



Greater Vallejo Recreation District

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

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

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

Policy and Personnel Committee Agenda

Directors: Briseño and Kennington

Monday, October 23, 2023

6:30 p.m.

Administrative Office – Board Room

401 Amador Street

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

1. Public Comment

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

2. Policy 3074 – Fee Waiver for Community Organizations or Government Agencies

3. Policy 2320-Diaster Service Worker Designation

4. Staff Confidentiality Agreement

5. Proposed Marketing Coordinator Position

6. City of Vallejo Municipal Code, Ch. 5.24, Outdoor Festivals

7. Policy 2030-Holidays

8. Meeting Adjourn

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Fee Waiver & Reductions for Community Organizations or Governmental Agencies
POLICY NUMBER: 3074

PURPOSE

The Greater Vallejo Recreation District (District) has established a policy and procedures for requesting and approving a waiver of fees and charges established by the District. This can be either a partial reduction in fees, partial reduction in certain aspects of fees, or waiving the fees as a whole. Security Deposits cannot be waived by community organizations and in some cases Governmental agencies.

POLICY

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

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

RESPONSIBILITY

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

ESTABLISHED FEES ELIGIBLE FOR CONSIDERATION

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

Fees eligible for waiver by the Board of Directors:

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

5. Special Events
6. Picnic Reservations
7. Field Rental Fees

Fees and costs to the District that cannot be waived by the Board of Directors:

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

ELIGIBILITY FOR FEE WAIVER/REDUCTIONS: COMMUNITY ORGANIZATIONS

The Board of Directors may waive/reduce fees for a community organization if it determines that:

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

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

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

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

ELIGIBILITY FOR FEE EXEMPTION: GOVERNMENTAL AGENCIES

The Board of Directors may waive fees for a governmental agency if it determines that:

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

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

1. The event or program is consistent with the Department mission, values, and objectives; and
2. (a) the program is sponsored by another stakeholder, (b) the District is recognized as a Co-Sponsor of the event and is provided appropriate recognition on all promotional materials at the event, or (c) the agency has an existing reciprocal use agreement, lease, finding of mutual benefit, or memorandum of understanding with the District (includes contract class instructor, programs under contract and leaseholders in good standing with valid contracts).

PROCEDURE

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

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

Fee Waiver/Reduction Application Procedure:

1. Applicant completes reservation process and pays applicable fees with the designated District staff prior to the date of the event.
2. Applicant completes fee waiver/reduction and turns in to the main office (fee waivers/reductions must be submitted prior to the date of the event/program (non-profit groups) to be eligible for consideration. Although not required, applicants are encouraged to submit the application at least (30) calendar days prior to the event/program to ensure that the item is considered at the next regular Board meeting.
3. Applicants may be asked by the General Manager or Department Head to submit financial information for the organization or event to support application.
4. Application is approved or denied by the Board of Directors based on the criteria established in this policy.
 - a. A Fee Waiver/Reduction that meets the criteria set forth in the policy will be considered by the Board of Directors at the next regularly scheduled meeting. The applicant is encouraged to attend the meeting to provide the information requested by the Board of Directors.

- b. An application that doesn't meet the criteria set forth by this policy will not be presented to the Board of Directors. An applicant may address the Board of Directors during the public comment period at the next regularly scheduled meeting.
5. The Board of Directors votes to approve or deny the application or makes modifications with the applicant's agreement.
6. The Board of Directors may request a profit and loss statement following the event/program before fees are reimbursed.

DRAFT



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

FACILITY, PARK, & PICNIC RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____ Email: _____

Organization Address: _____

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

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

Describe Frequency of Event/Program: _____

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

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

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

Purpose of Event/Program. Fee Waiver/Reduction Justification: _____

I have read the Facility Rental Fee Waiver Policy (District Policy 3074). I am applying for a fee waiver/reduction based on the understanding and belief that my organization qualifies based on criterion identified in the Fee Waiver Policy. Fee waiver/reduction must be approved by the General Manager, then final approval is made by the Board of Directors.



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

Signature: _____ Date: _____

Printed Name: _____ Title: _____

OFFICE USE ONLY

General Manager Signature: _____ Date: _____

GVRD Staff Signature: _____ Date: _____

_____ Facility Rental _____ Permits, Security Deposit _____

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

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Disaster Service Worker Designation
POLICY NUMBER: 2320

Pursuant to Government Code 3100-3109, Greater Vallejo Recreation District [GVRD] employees will be designated as Disaster Service Workers [DSWs]. Per Government Code 3100-3109,

"It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers..."

Where allowable, within the first 30 days of employment, GVRD employees will take and subscribe to a Loyalty Oath. Where needed, District employees shall take and subscribe to a Loyalty Oath after the first 30 days of employment. The oath may be taken before any officer authorized to administer oaths.

CODE TEXT

GOVERNMENT CODE - GOV

TITLE 1. GENERAL [100 - 7914]

(Title 1 enacted by Stats. 1943, Ch. 134.)

DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]

(Division 4 enacted by Stats. 1943, Ch. 134.)

CHAPTER 8. Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees [3100 - 3109]

(Heading of Chapter 8 amended by Stats. 1972, Ch. 590.)

3100.

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

(Amended by Stats. 1971, Ch. 38.)

3101.

For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

(Amended by Stats. 2013, Ch. 352, Sec. 104. (AB 1317) Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)

3102.

(a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.

(b) In the case of intermittent, temporary, emergency or successive employments, then in the discretion of the employing agency, an oath taken and subscribed as required by this chapter shall be effective for the purposes of this chapter for all successive periods of employment which commence within one calendar year from the date of that subscription.

(c) Notwithstanding subdivision (b), the oath taken and subscribed by a person who is a member of an emergency organization sanctioned by a state agency or an accredited disaster council, whose members are duly enrolled or registered with the Office of Emergency Services, or any accredited disaster council of any political

subdivision, shall be effective for the period the person remains a member with that organization.

(Amended by Stats. 2013, Ch. 352, Sec. 105. (AB 1317) Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)

3103.

The oath or affirmation required by this chapter is the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California.

(Amended by Stats. 1953, Ch. 1250.)

3104.

The oath or affirmation may be taken before any officer authorized to administer oaths. The oath or affirmation of any disaster service worker may be taken before his appointing power or before any person authorized in writing by his appointing power.

No fee shall be charged by any person before whom the oath or affirmation is taken and subscribed.

(Amended by Stats. 1971, Ch. 38.)

3105.

(a) The oath or affirmation of any disaster service worker of the state shall be filed as prescribed by State Personnel Board rule within 30 days of the date on which it is taken and subscribed.

(b) The oath or affirmation of any disaster service worker of any county shall be filed in the office of the county clerk of the county or in the official department personnel file of the county employee who is designated as a disaster service worker.

(c) The oath or affirmation of any disaster service worker of any city shall be filed in the office of the city clerk of the city.

(d) The oath or affirmation of any disaster service worker of any other public agency, including any district, shall be filed with any officer or employee of the agency that may be designated by the agency.

(e) (1) In its discretion, the board of supervisors of a county may require every disaster service worker of that county who legally changes his or her name, within 10 days from the date of the change, to file a new oath or affirmation in the same manner as the original filing. The county may maintain a record of each person so required to file a new oath of office indicating whether or not the person has complied. Any record maintained pursuant to this paragraph is a public record subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7).

(2) Notwithstanding any other law, including, but not limited to, Sections 3108 and 3109, failure of a disaster service worker to file a new oath of office required by the board of supervisors pursuant to this subdivision shall not be punishable as a crime.

(f) The oath or affirmation of any disaster service worker may be destroyed without duplication five years after the termination of the disaster service worker's service or, in the case of a public employee, five years after the termination of the employee's employment.

(Amended by Stats. 2015, Ch. 365, Sec. 2. (AB 630) Effective January 1, 2016.)

3106.

Compliance with this chapter shall, as to state employees, be deemed full compliance with Chapter 4, Part 1, Division 5, Title 2 of this code, requiring taking of oaths by state employees.

(Added by Stats. 1950, 3rd Ex. Sess., Ch. 7.)

3107.

No compensation nor reimbursement for expenses incurred shall be paid to any disaster service worker by any public agency unless such disaster service worker has taken and subscribed to the oath or affirmation required by this chapter. It shall be the duty of the person certifying to public payrolls to ascertain and certify that such disaster service worker has taken such oath or affirmation. Whenever there is more than one officer certifying to public payrolls the governing body of a city or county or school district may designate and make it the duty of a certain officer or officers to ascertain and certify that such disaster service worker has taken such oath or affirmation. The governing body of a city or county or school district may designate and make it the duty of a local disaster service officer to ascertain and certify that each volunteer disaster service worker has taken such oath or affirmation.

Nothing in this chapter, however, shall prevent the correction of any technical error or deficiency in an oath taken pursuant to this chapter; provided, such correction is made before the disaster service worker is actually paid or reimbursed.

(Amended by Stats. 1971, Ch. 38.)

3108.

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for two, three, or four years.

(Amended by Stats. 2011, Ch. 15, Sec. 126. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

3109.

Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency

organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code.

(Amended by Stats. 2011, Ch. 15, Sec. 127. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

LOYALTY OATH

STATE OF CALIFORNIA }
[Vallejo, CA, Solano County, } S. S.
Greater Vallejo Recreation
District]

*I, _____, do solemnly swear (or affirm)
that I will support and defend the Constitution of the United States and
the Constitution of the State of California against all enemies, foreign and
domestic; that I will bear true faith and allegiance to the Constitution of
the United States and the Constitution of California; that I take this
obligation freely, without any mental reservation or purpose of evasion; and
that I will well and faithfully discharge the duties upon which I am about
to enter.*

Witness my hand this.....day of....., 20__

.....
Affiant

Subscribed and sworn to before me

this.....day of, 20__

.....
Official authorized to administer oaths

Title.....



Agenda 9

BOARD COMMUNICATION

Date: October 8, 2020

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: Approve “Final Read” of Policy 2320 - Disaster Service Worker Designation

BACKGROUND AND DISCUSSION

It was brought to GVRD leadership attention that we do not have an official policy regarding our employees being designated as Disaster Service Workers. Pursuant to Government Code 3100-3109, Public employees are considered Disaster Service Workers. The District would like to formalize this government code by adding a Disaster Service Worker Designation into their policy. GVRD leadership has started the necessary discussions with Union representation and staff regarding this policy update. GVRD Board of Directors did move to pass the first read of this policy and we'd like to now finalize this policy.

RECOMMENDATION

To accept the final read of the Disaster Service Worker Designation Policy

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.
Reject the recommendation and leave as is.
Approve the recommendation, with changes.
Approve the recommendation.
Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of first read of Policy 2320 - Disaster Service Worker Designation.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Disaster Service Worker Designation Policy 2320 Draft
- b. Government Code 3100-3109 (with important information highlighted)
- c. Loyalty Oath

GREATER VALLEJO RECREATION DISTRICT

Financial, Personal and Private Information
CONFIDENTIALITY AGREEMENT
*(For Employees, Consultants, Contractors, Volunteers and
Other Designated Individuals Who Conduct Business on Behalf of the District)*

As an employee, consultant, contractor, volunteer or other designated individuals who conduct business on behalf of the Greater Vallejo Recreation District (“GVRD”), I may come into the knowledge and/or possession of personal and private information relating to other employees, consultants, contractors, volunteers or other designated individuals who conduct business on behalf of the District. I hereby agree to follow District rules for the protection of information to which I have access and to keep such information private and confidential.

I understand that financial and employee information from any source and in any form, including information about an employee that is communicated by the employee, belongs to the District, is private and confidential, and is available to me because of my relationship with the District as an employee, consultant, contractor, volunteer or other individual who conducts business on behalf of the District.

I agree that I will not disclose to anyone, nor to any entity, private and confidential financial and employee information and shall use it solely for the performance of my official duties for the District. I also understand that through human resources, finance, or other electronic systems and vendor portals, I may have the ability to access financial and employee information outside of my area of responsibility. I agree NOT to access financial or employee information outside my area of responsibility without express written authorization from the Human Resources Director, Finance Director and/or General Manager.

I FURTHER AGREE THAT:

1. I will protect and maintain the privacy of the District’s financial information and employee personal and confidential information.
2. I will keep my passwords secure and will not share them with anyone for any of the systems cited above as well as other District-wide technology systems that I may use. I will not use the same password for multiple systems/sites.
3. I will keep my passwords and/or access codes secure and confidential for inner office password-protected files, data, and other electronic documents.
4. I will not use anyone’s password to access District files.
5. I will log off password protected applications or close my door before leaving my workspace/office, regardless of the length of time I will be away.

6. I will not share, communicate, copy, distribute, review, or change any confidential information unless I have the authority and it is within my scope of responsibilities.
7. I will not destroy records, files or documents, whether electronic or paper copies, unless it is within my scope of responsibilities and I have complied with District policies, federal, or state laws, or local ordinances.
8. I am responsible for my use or misuse of confidential information.

I am aware that my access to confidential information may be audited. I also understand the consequences of my actions related to this policy. Failure to comply with this Agreement will result in disciplinary action up to and including termination of my employment and/or the termination of my contract or other working/intern/partnership agreement at Greater Vallejo Recreation District and/or civil or criminal legal penalties.

By signing this, I agree that I have read, understand, and will comply with this agreement.

Signature: _____

Print Full Name: _____

Date: _____

Greater Vallejo Recreation District Job Description

Classification Title	Marketing Coordinator
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	???

GENERAL SUMMARY

Responsibilities include developing compelling and relevant content for social media, GVRD managed websites, external websites, blogs, e-newsletters and other digital content such as but not limited to Facebook, Instagram, Twitter, and others.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop, implement and coordinate the day-to-day content plan for all social media outlets including Facebook, Twitter, YouTube, Instagram, Pinterest and others. Create video content for the same media outlets.
- Updates the GVRD website and related websites, including listing content through CMS.
- Develop creative social media campaigns, contests and content to grow followers and engagement.
- Assist with email marketing efforts, including Constant Contact and PEAK databases.
- Work closely with the General Manager and the Administrative team along with recreation staff on other GVRD marketing projects such as the “activity guide”.
- Work to find ways to “monetize” the marketing that we provide.
- Support events and programs– such as Vallejo Celebrates Youth, Vallejo Sports Hall of Fame, and others.
- Help to maintain photography library and actively collect new photography for use in marketing.
- Assist with general office duties and marketing fulfillment as needed.
- Maintain a well-informed working knowledge of the GVRD programs, facilities and services provided to the residents.
- Maintain and monitor metrics that will be able to track the impact and growth of digital marketing of the District.
- Attend community events as time allows and as may be assigned to promote GVRD. Must have and demonstrate excellent customer service skills to both inside and exterior customers.
- Perform other tasks as required.

QUALIFICATIONS

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

- Minimum of one year experience in communications, marketing, social media or public relations.
- Experience with and understanding of social media outlets and marketing tactics i.e.: Facebook, Twitter, etc.
- Graphic Design and/or photo editing experience a plus.
- Photography, and photo editing experience a plus.
- Equivalent of an associate degree in marketing, Public Relations and/or Communications degree preferred, but not required. Direct work experience in the same position can substitute for education requirements.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- The following software: Microsoft Office applications and Internet/Email.
- Creating and editing videos.
- Knowledge of HTML and website CMS systems a plus. Understanding of SEO best practices is preferred.
- Knowledge of Vallejo community preferred.

Ability to:

- Take initiative and be proactive.
- Organize work coordinating projects, setting priorities, meeting deadlines and following up on assignments with minimum direction.
- Provide excellent customer service.
- Communicate clearly and concisely, both orally and in writing. Excellent writing skills, including a strong command of grammar, usage and vocabulary.
- Think and write creatively and work in a fast-paced environment; recommend new ways to market GVRD.
- Interface with staff to build consensus, achieve goals, and leverage resources.
- Prioritize and handle simultaneous projects with multiple partners.
- Meet deadlines and stay at/under budget.
- Interpret and implement oral and written instructions.

PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS

- Work may/will include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity necessary.
- Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work

periods requiring ability to maintain attention to detail and perform multiple tasks despite interruptions.

- Ability to sit at desk and operate computer keyboard and view computer screen for long periods of time.
- Must be able to bend and stretch to reach file drawers, lift boxes and small equipment up to 50 pounds in weight on occasion.
- Must have a CA driver's license and maintain an acceptable driving record while employed with GVRD.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, benefited position.

TRAVEL

This position is expected to travel an average of ____% of the time.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Director.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

Chapter 5.24 - OUTDOOR FESTIVALS AND OTHER USES OF PUBLIC BUILDINGS AND GROUNDS

Sections:

I. - Outdoor Festivals

5.24.010 - Outdoor festivals defined.

For the purpose of Sections 5.24.020 through 5.24.100, "outdoor festivals" mean and include any outdoor gathering of individuals for the purpose of participating in or attending a dance, musical carnival, "rock" festival or like musical activity at which vocal or instrumental or both vocal and instrumental music is provided by professional or amateur performers, or by prerecorded means, which gathering is held at any place other than in a permanent building or permanent installation which building or installation has been constructed or customarily used for the purpose of housing such activities, and to which gatherings members of the public are invited or admitted with or without the payment of admission charges in any form.

(Ord. 966 N.C. § 1, 1970.)

5.24.020 - License required.

It is unlawful for any person, group of persons or entity to operate, conduct, maintain, advertise, sell or furnish tickets or other types of written authority to admission to an outdoor festival in the city of Vallejo unless a license to operate or conduct such festival shall have been issued in the manner hereinafter described in Sections 5.24.030 through 5.24.100.

(Ord. 966 N.C. § 2, 1970.)

5.24.030 - License—Application—Fee—Contents.

- A. Application for a license to conduct an outdoor festival shall be made in writing to the collections and permits division, finance and records department, city of Vallejo, at least sixty days prior to the time indicated for the commencement of the outdoor festival. The application shall be accompanied by a nonrefundable application fee in the amount of one hundred fifty dollars, which filing fee shall

be paid to the collections and permits division, finance and records department, city of Vallejo and which application shall contain the following information:

1. The name (including alias), age, residence, mailing address and telephone numbers of each person making the application. If the application is filed by a partnership, the name, (including alias), age, residence and mailing address and telephone numbers of each partner shall be included. If the applicant is a corporation or a common law or Massachusetts Trust, the application shall be signed by the president and secretary thereof, or in the case of a common law or Massachusetts Trust then by the trustees thereof and in each instance shall contain their residences, mailing address and telephone numbers, the telephone numbers, the mailing addresses and the street addresses of the principal place of business of the corporation or trust and in the case of a corporation shall also include a certified copy of articles of incorporation and the by-laws of the corporation, and in the case of a common law or Massachusetts Trust shall include a certified copy of the trust indenture;
2. The location and legal description of the premises where the outdoor festival is proposed to be conducted, including all lands to be used for automobile parking and other incidental uses. The applicant shall submit proof of ownership of the premises and the written consent of all owners thereof for the proposed use;
3. The date or dates and the hours during which the festival is to be conducted;
4. An estimate of the numbers of persons, participants and spectators expected to attend the proposed outdoor festival on each day it is conducted, together with detailed information supporting such estimate;
5. A detailed statement of the applicant's program and plans to provide emergency communications, security protection, water supply, food supply, sanitary facilities, medical facilities and services, vehicle parking space, vehicle uses and on-site traffic control, sound and lighting equipment, fire protection, garbage, trash and litter cleanup service, and if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for aping and similar facilities. There shall be included a map showing the location of all such facilities and equipment on the premises including the location of all loud speaking and the location of all toilets, medical facilities, lighting, emergency communications, drinking facilities and solid waste receptacles;
6. A detailed explanation of the applicant's plan for policing the activity with particular emphasis on the control and prevention of alcoholic and drug consumption.

B.

The application shall include an agreement filed by the applicants and by the owners of the subject premises that they will reimburse all owners and occupants of property adjoining the subject premises for any and all loss, injury or damages to such owners or occupants or to their property caused by the applicants, by the owner of the subject premises, or by any person attending or participating in the outdoor festival, which damage shall not have occurred had the outdoor festival not been held. Accompanying and securing the agreement shall be a surety company bond in favor of the city of Vallejo and all persons to whom the applicant and/or owners of the subject premises may be liable because of the above required agreement. The bond shall be prepared by a corporate bond company authorized to do business within the state of California by the department of insurance and shall be in the amount of not less than fifty thousand dollars.

- C. The application shall include an agreement filed by the applicants to defend, indemnify, save and hold the city of Vallejo harmless from and on account of any and all claims against the city of Vallejo for injury or damage of any kind or nature to persons or property in, upon or about the subject premises or arising from or in connection with the outdoor festival from any cause whatsoever. The applicants shall covenant and agree to keep and maintain in full force and effect for a period of one year from and after the date upon which they shall have been issued a license to conduct an outdoor festival, a policy of public liability and property damage insurance in standard form in insurance companies satisfactory to the city of Vallejo and shall furnish the policy therefor to the city of Vallejo. Such public liability insurance shall insure the city of Vallejo for limits of not less than two hundred fifty thousand dollars for injury to any one person and five hundred thousand dollars for injury to more than one person, and in the amount of fifty thousand dollars for property damage. Said policy shall be delivered to the city of Vallejo at least ten days before the issuance of a license and such policy shall bear an endorsement of or shall be accompanied by evidence of receipt of payment of the premium thereon.
- D. The application shall include an agreement signed by the applicants providing that within seventy-two hours after the conclusion of the outdoor festival the applicants will clean up the premises, including contiguous public road, ways and easements, and move all debris, garbage, trash, litter and other waste matter from, in and around said premises; together with all advertising matter relating to said festival.

(Ord. 966 N.C. § 3,1970.)

5.24.040 - Fingerprints and photographs.

An application shall not be considered completed until each applicant has been fingerprinted and photographed by the city of Vallejo police department.

(Ord. 966 N.C. § 4, 1970.)

5.24.050 - License—Processing application—Referral for investigation.

Upon receipt of the fully completed application the tax and license collector of the city of Vallejo shall give copies of the application to the city manager, chief of police, the director of public works and the planning director. The city manager, the chief of police, the director of public works and the planning director shall each determine, whether with regard to their specific areas of responsibility the proposed outdoor festival can be held without violation of any of the provisions of Sections 5.24.010 through 5.24.100. Within forty-five days after the filing of a completed application the city manager, the chief of police, the director of public works and the planning director shall complete their investigations and shall notify the tax and license collector of their approval or disapproval of the issuance of a license. If all such officers approve the issuance of a license, the tax and license collector shall, after collecting a license fee of one hundred fifty dollars for each day the outdoor festival is to be operated, issue said license. If any of said officers disapproves the issuance of a license, no license shall be issued, and the reasons for such disapproval shall be stated in writing with such notice of disapproval, a copy of which shall be delivered to the applicant.

(Ord. 30 N.C.(2d) § 1, 1971: Ord. 966 N.C. § 5, 1970.)

5.24.060 - License—Revocation.

The city manager and/or the city council shall have the right to revoke any license issued pursuant to Sections 5.24.010 through 5.24.100 after a public hearing held after written notice is given to the licensee at least twenty-four hours prior to such hearing, for any of the following causes:

- A. The licensee fails, neglects or refuses to fulfill any of the conditions imposed upon the granting of a license;
- B. The licensee fails, refuses or neglects to fulfill any of the provisions of the proposed program or plans;
- C. The licensee permits the outdoor festival to be conducted in a disorderly manner or allows any person to remain on the premises while under the influence of intoxicating liquor or any narcotics or dangerous drug;
- D. The licensee violates, or attempts to violate, any law of the state and/or the provisions of Sections 5.24.010 through 5.24.100 or any other ordinance of the city of Vallejo;
- E. That the licensee has precisely made a false, misleading or fraudulent statement of material fact in the application for a license or in any other document required pursuant to Sections 5.24.010 through 5.24.100.

Written notice of such revocation shall be forwarded by the city clerk to the chief of police, the tax and license collector and to the licensee at the address given in the application. Such revocation shall become effective immediately after ordered by the city manager.

(Ord. 30 N.C.(2d) § 2 (part), 1971: Ord. 966 N.C. § 6, 1970.)

5.24.070 - Suspension of operation.

The chief of police may suspend operation and close any outdoor festival prior to the expiration of the license granted under the provisions of Sections 5.24.010 through 5.24.100 in the event of the occurrence of a riot, major disorder, or serious breach of the peace when, in his opinion, it becomes necessary to prevent injury to person or persons and/or damage to property.

(Ord. 30 N.C.(2d) § 2 (part), 1971: Ord. 966 N.C. § 7, 1970.)

5.24.080 - Number of participants.

If the city manager, as a condition of issuance of the license, imposes a limit on the number of persons to be admitted to the outdoor festival and/or requiring that only holders of tickets shall be admitted to the premises on which the festival is to be held, it shall be unlawful for the licensee, or any agent or employee of the licensee:

- A. To allow, permit, or suffer the entrance to the premises in which the outdoor festival is held, of any person who does not possess a ticket, except a peace officer or other public officer in the performance of his duties;
- B. To sell, give, or distribute a greater number of tickets than the number authorized by the city manager;
- C. To allow, permit or suffer the admission of any person to an outdoor festival if such admission shall result in a greater number of persons present than authorized by the city manager.

(Ord. 30 N.C.(2d) § 2 (part), 1971: Ord. 966 N.C. § 8, 1970.)

5.24.090 - License not transferable.

No license granted under the provisions of Sections 5.24.010 through 5.24.100 shall be transferable or removable to another location.

(Ord. 30 N.C.(2d) § 2 (part), 1971: Ord. 966 N.C. § 9, 1970.)

5.24.100 - License—Application and fee exemptions—Permit.

- A. Any person, group of persons, or entity seeking to hold, conduct, or operate an outdoor festival, as that term is defined in Section 5.24.010, on real property owned, leased, rented or possessed by any public entity, may be exempted from making application for a license, paying the application fee, providing the indemnity bond and the policy of public liability and property damage insurance required by Section 5.24.030, provided each of the following conditions is satisfied:
1. The person, group of persons, or entity seeking to hold, conduct, or operate an outdoor festival makes application in writing to the chief of police, city of Vallejo, for a permit, on a form to be provided by him, at least five days prior to the time indicated for the commencement of the festival;
 2. The applicant obtains and delivers to the chief of police, at the time of making the application, a written sponsorship or written permit for the festival signed by the public entity on whose real property the festival is proposed to be held, conducted, or operated;
 3. The application shall set forth the day or days, the time which shall not exceed four hours duration on any one day between the hours of ten a.m. and ten p.m., and the place of the proposed festival, and the name, residence address and telephone number of the applicant and each member of the performing music group(s) including their leader(s);
 4. The applicant confirms in the application, or in a separate writing attached thereto, that:
 - a. Each member of the musical group(s), including their leader(s), will receive no monetary compensation for performing in the festival and,
 - b. No charge whatsoever will be sought or collected for admission to or attendance at the proposed festival;
 5. The applicant agrees in the application, or in a separate writing attached thereto, that he will assume full responsibility for restoring the immediate location of the festival, including the area occupied by the audience, to a clean and sanitary condition, and will remove and properly dispose of all debris, garbage, litter and other waste matter from, in and around said location, together with all advertising matter relating to the festival, within four hours immediately following the conclusion of the festival.
- B. The chief of police shall examine the application and all supporting documents, including the written sponsorship or permit of the public entity, and if he finds them to be in compliance with the required conditions set forth herein, he shall issue a permit in writing to the applicant authorizing the outdoor festival to be held, conducted, or operated on the date(s), and at the time(s) and place(s)

indicated therein, and he shall forthwith transmit a copy of the permit to the city manager and the affected public entity. The chief of police shall have the final decision making authority in connection with the issuance or denial of permits hereunder.

- C. No permit granted under the provisions of this section shall be transferable or removable to another location. The chief of police shall have the right to revoke any permit issued under the provisions of this section after a hearing held upon at least eight hours written notice given to the permit for any of the causes set forth in Section 5.24.061 (revocation of license). The chief of police may suspend operation and close any outdoor festival prior to the expiration of the permit granted under the provision of this section in the event of the occurrence of imminent threat, of a riot, major disorder, or serious breach of the peace when, in his opinion, it becomes necessary to prevent injury to person or persons and/or damage to property.

(Ord. 30 N.C.(2d) § 3, 1971; Ord. 966 N.C. § 10, 1970.)

II. - Other Uses of Public Buildings and Grounds

5.24.110 - Definitions.

The following words and terms, when used in Sections 5.24.120 through 5.24.180 shall be construed as defined:

- A. "Building" means any structure owned or controlled by city, including the contents and fixtures of such structure.
- B. "City" means the city of Vallejo.
- C. "Grounds" means any land area owned or controlled by city, including improvements and landscaping on, over and under such land, except buildings.
- D. "Group" means two or more persons, commonly engaged in use of any building or grounds, or any club, organization or association.
- E. "Outdoor festivals," for the purpose of Sections 5.24.120 through 5.24.180, mean and include any outdoor gathering of individuals for the purpose of participating in or attending a dance, musical carnival, "rock" festival or like musical activity at which vocal or instrumental or both vocal and instrumental music is provided by professional or amateur performers, or by prerecorded means, which gathering is held at any place other than in a permanent building or permanent installation which building or installation has been constructed or customarily used for the purposes of housing such activities, and to which gatherings members of the public are invited or admitted with or without the payment of admission charges in any form.

F. "Permit" means a written authorization to use any building or grounds, issued by the permits office, as herein provided.

G. "Permits office" means the collections and permits division, finance and records department, city of Vallejo.

H. "Person" means any person, firm or corporation.

(Ord. 967 N.C. § 1, 1970.)

5.24.120 - Permit required.

It is unlawful for any group or person to enter, use or occupy for any purpose, any building or grounds, without having first received from the permit to do so, except as provided in Section 5.24.140.

(Ord. 967 N.C. § 2, 1970.)

5.24.130 - Compliance with regulations.

It is unlawful to use any building or grounds in any manner other than prescribed by Section 5.24.110 through 5.24.180 and by regulations announced, as herein provided, to govern use of such buildings and grounds.

(Ord. 967 N.C. § 3, 1970.)

5.24.140 - Permit-Exceptions.

Permits specified in Section 5.24.120 shall not be required of persons or groups to enter, remain in or use for intended purposes city-owned or controlled buildings or grounds:

- A. To transact public business or furnish public services during regular hours of transacting said business or furnishing said service and where signs or notices do not advise that such permits are required; and
- B. To fish in any lake, reservoir, or stream when issued a permit by the city for such purpose under rules and regulations promulgated by the city manager.

(Ord. 1270 N.C.(2d) § 1, 1993; Ord. 967 N.C. § 4, 1970.)

5.24.150 - Permit—Applications.

- A. Applications shall be made in writing in, and on forms provided by the permits office and in each case shall specify the following information:
1. Name, address and telephone number, if any, of applicant. If applicant is a group of persons, the person making the application shall, in addition, enter on the application the number of persons in said group, and his own name, address and telephone number, if any, and the title of his office in said group;
 2. The date or dates and included hours thereof, during which use of said building or ground is desired;
 3. The purpose use for which use of said building or ground is desired;
 4. A complete listing of articles which will be brought into said building for use by applicant.
- B. The applicant shall certify that he shall hold the city free of any liability whatever for any damage to persons or property arising from any incident or condition relating to use of privilege granted by permit.
- C. The applicant shall post bond, as required hereinafter, to guarantee repair of any damage to said building, contents, and grounds which may result from use of privilege granted by permit.
- D. The applicant shall pay the fee, if any, chargeable for use of the particular room or rooms or facility within the public building or grounds, or portion thereof, as specified in resolution adopted by the city council.

(Ord. 439 N.C.(2d) § 1, 1978: Ord. 967 N.C. § 5, 1970.)

5.24.160 - Approving authorities—Forwarding of applications.

The permits office shall forward to the following approving authorities, as appropriate, applications to use the following buildings and grounds:

- A. City hallCity clerk
- B. City hall grounds and surrounding spacesPublic works director
- C. LibraryLibrarian
- D. All other buildings and groundsPublic works director.

(Ord. 967 N.C. § 6, 1970.)

5.24.170 - Policy governing use of public buildings.

Approving authorities listed in Section 5.24.160 shall administer the following policies;

- A. No building or ground shall be used:
 - 1. For private gain, except in conformance with contract, executed by competent authority;
 - 2. For any purpose which is unlawful, or inimical to public health, or welfare, or safety, or morals;
 - 3. For such purpose as to offer probable damage or fire hazard to said building or grounds, or injury to persons therein or thereon.
- B. Public buildings and grounds may be made available to applicants when proposed use will not interfere with preparation for, or conduct of, public business, in the following priorities:
 - 1. Meetings for conduct of official business of other jurisdictions;
 - 2. Meetings for conduct of official business of quasipublic groups, or groups organized to accomplish civic betterment;
 - 3. Meetings or social activities or organizations which conduct continuing programs for public welfare, recreation, or rehabilitation.
- C. If approving authority determines that proposed use may produce damage other than fair wear and tear, he may require that applicant post a cash bond to guarantee repairs as a condition of approving application. The bond shall not exceed fifty dollars and shall be deposited with the finance officer and rely only on approval of said approving authority.
- D. If approving authority determines that proposed use will cause more clean-up work than is normally provided, he may require payment of a fee equal to estimate of city's cost of said abnormal labor and materials, as a condition of approving application.

(Ord. 967 N.C. § 7, 1970.)

5.24.180 - Regulations for use of buildings.

Each approving authority, designated in Section 5.24.160, is authorized to promulgate regulations governing use of individual buildings and grounds consistent with policies announced in Section 5.24.170. Said regulations shall be furnished in writing, to each person or group permitted to use any building.

(Ord. 967 N.C. § 8, 1970.)

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 2030

The following days shall be recognized and observed as paid holidays:

New Years Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez' Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day;	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
½ day Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Employee's Choice of Date

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

When an employee is taking an authorized leave when a holiday occurs, the holiday shall not be charged against leave.

If a non-exempt employee works on any of the holidays listed above, compensation will be at double time (2) for all hours worked on the holiday as specified in Policy #2015, Hours of Work and Overtime. Exempt employees required to work a full day on a holiday will be allowed to take another day off in lieu of the holiday.

Each full time employee will receive one floating holiday per year. New employees will be allocated the floating holiday on the first day of employment, but it may not be used prior to the completion of the probationary period. The floating holiday must be used within the calendar year it is given and may not be carried over into the next year. At termination of employment for any reason, the District shall compensate the employee for any unused floating holiday at the rate of pay at the time of termination. The floating holiday is to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee.