was brought up at a board meeting. This was then brought to the Policy and Personnel committee on two different occasions, with two different sets of committee members. Comments were positive but included not having an escalator included to increase fees automatically. The last time this was brought to the board the direction given was to reduce the size of the document. The GM has edited this to have most definitions moved to the glossary of terms. This policy will assist staff in budgeting, researching pricing, and subsidies. It will also help collect data regarding scholarships.

RECOMMENDATION

Approve first read.

FISCAL IMPACT

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

ALTERNATIVES CONSIDERED

Approve

Approve with recommendations

Reject

Reject the first read with recommendations

Reject the first read and send back to the Policy and Personnel committee for revisions.

Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve first read.

DOCUMENTS AVAILABLE FOR REVIEW

Policy-#3012-Pricing Policy

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 3012 Pricing Policy

PURPOSE:

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

Establishing a pricing policy yields lasting benefits including:

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

The District is dedicated to fostering healthy lifestyles and helping the community thrive. Our Mission is building community and enhancing the quality of life through people, parks, and programs. As the District continues to provide services and facilities age, the District must be prepared to maintain this high level of service and develop a financial system to continue this community investment.

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

POLICY:

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

OBJECTIVES:

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

- **Equity**
- **Value**
- **Revenue Production**
- **Efficiency**
- **Revenue Distribution**
- **Assistance**

STRATEGY:

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

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

CORE SERVICES:

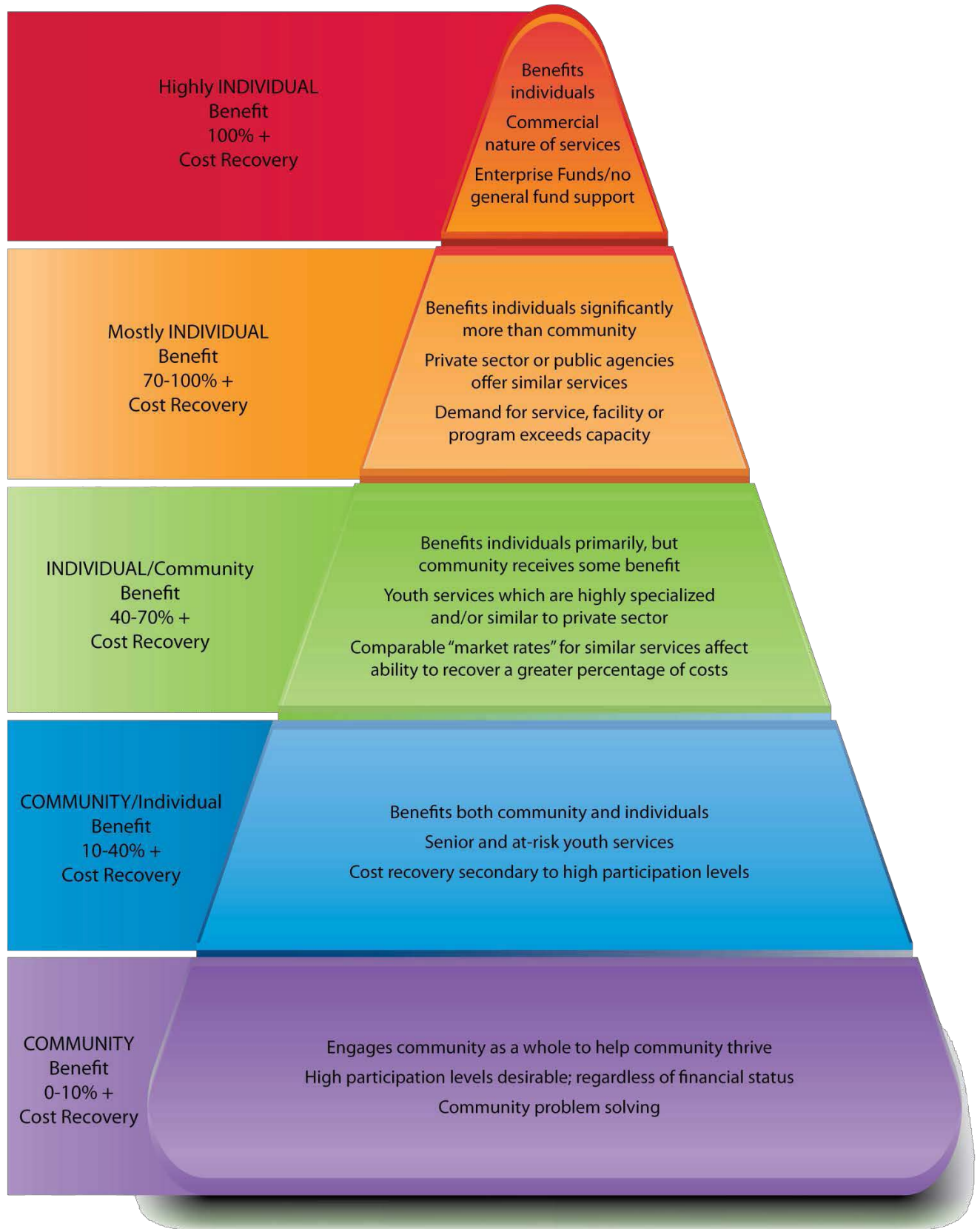
Core services are those which are central and vital to fulfilling our mission. The District has identified the following core services:

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

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

TYPE OF USE:

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



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

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

COMMUNITY Benefit

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

COMMUNITY/Individual Benefit

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

INDIVIDUAL/Community Benefit

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

Mostly INDIVIDUAL Benefit

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

Highly INDIVIDUAL Benefit

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

COST RECOVERY:

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

The District has identified five cost recovery ranges – Very Low, Low, Medium, High and High+ and each service provided by the District is assigned to one of these ranges based on type of use. It is important to note the cost recovery percentages assigned to each service represents what the District would expect to

recover under optimal conditions. However, the District's ability to realize these cost recovery percentages may be constrained by a variety of internal and external factors.

These include:

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

The difference between the cost and the revenue recovered represents the public investment in providing the service. For example, the *District hosts a Holiday special event that costs \$2,000 and collects \$1,000 in fees and sponsorships – the remaining balance of \$1,000 is a District subsidy.*

FACILITIES:

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

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

CAPITAL EXPENDITURES:

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

DIRECT/INDIRECT COSTS:

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

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

Direct

Instructor salaries & benefits
 Part-time employees' salaries & benefits
 Service contracts
 Materials/supplies/equipment
 Field lighting

Indirect

Indirect staffing (administration/supervision)
 Maintenance/custodial
 Capital replacement
 Facility use
 Marketing – advertising & promotion Utilities

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

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

PRICING METHODS:

The District recognizes that not all cases are “one price fits all” and the pricing policy must be built to recognize the District’s priorities and provide the highest amount of flexibility. Use of comparative pricing accomplishes these goals by permitting the price to fluctuate based on predetermined factors such as optimal conditions or target user group. By incorporating differential pricing methods when appropriate, the policy also allows users to choose what level of service quality or quantity they want and pay accordingly. The District will implement differential pricing by utilizing the following pricing methods:

Primetime & Non-Primetime, Season & Off-Season, Location, Age Segment, Economic Gain, Exclusive Use, Incentives, Move Demand, Resident Status-Resident Discount and Non-Resident Rate

TYPES OF FEES:

Admission Fees, User Fees, Security Deposit, Rental Fees (facility, picnic or field rental, etc.), Permit Fees, Additional Service Fees, Advertising Fees & Sponsorships, Administration Fees, Registration Fees

Setting the Price

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

Pricing model development:

Step 1: Identify the program, service, or facility. Is this a core service? Do any special circumstances exist?

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

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

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

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

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

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

Step 8: Set final price.

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

Scholarships

The District wants every resident youth to have an opportunity to participate in parks and recreation programs. The District recognizes that not all customers possess the same ability to pay for our programs, services and facilities. The community benefits from the active participation of targeted demographic groups (youth & seniors) as we foster healthy lifestyles. The District offers a variety of fee and free programs and services to help meet this need through our scholarship assistance program.

Discounts

The District recognizes discounts encourage participation in fee-based programs and are a valuable marketing tool.

New discounts must be approved by the Board when developing the Fee Schedule.

Waiving of fees must be approved by the Board.

Partnerships

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

Summary

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



Maintenance Department Board Report

2/24/2022

Parks and Facilities

- Glen Cove Waterfront Park
 - VWA and Solano RCD will be having a planting and a cleanup event on February 19th.
- Wardlaw Dog Park
 - We had two fallen trees that damaged a section of the fence; staff already worked on the removals of the trees and the repairs on the fence.
- BRS Park
 - Staff received garbage receptacles that will be installed throughout the Park.
- Wilson Park
 - A roof company will be replacing the roof in the baseball field grandstand building and the utility building.
 - Staff is working with Recreation staff to possibly receive funds from Junior Giants grant program to make improvements on the little league field.
- Lighting in the Parks
 - Staff worked on the LED retrofitting of Wilson and Terrace Park.
 - Working with an architect on a lighting design for Highlands and Grant Mahony Park.
- Training
 - Parks staff had their annual pesticide handler training.
- Staff Recruitment
 - We had the first round of interviews for the Maintenance Worker position.
 - We will be posting the Irrigation Specialist position soon; we are working with the union with the job description.
 - Staff begun recruitment for Visitor Services monitors for our Visitor Services season.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2022	7/1/2022	20%	<input type="checkbox"/>	City approved the insulation inspection; City will be also doing an inspection of the plumbing.
401 Seismic Retrofit					
Design Phase	8/1/2020	12/10/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2021	1/27/2021	100%	<input checked="" type="checkbox"/>	
RFP	3/22/2021	4/30/2021	100%	<input checked="" type="checkbox"/>	
Build	4/27/2021	3/1/2021	98%	<input type="checkbox"/>	Contractor completed all the work; City approved the final inspection; Staff still needs to do the final walkthrough with the contractor.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2021	2/28/2022	75%	<input type="checkbox"/>	The RFP went out. We had the mandatory walkthrough and about 10 contractors attended; bids are due on February 28th.
Build	4/4/2022	9/1/2022	0%	<input type="checkbox"/>	
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	

Build	8/1/2021	3/15/2022	<div style="width: 80%; background-color: #28a745;">80%</div>	<input type="radio"/>	Waiting on the company making the acoustic tiles.
Richardson Electrical					
Design Phase	3/1/2020	1/28/2022	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	City issued the permit.
RFP	2/14/2022	3/31/2022	<div style="width: 20%; background-color: #28a745;">20%</div>	<input type="radio"/>	Staff is working on getting proposals from contractors.
Build	5/2/2022	7/1/2022		<input type="radio"/>	
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	<div style="width: 95%; background-color: #28a745;">95%</div>	<input type="radio"/>	PDF designs completed the resubmittal package and was submitted to the City; received an email from the City that will complete the plan check review by 3/1/22.
Permit Issued	2/1/2022	3/1/2022		<input type="radio"/>	
RFP	3/8/2022	3/31/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
Grant Mahony Building Upgrades and Park Lighting					
Design/Assessment Phase	9/1/2021	2/28/2021	<div style="width: 90%; background-color: #28a745;">90%</div>	<input type="radio"/>	An architect performed an evaluation of the building; he is waiting for a second opinion to complete the structural assessment report of the building.
Permit Issued	2/1/2022	2/16/2022	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	City issued the permit for the Park lighting.
RFP	2/17/2022	4/1/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
PB Projects					
Design Phase	1/1/2020	3/24/2020	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	
Build	11/12/2021	2/28/2022	<div style="width: 70%; background-color: #28a745;">70%</div>	<input type="radio"/>	Landscape contractor began the work for the smart greener garden at SVCC and Setterquist Park; they will be replacing sections of damaged concrete on the sidewalks.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="checkbox"/>	
Build	10/6/2021	2/15/2022	<div style="width: 90%; background-color: #28a745;">90%</div>	<input type="radio"/>	Staff received the benches and will be installing them.



Finance Department Board Report

2/24/2022

Conference

- I attended the annual California Society of Municipal Finance Officers (CSMFO) conference in San Diego Tues, Feb 15th through Fri, Feb 18th. It was a great opportunity to meet and network with others and to attend informational sessions. Many of the sessions were recorded and will be available for viewing online. This made it easier to select which sessions to attend.

Budget FY 22-23

- Budget worksheets have been distributed to department heads. The General Manager and I will be meeting with staff to provide instruction and answer questions on completing those worksheets. Our goal is to have a final budget to the Board for adoption at the May 26th meeting.

OPEB (Other Post-Employment Benefits)

- We are continuing work with Cal Muni on developing a policy for the Other Post Employment Benefits, retiree medical benefits. The policy will go to the Policies and Personnel Committee and the Budget and Finance Committee before being presented to the board.

CalPERS Unfunded Accrued Liability

- We are reviewing proposals received from two firms for the financing of our Unfunded Accrued Liability with CalPERS. We will be putting together a comparison grid for these two proposals and presenting it to the Finance Committee.

COVID related leave

- We are working with Human Resources and the General Manager to implement the new COVID related leave provided by the state.



Human Resources Board Report

2/24/2022

Personnel Update:

Positions filled since implementing Bamboo HR in late December:

- Recreation Leader – PT, Maintenance Worker, Recreation Supervisor, Assistant Coordinator

Positions in the process of being filled

- Center Monitor – PT, Lifeguard Swim Instructor – PT, EXLP/Kid's Club Rec Leader – PT, Parks Maintenance Worker, Recreation Coordinator, Maintenance Irrigation Specialist

The hiring process often includes scheduling, assessments, multiple interviews, finger printing, and pre-employment medical exams. These multi-step processes have mostly been managed by our HR Clerk. Human Resources and Hiring Managers have found the new hiring process through BambooHR to be much easier to collaborate, navigate, and hire new employees.

Classification Study:

- HR continues to work toward finishing the Classification study with the help of the GM and collaborations with the Unions.

Staff Morale:

- HR has partnered with Department heads to working on boosting staff morale after the challenging two years of Covid we've all experienced.

Policy Updates:

- HR and the GM are working at updating some GVRD Policies, however, HR is recommending that we send out an RFP to have an outside agency provide a better full update to all GVRD Policies

Compensation Study:

- HR is awaiting information from CSDA salary survey that should be available at the end of February. Additionally, HR is suggesting a compensation study to better assess the salary ranges for FT staff in the

current market. We are experiencing challenges in recruiting top talent due to our current salary ranges.

HRIS:

- As is true to all technology, BambooHR is not perfect. We experienced a problem with our time off accruals in BambooHR and HR worked closely with BambooHR reps to get the issues corrected. HR appreciates the patience and understanding of staff during this process.



Recreation Department Board Report

2/24/2022

Activity Guide:

- Activity Guide production is underway. Staff will work more aggressively to secure advertisements for our summer edition.
- Planning has begun for summer guide/programming. Staff continue to generate new program ideas for the summer season.

Aquatics:

- Lap Swimming at Cunningham Aquatic Complex continues to thrive each day, Monday-Friday. Saturday lap swim will begin on 3/5/2022.
- Vallejo High School, Jesse Bethel High School and Saint Patrick's Saint Vincent's High School have begun practicing for their swim season. They will utilize the pool until April 29th.
- After School at the Pool is at maximum registrations, 15, for the month of February.

Community Centers:

- New Security Agreement in progress to renew contract for 2 years. Final details are undergoing review by legal counsel.
- Staff continues to meet with the Maintenance Department and IT to review VCC and Main Office closure for renovations.

Community Events & Children's Wonderland:

- Ties & Tiaras is returning on Saturday, March 12th. This event is a family formal dance which will be held at the North Vallejo Community Center.

- Children's Wonderland has new operating hours beginning March. The Park will now be open every day from 11:00am-7:00pm except Tuesdays.
- Birthday party reservations are increasing to 3-6 birthdays each weekend.
- Storytime with Solano Library begins March 4th and will be held at CW every Friday from 11:00-11:45am.

Staffing:

- Julie Myers, Recreation Supervisor (Aquatics, Events, Sports) joined our team on February 14th. Julie comes to GVRD from City of Sausalito and brings lots of knowledge and Recreation experience. We're lucky to have Julie apart of the GVRD family!
- The Department continues to experience challenges with recruiting and hiring PT/Seasonal employees. The Department continues to look for creative ways to recruit and retain employees.

Sports:

- Sports Department is now offering a second session for youth soccer for ages 4-9.
- HIITS for Kids youth fitness program second session begins this week, with 8/10 enrolled.

Youth Services:

- Staff continue to interview weekly to fill vacancies at several before and after school programs.
- 2 new Rec Leaders completed orientation and 4 candidates went through the fingerprint process.
- Youth Department Staff will participate at the Youth Resource Fair on Saturday 2/17 representing GVRD.



General Manager Board Report

2/24/2022

- Tours will occur February 22 (afternoon), and 24th (morning). Please let me know if you would like to attend.
- Amy Howarth would like to schedule an in-person meeting, it can be either an evening meeting for 3 hours, or a weekend meeting for 4 hours. She is requesting that Board Clerk, Legal Counsel, and GM attend as well. Food will be provided.
- We have retained BHI for the Strategic Planning work. He has begun research and is working with staff. We hope to begin the process in April.
- We have retained Verdin for our marketing development and needs.
- Staff is working on grant opportunities and updating information for the two Prop 68 grants.
- Leaven Kids have sent a proposal. Staff and I are reviewing the proposal and will present it to the Board in March.
- I will be on vacation March 1-5, then at the California Parks and Recreation Society conference March 9-11. I may not be able to attend the March 10th Board meeting.
- I have a presentation to the City Council March 8th.
- The State of the City will be held Wednesday March 2 in the evening at the Empress.