
Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Selection
POLICY NUMBER: 4000

The Board of Directors consists of five (5) members who are appointed by the Vallejo City Council and by the Solano County Board of Supervisors. The City Council appoints three members, and the Board of Supervisors appoints two members, nominated one each by the Supervisors from Districts 1 and 2. Each member shall serve for a term of four years. The terms shall be staggered to have three members' terms expire at one time and the remaining members two years later.

Appointments become effective at the first Board meeting in January following the uneven selection years. There is no restriction to the number of succeeding terms a member may serve. The District will notify the appointing authority not less than sixty (60) days prior to expiration of the term requesting that notification of appointment be received by the District prior to December 31.

To be eligible for appointment to the Board, a citizen must reside within the boundaries of the District.

Prior to taking office each Director shall take the official oath. The Clerk of the Board may administer the Oath of Office.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Powers, Duties and Responsibilities
POLICY NUMBER: 4005

The Board of Directors of the Greater Vallejo Recreation District, a political subdivision of the State of California, is a separate and independent Board with full responsibility for policy formation and implementation and derives its powers from legislation as set forth in the Public Resources Code and the Government Code. Laws governing park and recreation districts are generally found in the Public Resources Code, Division 5, Chapters 4 and 5, Sections 5780 through 5791. In developing policies to provide effective management for park and recreation services, the Board:

- Defines the District's strategic objectives and goals.
- Carries out its legal responsibility and adopts procedures for the operation of the Board.
- Selects the General Manager; provide strong encouragement and support; work in partnership with him/her – delegating authority and responsibility to him/her so as to provide operating efficiency.
- Approves financial plan and budgets.
- Assures sound personnel policies.
- Encourages and approves the development of a broad variety of programs, facility and services, within budgetary limitations, meeting community needs and demands utilizing the total resources of the community.
- Informs and educates the public about the importance of a need for park and recreation programs, facilities, and services.
- Establishes and maintains an effective public relations program.
- Provides close liaison and coordinates with other related community agencies to insure total cooperative effort for effective, economical services.
- Evaluates the District's programs, facilities, services and relationships annually to assure its goals and objectives are being achieved.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 4005 Board Powers, Duties and Responsibilities
Rule and Regulation: RR4005

The Board of Directors—

1. Shall establish rules for its proceedings
2. Is the legislative body of the District and shall determine all questions of policy
3. May (a) organize, promote, conduct and advertise programs of community recreation; (b) establish systems of recreation, including parks, parkways and provide transportation services; and (c) acquire, construct, improve, maintain and operate recreation centers outside or without the territorial limits of the public authority.
4. May cooperate with any city, county, district, state or any subdivision thereof, or federal agency, to carry out the purposes of the District, and to that end may enter into agreements with each other and may do anything necessary or convenient to aid and cooperate in carrying out the purposes of the District.
5. Shall have perpetual succession.
6. Shall have and exercise all rights and powers, expressed or implied, necessary to carry out purposes of District, including power: (a) to sue and be sued; (b) to take and acquire real or personal property of every kind or any interest therein, within and without the District by grant, purchase, gift, devise or lease, and to hold, manage, occupy, dispose of, convey, encumber and create a leasehold interest therein; (c) to exercise right of eminent domain within territory of District (d) appoint, employ and pay necessary and adequately trained persons to maintain and operate the property, improvements and facilities under its control, and to operate programs of public recreation; to employ personnel at the Board's pleasure or by contract; and to provide for other employment practices either directly or through organizations; (e) to employ counsel; (f) to enter into and perform all necessary contracts; (g) to borrow money, give security therefore, purchase on contract, and do and perform any and all acts and things necessary or proper to carry out the provisions governing recreation and park districts contract with other governmental agencies to provide or secure services
7. May require any employee of the District to be bonded, the cost of such bonds to be borne by the District
8. May enter into group hospital service or group disability insurance contracts.
9. May, in addition to compensation insurance required by law, insure its members and employees against accidental death and injury in performance of their duties.
10. May authorize attendance of its members and employees at professional or vocational meetings and authorize payment of reasonable expenses therefore, including transportation to and from such meetings.

11. May adopt a seal.
12. Shall keep a record of all its acts and of all money received and disbursed by it, which books shall be open to public inspection
13. May propose a change in the name of the District to the supervising authority
14. Shall act only by ordinance, resolution or motion adopted or passed by a recorded majority vote of the total membership of the Board of Directors.
15. Shall act through a majority of the Board, which constitutes a quorum for the transaction of business
16. May fix any sum, not exceeding one hundred dollars (\$100.00), to be received by each District Board member for each Board meeting attended, not exceeding five (5) meetings in any calendar month. For purposes of this section, a meeting of the Board includes, but is not limited to, closed sessions of the Board, Board field trips, District public hearings, or meetings of a committee of the Board.
17. May allow District Board members actual necessary traveling and incidental expenses incurred in performance of official business of District as approved by the Board of the district
18. May make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the property, improvements and facilities under its management or belonging to the District.
19. Shall estimate and determine amount of money required for District and adopt a preliminary budget on or before the first day of July.
20. On or before the first day of July of each year shall publish notice of adoption of preliminary budget, of availability thereof for inspection, of time set for hearing on final budget, and of right of any person to appear and be heard.
21. At the time and place designated in the published notice for the meeting, any person may appear and be heard regarding the increase, decrease or omission of any item of the budget or for the inclusion of any additional items.
22. May continue hearing on budget from time to time until concluded.
23. Shall report final budget to State of California, no later than August 1 of each year
24. May provide by resolution for transfers or revisions of unencumbered funds within the general classes of the adopted budget, other than transfers from the capital outlay reserve
25. May establish a reserve for capital outlays, and if done, shall declare purposes for which reserve is to be used and include an amount for such purposes.
26. May transfer to any existing capital outlay reserve any unencumbered surplus reserve remaining to the credit of the District at end of fiscal year.
27. May, upon finding at the beginning of the fiscal year that a capital outlay reserve account is no longer required for the purposes specified at the time the reserve was established, by unanimous vote discontinue the reserve or transfer so much thereof as is no longer required for such purposes to the District general fund.
28. May acquire all necessary and proper lands and facilities, or any portion thereof, by a plan to borrow money or by purchase on contract, providing the indebtedness to be incurred shall not exceed an amount equal to anticipated tax income for a two-year period.
29. May call election for issuance of bonds if structures or property necessary for District purposes requires expenditures in excess of available funds of District derived from ordinary taxation, provided bonded indebtedness of District shall not exceed ten percent (10%) of assessed value of all the taxable property in the District.

Duties of the Board

Specific duties of the Board are:

1. To determine policy
2. To conform to legal requirements
3. To adopt by-laws, regulations and operating procedures
4. To select, employ, evaluate and, if necessary, to dismiss the General Manager
5. To control the budget, financial plans and the insurance program
6. To cause to care for and maintain property
7. To cause to be responsible for program
8. To assure sound personnel policies
9. To maintain good public relations
10. To appoint, commission, supervise and receive reports from committees and the General Manager.
11. Accomplish the above by working through the General Manager and not directing other District staff.

Responsibilities of the Board

The basic responsibilities of the Board include:

1. Understanding the significance and importance of recreation in the community
2. Awareness of the relationship of the recreation service to other community services
3. Keeping abreast of changing conditions and community needs
4. Continuous evaluation of methods used in achieving stated goals and objectives
5. Awareness of their role as Board members, acting in concert with their fellow Board members without usurping the functions of the General Manager
6. Having courage to resist pressures of all types
7. Insistence upon high standards for the District, particularly in regard to competent, professional personnel.
8. Acting as a court of appeal in disagreements arising between the public and employees
9. To act in unison and to support the consensus of the majority of the Board regardless to personal opinion