



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
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Policy and Personnel Committee Agenda – Special Meeting

Directors: Briseño and Starnes

Wednesday, February 19, 2025

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

1:30 p.m.

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

1. Public Comment:

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

2. Assign Committee Chairperson:

3. Committee Orientation for new Committee Members:

4. Policy Review:

4.1 Policy 0000-Introduction

5. Discussion Items:

5.1 Policy Priorities-Discuss policy tracking spreadsheet and committee priorities

5.2 Policy and RR Review Process-Should policies and RRs be reviewed by the Policy and Personnel Committee and Department specific committee or only the department specific committee?

6. Meeting Adjourn:

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Introduction
POLICY NUMBER: 0000

History: The Greater Vallejo Recreation District is a public service agency created by the people through the use of a government structure for the purpose of providing recreational facilities and programs and conserving the recreational resources of the area.

In 1935, the Vallejo Planning Commission took as one of its first major responsibilities the task of studying recreation opportunities in Vallejo. The Vallejo Recreation Commission began active operation on January 1, 1937. The first chairman was John Alltucker and the Commission included Mrs. Charles A. Hicks, Elsa Widenmann, Julia Beede, Luther Gibson, Ernie Wichels and Opal Ralston.

As the result of an election by the people on July 14, 1944, the Greater Vallejo Recreation District was formed and went into operation in 1945. The first District advisory board members appointed were: Oscar E. Setterquist, chairman; Stanley L. Lathen, W. W. Neil, John Alltucker, Marie T. Dunklee, Frank O. Bell and Hubert Hilton.

On December 11, 1958, the Board of Directors unanimously passed a joint resolution to bring the District under the provisions of Chapter 4 of the Public Resources Code, thereby raising the tax limit from 25 cents to 50 cents on each \$100 of assessed valuation; however, a change to the taxing ability of the District through passage of Proposition 13 in June 1978 eliminated the tax rate previously utilized.

Today, the Greater Vallejo Recreation District is governed by a five-member Board of Directors who are appointed for four-year terms. Three members are appointed by the Vallejo City Council and two members are nominated by the supervisors of Districts 1 and 2 and approved by the Solano County Board of Supervisors.

In 2004, having celebrated its sixtieth anniversary of service to the community, the Greater Vallejo Recreation District encompasses over 65 square miles and includes 1,061 acres of land, 345 acres of which are developed park lands, and recreational/cultural facilities of diverse use, type and location throughout the City of Vallejo.

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

Goal: The goal of the District is to help enrich and fulfill the lives of the citizens through the provision of facilities and programs that will provide and enhance creative, wholesome and imaginative leisure-time living patterns.

Objectives: The Greater Vallejo Recreation District strives to meet its goal by means of achieving the following objectives:

- Adopting a well-considered overall plan of recreation facilities for the entire community;
- Acquiring and reserving land for recreation facilities;
- Complying with space standards for recreation facilities and acquiring land, even though the limited financial resources of the recreation agency oblige it to delay complete development, operation and maintenance of recreation facilities;
- Dedicating and holding inviolate in perpetuity the lands of recreation sites, whether they be playgrounds, parks or specialized facilities, and protecting these lands against invasion by inappropriate uses;
- Accompanying the preparation of the comprehensive Master Plan, with financial planning for the acquisition, design, development, operation and maintenance of recreation facilities;
- Keeping the location, size and design of facilities flexible in order that they may be readily adaptable to the changing requirements of the population it serves;
- Relating activities to the physical, mental, social and emotional characteristics of the people to be served;
- Reflecting the community's customs, traditions, interests and unique characteristics and resources;
- Planning and organizing, whenever possible, to encourage family participation;
- Fostering activities for children and youth that will provide a basis for their recreation later on as adults;
- Encouraging participants to share extensively in planning, conducting and evaluating their recreation experiences;
- Introducing activities that individuals may continue on their own;
- Utilizing all recreation resources in and out of the community, including the appreciative use of areas of natural beauty and places of historical and cultural significance;
- Including activities co-sponsored with other agencies, and cooperating with community organizations in appropriate programs.

Description of Greater Vallejo Recreation District: Beginning at the common corner between Sonoma County, Napa County and Solano County, said common corner is the northwest corner of Vallejo Township in Solano County; thence east along the boundary between Napa and Solano Counties to an angle in the county boundary; thence northerly along said County boundary to the south line of Section 28, T.4N, R3W, MDM; thence east along the south line of said Section 28 and continuing along the south line of Section 27T4N, R3W, MDB, to the common corner between Green Valley, Benicia and Vallejo Townships; thence southeasterly, southwesterly, northwesterly and southwesterly along the boundary between Benicia and Vallejo Townships to the boundary between Contra Costa County and Solano County; thence westerly along the boundary between Contra Costa County and Solano County to the common corner between Contra Costa County, Marin County, Sonoma County and Solano County; thence northwesterly along the boundary between Sonoma County and Solano County to the place of beginning.

In 1988, GVRD boundaries were amended by the Sky Valley annexation which increased the District's boundaries by 548.36 acres, more or less, of regional open space (excluding golf course lands) which will be preserved in its natural state for recreation uses (i.e., trails, trailheads, general open space, grazing and vegetation management programs).

	A	B	C	D	E	F	G	H	I	J	K
5	4000 Board of Directors										
6	5000 Board Meetings										
7	6000 Facilities Development										
8											
9	Policy Number	Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE
10	5	Policy 0005 (Basic Principles)									<input type="radio"/>
11	RR005	Policy RR 0005 (Basic Principles)									<input type="radio"/>
12	1000	Policy 1000 Purpose of Board Policies									<input type="radio"/>
13	1010	Policy 1010 Adoption/Amendment of Policies	Adoption/Amendment of Policies	11/27/2023	1/25/2023	1/18/2023	NA	2/8/2024	2/12/2024	100%	<input checked="" type="checkbox"/>
14	1020	Policy 1020 Conflict of interest		8/22/2024	8/22/2024	??		8/22/2024	11/25/2024	100%	<input checked="" type="checkbox"/>
15	1030	Policy 1030 Public Complaints									<input type="radio"/>
16	RR1030	Policy RR 1030 Public Complaints									<input type="radio"/>
17	1035	Policy 1035 Reporting to the Press									<input type="radio"/>

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18	RR1035	Policy RR1035 Reporting to the Press									<input type="radio"/>
19	1040	Policy 1040 Advertising									<input type="radio"/>
20	1045	Policy 1045 Website Privacy									<input type="radio"/>
21	1050	Policy 1050 Financial Assistance	This is regarding recreation program discounts								<input type="radio"/>
22	RR1050	Policy RR1050 Financial Assistance	This is regarding recreation program discounts								<input type="radio"/>
23	1060	Policy 1060 Copying Public Documents									<input type="radio"/>
24	1070	Policy 1070 Donations	4/18. Create separate policy for rentals. Add donations are to be directed to the Open Space Foundation. Policy on hold.	4/18/2024, 5/30/2024							<input type="radio"/>
25	1080	Policy 1080 Property Losses and Claims									<input type="radio"/>
26	RR1080	Policy RR1080 Property Losses and Claims									<input type="radio"/>
27	1090	Policy 1090 District Sponsored Groups									<input type="radio"/>
28	3010	Policy 3010 Master Plan									<input type="radio"/>
29	3012 NEW)	Policy 3012 Fees Subsidy Pricing Policy	Do we need this? Consultant creating fee schedule.								<input type="radio"/>

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30	3014 (NEW)	Policy 3014 Sponsorship & Partnership Opp.		2/20/2024, 6/27/2024		2/9/2024, 7/08/2024					<input type="radio"/>
31	3015	Policy 3015 Partnerships with Public & Comm. Agencies									<input type="radio"/>
32	3020	Policy 3020 Joint use Agreement									<input type="radio"/>
33	3025	Policy 3025 Accounting for Financial Transactions									<input type="radio"/>
34	RR3025	Policy RR3025 Accounting for Financial Transactions									<input type="radio"/>
35	3030	Policy 3030 Budget Process and Reserve Fund									<input type="radio"/>
36	RR3030	Policy RR3030 Budget Process and Reserve Fund									<input type="radio"/>
37	3031 (NEW)	Policy 3031 Debt Management	I discovered it was approved but not added to manual (LS)	5/26/2022	5/26/2022	??	NA	12/8/2022	12/31/2024	100%	<input checked="" type="checkbox"/>
38	3034	Policy 3034 Financial Controls									<input type="radio"/>
39	RR3034	Policy RR3034 Financial Controls									0
40	3035	Policy 3035 Expense Authorization									<input type="radio"/>
41	RR3035	Policy RR3035 Expense Authorization									<input type="radio"/>

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42	3036 (NEW)	Cash Handling	Finance Director needs to take to Budget and Finance Committee								<input type="radio"/>
43	3040	Policy 3040 Capital Outlay		7/15/2024							<input type="radio"/>
44	RR3040	Policy RR3040 Capital Outlay									<input type="radio"/>
45	3045	Policy 3045 Grant Application									<input type="radio"/>
46	3050	Policy 3050 Fixed Asset Accounting									<input type="radio"/>
47	RR3050	Policy RR3050 Fixed Asset Accounting									<input type="radio"/>
48	3055	Policy 3055 Public Projects									<input type="radio"/>
49	RR3055	Policy RR3055 Public Projects									<input type="radio"/>
50	3059	Policy 3059 Vehicle Fleet Safety Policy									<input type="radio"/>
51	3060	Policy 3060 Insurance									<input type="radio"/>
52	3065	Policy 3065 Investment of District Funds									<input type="radio"/>
53	3066 (NEW)	Policy 3066 Pension Funding	1st read of Policy 3066 Pension Funding approved by Board 5/26/22		5/26/2022					100%	<input checked="" type="radio"/>
54	3069	Policy 3069 Use of Concession Facilities (New)		5/30/2024		6/27/24					<input type="radio"/>
55	3070	Policy 3070 Use of Parks and Facilities									<input type="radio"/>

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56	RR3070	Policy RR3070 Use of Parks and Facilities	No changes as new Counsel has not reviewed this at this time. 1/25/23								<input type="radio"/>
57	3071	Policy 3071 Refunds									<input type="radio"/>
58	RR3071	Policy RR3071 Refunds									<input type="radio"/>
59	3072	Policy 3072 Removal of Temporary Shelters and Homeless Encampment		1/25/2023							
60	RR3072	RR 3072 Removal of Temporary Shelters, storage of Personal Property, and Abatement of Homeless									<input type="radio"/>
61	3073	Policy 3073 Cunningham Aquatics Complex Procedures & Expectations		1/25/2023	2/23, 10/12	??	NA	11/9/2023	1/9/2024	100%	<input checked="" type="radio"/>

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62	3074 (NEW)	Policy 3074 Fee Waiver & Reductions for Community or Governmental Agencies	7/11/24 Gabe said to put on hold. Hired consultants to conduct a fee study	8/28/2023 10/23/23, 5/30/2024, 7/15/2024	6/27/2024	7/10/23 10/2/23	NA				#REF!
63	3075	Use of Community Centers		1/25/2023	2/23/2023			2/23/2023	12/31/2024	100%	✓
64	RR3075	Policy RR3075 Use of Community Centers			2/23/2023			2/23/2023	12/31/2024	100%	✓
65	3076	Policy 3076 Video Recording Surveillance									
66	RR3076	RR3076 Video Recording Surveillance									
67	3080	Policy 3080 Records Management									○
68	RR3080	Policy RR3080 Records Management									○
69	3090	Policy 3090 Credit Card Purchases									○
70	RR3090	RR3090 Credit Card Purchases									○
71	4000	Policy 4000 Board Selection		12/19/2022							○
72	4005	Policy 4005 Board Powers, Duties and Responsibilities									○

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73	RR4005	Policy RR4005 Board Powers, Duties and Responsibilities									<input type="radio"/>
74	4010	Policy 4010 Code of Ethics		2/20/2024, 4/18/2024							<input type="radio"/>
75	RR4010	Policy RR4010 Code of Ethics		4/18/2024							<input type="radio"/>
76	4015	Policy 4015 Board Staff Communication									<input type="radio"/>
77	4020	Policy 4020 Attendance at Board Meetings		11/22/2022 7/24/2023, 4/18/2024, 5/30/2024, 6/26/2024 10/21/2024	11/21/2024	6/27/2024, 11/21/2024	NA	11/21/2024	11/25/2024	100%	<input checked="" type="radio"/>
78	4030	Policy 4030 Remuneration and Reimbursement									<input type="radio"/>

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79	4040	Policy 4040 Board Officers									<input type="radio"/>
80	4050	Policy 4050 Members of the Board of Directors									<input type="radio"/>
81	4060	Policy 4060 Committees of the Board of Directors	Remove McIntyre Ranch and Sports Center Committees	NA	1/23/2025		NA	2/13/2025			<input type="radio"/>
82	4070	Policy 4070 Basis of Authority									<input type="radio"/>
83	4080	Policy 4080 Board of Directors - General Manager Relationship									<input type="radio"/>
84	4090	Policy 4090 Training, Education and Conferences		7/11/2022							<input type="radio"/>
85	4095	Policy 4095 Membership in Associations									<input type="radio"/>

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86	5000	Policy 5000 Board Meetings	Potential changes to allow for Rotating Board meetings.	12/1/2021, 10/24/22							<input type="radio"/>
87	RR5000	Policy RR5000 Board of Directors Meetings									<input type="radio"/>
88	5010	Policy 5010 Board Meeting Agenda		2/20/2024	3/14/2024	3/5/2024		3/14/2024	3/14/2024	100%	<input checked="" type="checkbox"/>
89	RR5010	Policy RR5010 Board Meeting Agenda		2/20/2024	3/14/2024	3/5/2024		3/14/2024	3/14/2024	100%	<input checked="" type="checkbox"/>
90	5020	Policy 5020 Conducting Board Meetings	Committee discussed changing pronouns in this and all other policies from he/she to they/them 11/22/22	11/22/2022							<input type="radio"/>
91	5030	Policy 5030 Board Actions and Decisions									<input type="radio"/>
92	RR5030	Policy RR5030 Board Actions and Decisions									<input type="radio"/>
93	5040	Policy 5040 Review of Administrative Decisions									<input type="radio"/>
94	5050	Policy 5050 Minutes of Board Meetings									0

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95	RR5050	Policy RR5050 Minutes of Board Meetings									<input type="radio"/>
96	5060	Policy 5060 Rules of Order for Board and Committee Meetings									<input type="radio"/>
97	6000	Policy 6000 Concepts and Roles									<input type="radio"/>
98	6010	Policy 6010 Naming of Facilities									<input type="radio"/>
99	RR6010	Policy RR6010 Naming of Facilities									<input type="radio"/>
100	6020	Policy 6020 Master Plan Recreational Facilities									<input type="radio"/>
101	6030	Policy 6030 Determining Needs									<input type="radio"/>
102	6040	Policy 6040 Participation in Planning									<input type="radio"/>
103	6050	Policy 6050 Relationship with other Government Agencies									<input type="radio"/>
104	6060	Policy 6060 Architectural Engineering and other Prof Services									<input type="radio"/>
105	6070	Policy 6070 Site Selection and Development									<input type="radio"/>

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106	6080	Policy 6080 Annexation									<input type="radio"/>
107	6090	Policy 6090 Development Agreements									<input type="radio"/>