



# **GREATER VALLEJO RECREATION DISTRICT**

# **OPERATING BUDGET**

## **Fiscal Year 2021-2022**



Building Community and Enhancing Quality of Life through People, Parks, and Programs

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# **Greater Vallejo Recreation District 2021-2022 Operating Budget**

## **Board of Directors**

**Robert Briseno – Chairperson**

**Gary Salvadori – Vice Chairperson**

**Ron Bowen – Secretary**

**Sheryl Lea – Director**

**Adjoa McDonald - Director**

**Gabe Lanusse – General Manager**

**Penny Harman – Finance Director**

**“Building Community and Enhancing Quality of Life through  
People, Parks and Programs”**





# 2021 - 2022 Operating Budget

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Dear Honorable GVRD Directors and District Residents,

I submit for your consideration the Fiscal Year 2021-2022 (FY21-22) Budget for the Greater Vallejo Recreation District (GVRD). It is painfully apparent that the GVRD has been significantly impacted by the COVID-19 Pandemic amongst other major issues facing our communities. There has been a great disruption regarding “normal”, and there has been a great focus this past year on how we provide Parks and Recreation. The GVRD continues its commitment to providing quality parks and public spaces for recreation to the community and residents we serve. The positive effect that parks, outdoors and community connections have on our wellbeing have been brought front and center during the past year. This health crisis has shown our strengths, and weaknesses in what is expected of us. It is a priority that everyone should be able enjoy the parks that the District provides to the community. Our outreach regarding the ten year master plan, soon to be completed, emphasizes what the community desires.

I’m pleased to say the proposed budget reflects the Board’s commitment to fiscal stability, reserves, and making improvements. The FY21-22 budget is comprised of decreased revenues as a result of the COVID-19 Pandemic. Due to the shelter-in-place order, all events, classes and programs were cancelled, facility rentals were closed and refunded. Due to a lack of programs, we lost over 100 hourly employees. The “Pay for Service” model that recreation follows showed a significant drop in revenues of over \$2 million. This was devastating for the District. As health directives changed by the State, County, and Cal OSHA, staff remained agile to try and create essential programs to offer to the community while also meeting health guidelines. However, program revenue will be a fraction of Pre-COVID years. While in previous years Recreation has benefitted from a strong local economy that has provided almost \$3 million in constant revenues that supported programs and services, the COVID economic impact showed revenues of about \$450,000.

The FY21-22 budget serves as a blueprint for the GVRD for the next year. This document serves as a summary and comprehensive guide of the District’s operating programs and how they are prioritized. It has been constructed on conservative financial principles that reflect the commitment to maintaining necessary services and operations of the District. It has also been under the

direction that fees remain where they are, as families who already have been hit financially hard, should not have to pay even more for programs until the economy improves. This document is a result of ongoing evaluations of every nuance of the GVRD.

In regards to staffing costs, the budget does not include negotiations with the Unions and unrepresented employees. This would be considered surface bargaining if we included a presumed increase. Therefore, the budget will return to be amended when contracts are finalized.

The District's General Fund is comprised of several revenue sources totaling \$12.823 million which support the \$12.823 million in expenditures. The main source of support is property tax revenue, which alone totals \$5.381 million and represents an increase based on the incredible upswing in home purchasing in Vallejo, while other sources are Measure K and charges for services.

A blueprint is just that – a guide. As new information is issued and programs return, we will remain flexible to bring any new information to the Board, and the community we serve.

I want to reiterate how proud I am of the District staff who have remained committed to our community to meet these obstacles daily. They continue to prioritize the goals and mission of the District to ensure that decisions made now for the short-term can withstand a long duration. They've had to make hard decisions.

The GVRD will need to continue being fiscally responsible stewards of the public's finances in order to plan for subsequent years. We have important choices to make to ensure a sustainable future. FY21-22 looks to be a year of improvements, to accomplish the goals set by the Board of Directors, and to work with our community to re-imagine our Parks and reconnect with our community. I am proud of the work that has been achieved by the many people who work with me and support me. Therefore, I submit the budget which will help the District prepare for the future. This budget was prepared in cooperation with the Board of Directors, GVRD Executive Team and staff. GVRD has existed for 76 years, and while making improvements and being responsible, it will continue to the next century.

**RESOLUTION NO 2021-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO ADOPT THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2021-2022**

WHEREAS, on May 27<sup>th</sup>, public review of the Budget for Fiscal Year 2021-2022 was held by the Board of Directors; and

WHEREAS, the total budget for General Fund is \$12,823,265 and it represents a balanced budget. The budget appropriation in the General Operating Fund is \$10,720,478 and the total Measure K Capital Improvement is \$2,102,787. The total full-time equivalent positions are 38 and 165 part-time positions.

NOW, THEREFORE, be it resolved by the Board of Directors that the Annual Budget for the fiscal year beginning July 1, 2021, which has been submitted is hereby passed and adopted this 24th day of June, 2021 as follows:

	<u>Revenues</u>	<u>Appropriations</u>
General Administration	5,827,867	2,320,355
Measure K	2,102,787	0
Measure K Carryover	0	0
Parks & Maintenance	203,400	3,818,491
Recreation	1,537,811	3,649,052
Deferred Maintenance	0	0
Capital Improvements	3,151,400	2,910,000
Contingency Reserve	0	75,367
Retiree Benefit - OPEB	0	50,000
Contributions from Reserve	<u>0</u>	<u>0</u>
Total General Fund	<u>12,823,265</u>	<u>12,823,265</u>

Following Roll Call Vote: Ayes: \_\_\_\_\_  
 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Abstained: \_\_\_\_\_

Adopted: \_\_\_\_\_  
 Robert Briseno, Chairperson

Attest: \_\_\_\_\_



**RESOLUTION NO 2021-04**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO**  
**RECREATION DISTRICT TO ADOPT THE REVISED ANNUAL OPERATING**  
**BUDGET FOR FISCAL YEAR 2021-2022**

WHEREAS, on June 24, 2021, the Board of Directors voted to adopt the Budget for Fiscal Year 2021-2022; and

WHEREAS, the SEIU and IBEW unions and the unrepresented staff have negotiated a pay increase effective July 1, 2021. This pay increase is reflected in the Revised Budget for Fiscal Year 2021-2022. The total budget for General Fund is \$12,823,265 and it represents a balanced budget. The budget appropriation in the General Operating Fund is \$10,720,478 and the total Measure K Capital Improvement is \$2,102,787.

NOW, THEREFORE, be it resolved by the Board of Directors that the Revised Annual Budget for the fiscal year beginning July 1, 2021, which has been submitted is hereby passed and adopted this 12th day of July, 2021 as follows:

	<u>Revenues</u>	<u>Appropriations</u>
General Administration	5,827,867	2,338,116
Measure K	2,102,787	0
Measure K Carryover	0	0
Parks & Maintenance	203,400	3,845,628
Recreation	1,537,811	3,656,695
Deferred Maintenance	0	0
Capital Improvements	3,151,400	2,910,000
Contingency Reserve	0	22,826
Retiree Benefit - OPEB	0	50,000
Contributions from Reserve	0	0
Total General Fund	12,823,265	12,823,265

Following Roll Call Vote: Ayes: \_\_\_\_\_  
 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Abstained \_\_\_\_\_

Adopted: \_\_\_\_\_  
 Robert Briseno, Chairperson

Attest: \_\_\_\_\_

## Greater Vallejo Recreation District Budget Calendar 2021-2022

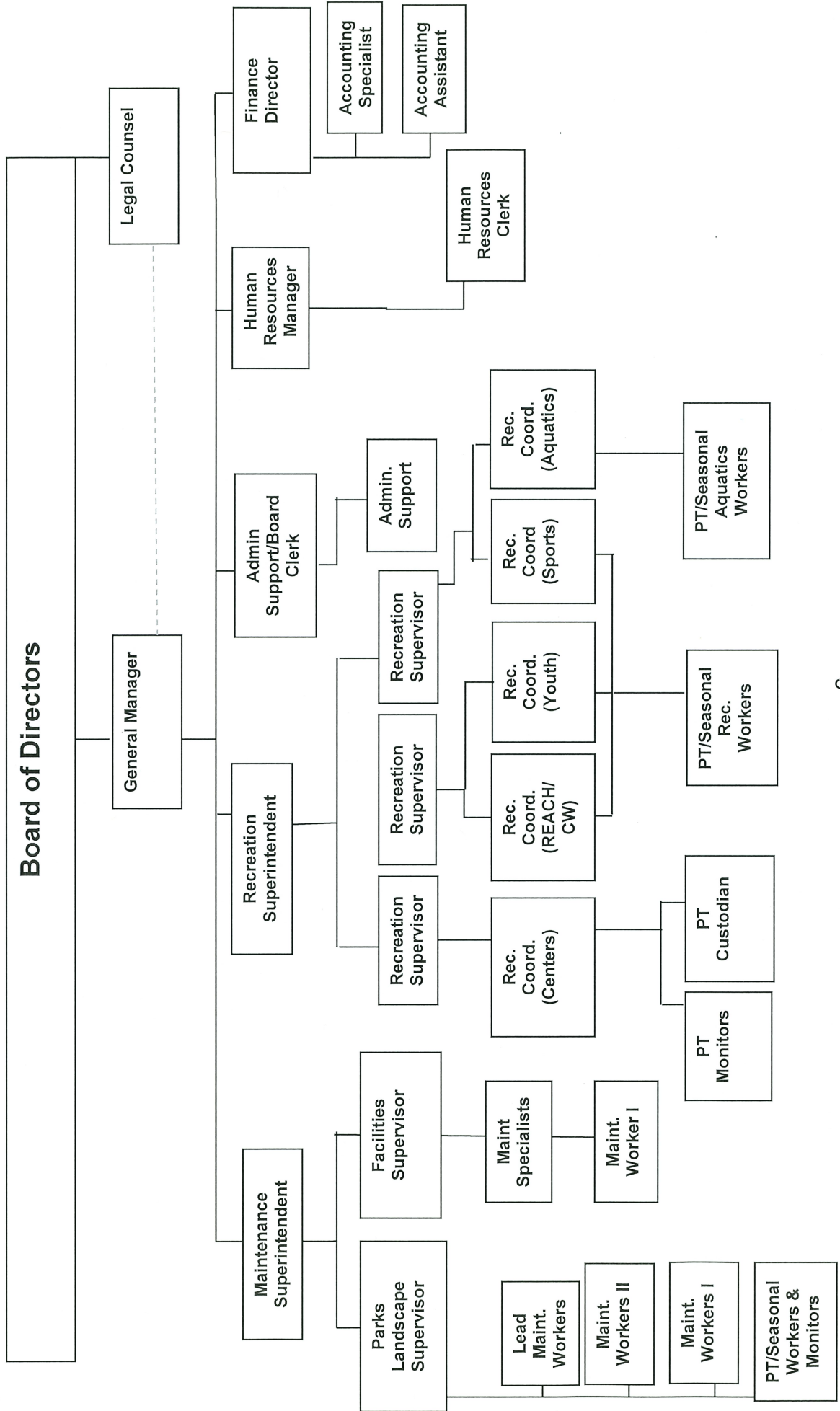
- |    |   |                              |
|----|---|------------------------------|
| 1  | Kickoff - Meeting with staff to gather data   | Wednesday, February 17, 2021 |
| 2  | Present data to the Board for general direction<br>Special Board Meeting  | March 2,3,4? , 2021          |
| 3  | Present the following to the Facilities Committee:<br>Proposed Measure K<br>Proposed Capital Improvement Projects<br>Proposed Deferred Maintenance<br>Proposed Fee Schedule           | Monday, March 15, 2021       |
| 4  | Staff Review of Preliminary Budget:<br>Proposed General Fund<br>Proposed Measure K<br>Proposed Capital Improvement Projects<br>Proposed Deferred Maintenance<br>Proposed Fee Schedule | Wednesday, March 17, 2021    |
| 5  | Finance Committee to Review Preliminary Budget  | Monday, April 19, 2021       |
| 6  | Board First View of Preliminary Budget  | Thursday, April 29, 2021     |
| 7  | Board Approval of Preliminary Budget  | Thursday, May 13, 2021       |
| 8  | Advertise Budget  | Sunday, May 16, 2021         |
| 9  | Public Comment on the Budget  | May 17-28, 2021              |
| 10 | Board Study Session & Public Hearing  | Thursday, May 20, 2021       |
| 11 | Budget Revisions Due for Final Budget   | Friday, June 4, 2021         |
| 12 | Board Adoption of Final Budget  | Thursday, June 10, 2021      |







# GREATER VALLEJO RECREATION DISTRICT Organization Chart



## District Staffing

District staffing for FY 2021-2022 is budgeted for 37 Full Time Equivalents (FTE). This is an increase of four positions from the FY 2019-2020 budget staffing level of 33 FTE.

The following summarizes departmental staffing changes:

Filled the Accounting Specialist Position

Filled the Facilities Supervisor Position

Will be filling the following positions:

Recreation Superintendent

Park Supervisor

Recreation Supervisor

Recreation Coordinators (2)

Human Resources Clerk

<b>001-Administration</b>	General Manager	1.00
	Admin Coord/Board Clerk	1.00
	Administrative Support	1.00
<b>007-Human Resources</b>	Human Resources Manager	1.00
	Human Resources Clerk	1.00
<b>010-Recreation Administration</b>	Recreation Superintendent	1.00
	Administrative Support	1.00
	Recreation Supervisor	0.50
	Recreation Coordinator	1.00
<b>100-Finance</b>	Finance Director	1.00
	Accounting Specialist	1.00
	Accounting Assistant	1.00
<b>200-Maintenance &amp; Development</b>	Maintenance Superintendent	1.00
<b>300-Facilities</b>	Maintenance Supervisor Facilities	1.00
	Maintenance Specialist	1.00
	Maintenance Specialist	1.00
	Maintenance Worker I	1.00
<b>310-Landscaping &amp; Grounds</b>	Maintenance Supervisor Parks	1.00
	Maintenance Specialist	1.00
	Lead Maintenance Worker	1.00
	Lead Maintenance Worker	1.00
	Maintenance Worker II	1.00
	Maintenance Worker II	1.00
	Maintenance Worker II	1.00
	Maintenance Worker II	1.00
	Maintenance Worker II	1.00
	Maintenance Worker II	1.00
	Maintenance Worker I	1.00
	Maintenance Worker I	1.00
	Maintenance Worker I	1.00
<b>430-Break Camp</b>	Recreation Supervisor	0.25
	Recreation Coordinator	0.25
<b>450-VCC</b>	Recreation Supervisor	0.25
	Recreation Coordinator	0.50
<b>451-FCC</b>	Recreation Coordinator	0.50
<b>460-Sports</b>	Recreation Coordinator	1.00
<b>465-Community Programs</b>	Recreation Supervisor	0.25
	Recreation Coordinator	0.25
<b>480-Expanded Learning Programs (ExLP)</b>	Recreation Coordinator	0.25
	Recreation Coordinator	1.00
	Recreation Supervisor	0.50
<b>481-After School Programs</b>	Recreation Coordinator	0.25
<b>720-NVCC</b>	Recreation Coordinator	0.50
<b>721-SVCC</b>	Recreation Supervisor	0.25
	Recreation Coordinator	0.50
<b>730-Cunningham Pool</b>	Recreation Coordinator	1.00
	<b>Total FTE</b>	<b>37.00</b>







## Budget Summary

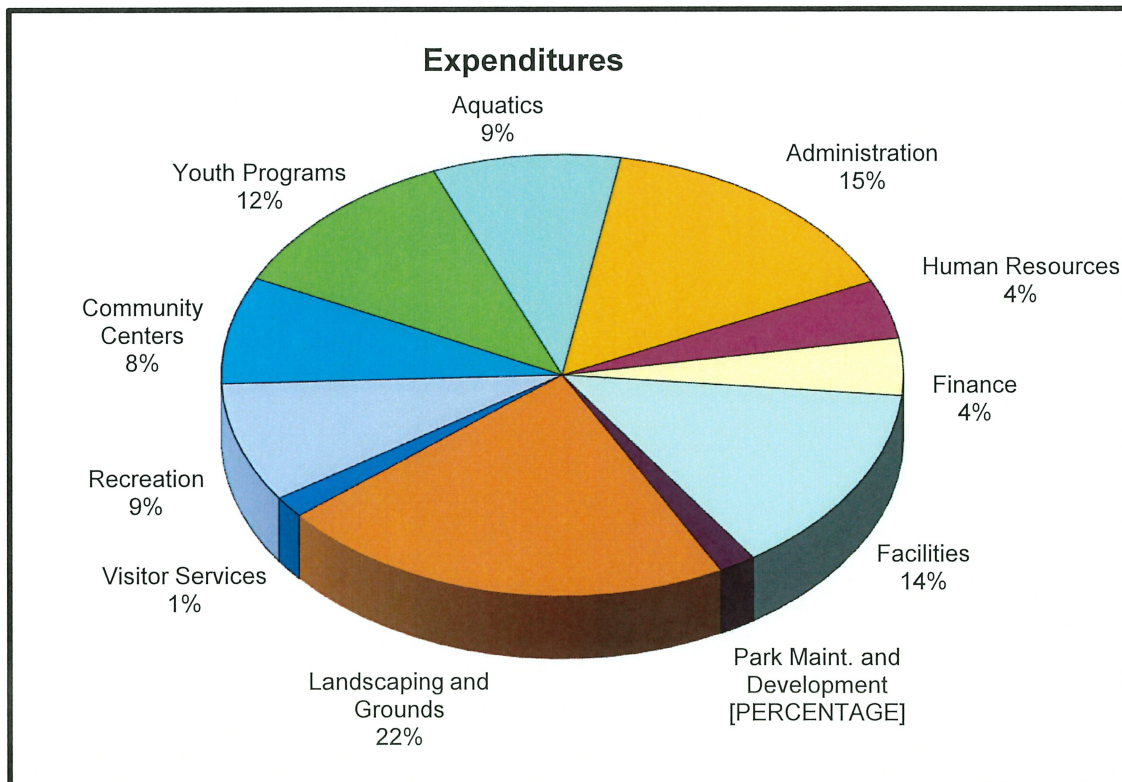
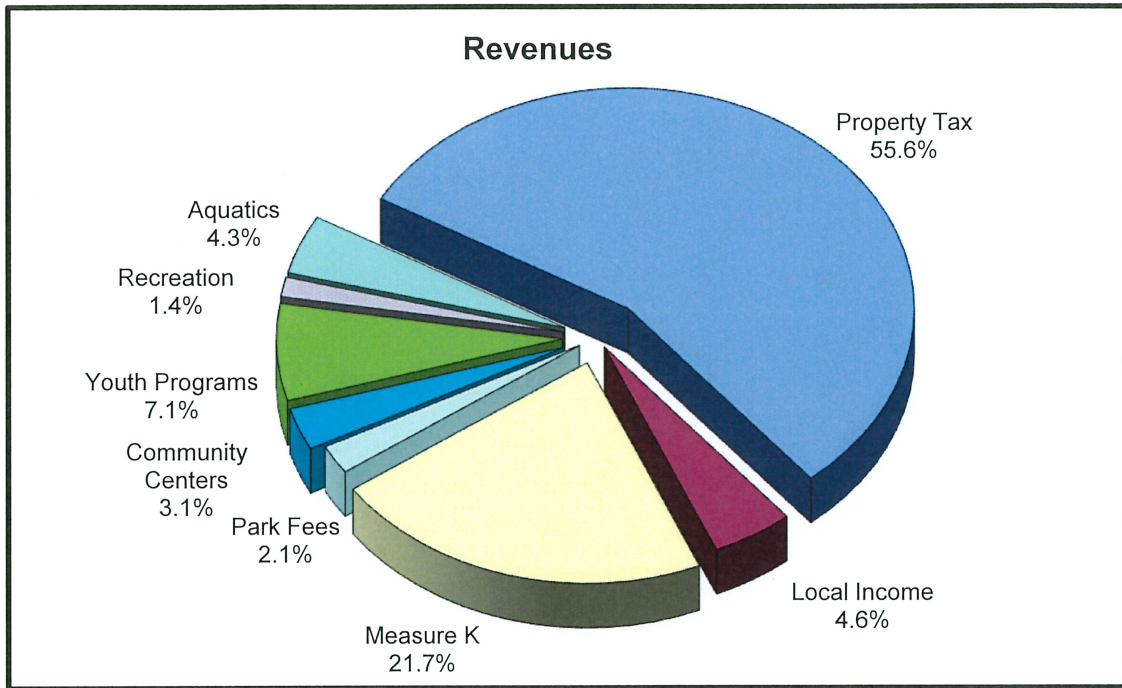
Department	2020-2021 Final Budget			2020-2021 Estimated Actual				2021-2022 Preliminary Budget				
	Revenues	Expenses	Variance	Revenues	Total	Measure K	Variance	Revenues	Expenses	Measure K	Variance	
					Expenses	Expenses				Expenses		
<b>General Administration</b>												
001	General Support & Admin	5,247,922	1,325,843	3,922,079	5,827,867	1,581,831	17,618	4,246,036	5,827,867	1,504,029	99,000	4,323,838
007	Human Resources	0	340,394	(340,394)	0	321,764	0	(321,764)	0	423,494	0	(423,494)
100	Finance	0	307,793	(307,793)	0	375,763	0	(375,763)	0	410,593	2,000	(410,593)
001	General Fund Contribution	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Admin Services</b>	<b>5,247,922</b>	<b>1,974,030</b>	<b>3,273,892</b>	<b>5,827,867</b>	<b>2,279,358</b>	<b>17,618</b>	<b>3,548,509</b>	<b>5,827,867</b>	<b>2,338,116</b>	<b>101,000</b>	<b>3,489,751</b>
<b>Measure K</b>												
001	Measure K	2,066,404	0	2,066,404	2,102,787	0	(2,058,790)	2,102,787	2,102,787	0	(2,337,040)	2,102,787
001	Measure K Carryover	275,000	275,000	0	275,000	0	(275,000)	275,000	0	0	0	0
001	<b>Total Measure K</b>	<b>2,341,404</b>	<b>275,000</b>	<b>2,066,404</b>	<b>2,377,787</b>	<b>0</b>	<b>(2,333,790)</b>	<b>2,377,787</b>	<b>2,102,787</b>	<b>0</b>	<b>(2,337,040)</b>	<b>2,102,787</b>
<b>Parks Maintenance</b>												
200	Park Maintenance & Dev.	0	168,116	(168,116)	0	166,134	0	(166,134)	0	173,688	0	(173,688)
300	Facilities	200,000	1,708,902	(1,508,902)	14,759	1,551,331	947,793	(1,536,572)	0	1,378,322	843,520	(1,378,322)
301	Visitor Services	119,900	114,234	5,666	164,243	113,895	0	50,348	203,400	153,174	0	50,226
310	Landscaping & Grounds	0	1,761,977	(1,761,977)	0	1,913,521	698,061	(1,913,521)	0	2,140,444	685,852	(2,140,444)
	<b>Total Parks</b>	<b>319,900</b>	<b>3,753,229</b>	<b>(3,433,329)</b>	<b>179,002</b>	<b>3,744,881</b>	<b>1,645,854</b>	<b>(3,565,879)</b>	<b>203,400</b>	<b>3,845,628</b>	<b>1,529,372</b>	<b>(3,642,228)</b>
<b>Recreation:</b>												
010	Recreation Admin	15,000	357,518	(342,518)	350	451,334	13,350	(450,984)	0	435,598	13,350	(435,598)
415	Children's Wonderland	61,590	136,759	(75,169)	0	37,387	6,044	(37,387)	41,605	113,439	83,537	(71,834)
430	Break Camp	100,388	195,877	(95,489)	9,045	122,880	0	(113,835)	45,098	140,620	0	(95,522)
450	Vallejo Community Center	53,595	193,606	(140,011)	296	112,272	12,300	(111,976)	55,104	197,006	13,762	(141,902)
451	Foley Cultural Center	176,438	306,995	(130,557)	26,135	178,440	48,850	(152,305)	178,794	282,717	61,840	(103,923)
460	Sports	87,338	167,281	(79,943)	37,071	124,270	26,896	(87,199)	72,407	183,378	64,197	(110,971)
465	Community Programs	21,558	84,150	(62,592)	4,030	16,217	5,567	(12,187)	19,925	124,160	43,926	(104,235)
480	Expanded Learning Prog.	525,520	550,630	(25,110)	203,358	283,417	0	(80,059)	317,630	564,884	0	(247,254)
481	After School Programs	358,519	540,769	(182,250)	45,262	271,942	0	(226,680)	315,140	418,046	0	(102,906)
486	Teen Services	4,213	7,237	(3,024)	(20)	636	95	(656)	5,825	15,787	4,718	(9,962)
490	REACH	3,000	6,383	(3,383)	0	788	95	(788)	3,148	8,367	2,784	(5,219)
720	North Vallejo C.C.	22,463	134,779	(112,316)	(414)	98,986	7,900	(99,400)	24,878	108,027	10,200	(83,149)
721	South Vallejo C.C.	38,599	177,974	(139,375)	(566)	114,518	18,000	(115,084)	40,772	185,356	20,640	(144,584)
730	Cunningham Pool	184,551	601,729	(417,178)	168,794	573,786	307,063	(404,992)	417,485	879,310	387,714	(461,825)
	<b>Total Recreation</b>	<b>1,652,772</b>	<b>3,461,687</b>	<b>(1,808,915)</b>	<b>493,341</b>	<b>2,386,031</b>	<b>446,160</b>	<b>(1,893,532)</b>	<b>1,537,811</b>	<b>3,656,695</b>	<b>706,668</b>	<b>(2,118,884)</b>
<b>Others</b>												
906	Capital Improvements	1,520,000	1,520,000	0	1,245,000	1,536,044	275,000	(291,044)	3,151,400	2,910,000	0	241,400
935	Contingency Reserve	0	98,052	(98,052)	0	0	0	0	0	22,826	0	(22,826)
001	Retiree Benefit-OPEB	0	0	0	0	200,000	0	(200,000)	0	50,000	0	(50,000)
	<b>Total Others</b>	<b>1,520,000</b>	<b>1,618,052</b>	<b>(98,052)</b>	<b>1,245,000</b>	<b>1,736,044</b>	<b>275,000</b>	<b>(491,044)</b>	<b>3,151,400</b>	<b>2,982,826</b>	<b>0</b>	<b>168,574</b>
	<b>TOTAL BUDGET</b>	<b>11,081,998</b>	<b>11,081,998</b>	<b>0</b>	<b>10,122,997</b>	<b>10,146,314</b>	<b>0</b>	<b>(24,159)</b>	<b>12,823,265</b>	<b>12,823,265</b>	<b>0</b>	<b>0</b>

Note: "Measure K Expenses" columns in gray are for information and are not directly included in the Variance calculations. These amounts are included as expenses for the individual programs/departments.





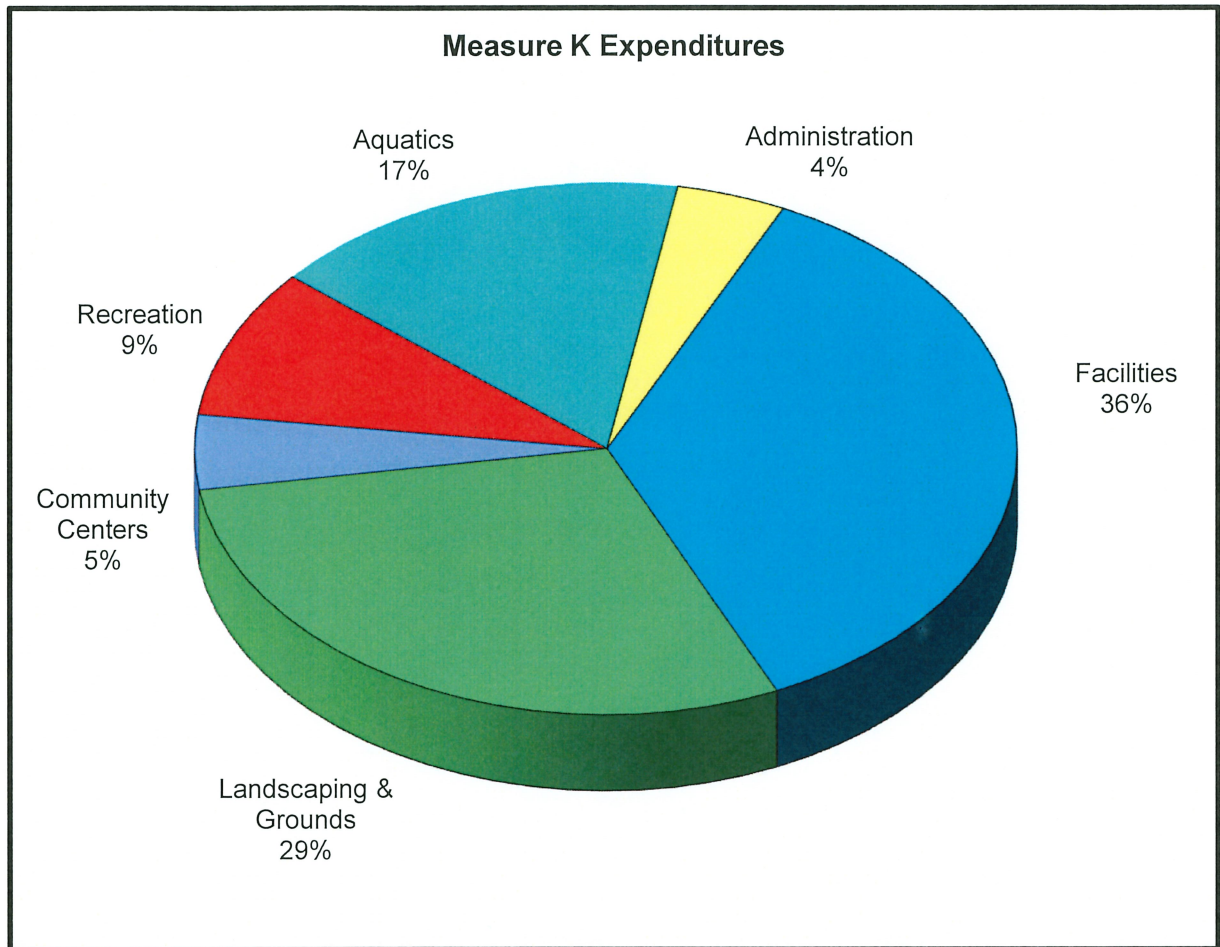
**Greater Vallejo Recreation District  
Revenues and Expenditures  
Fiscal Year 2021-2022**





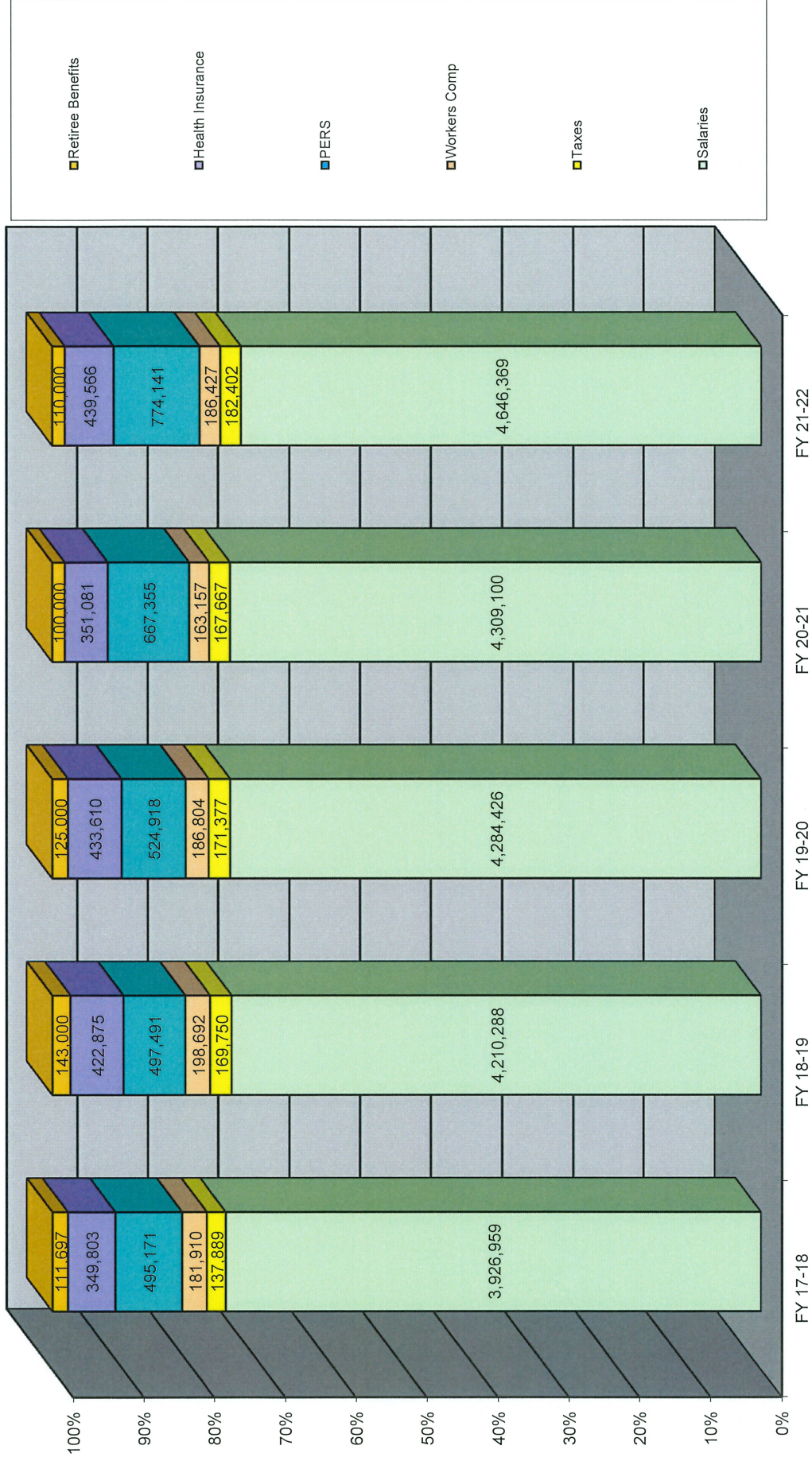


Greater Vallejo Recreation District  
Measure K Expenditures  
Fiscal Year 2021-2022





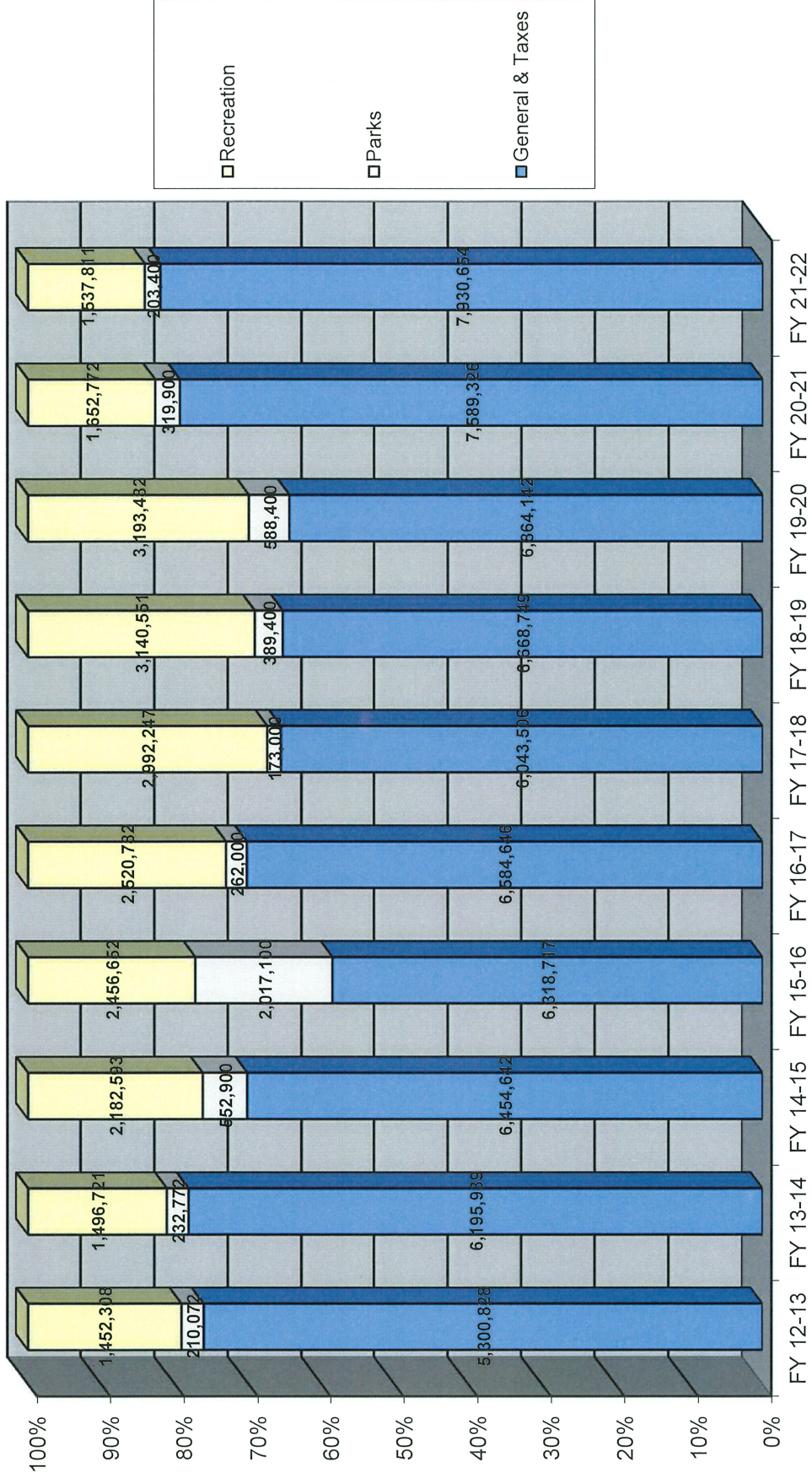
Greater Vallejo Recreation District  
Salaries and Benefits  
FY 2021-2022







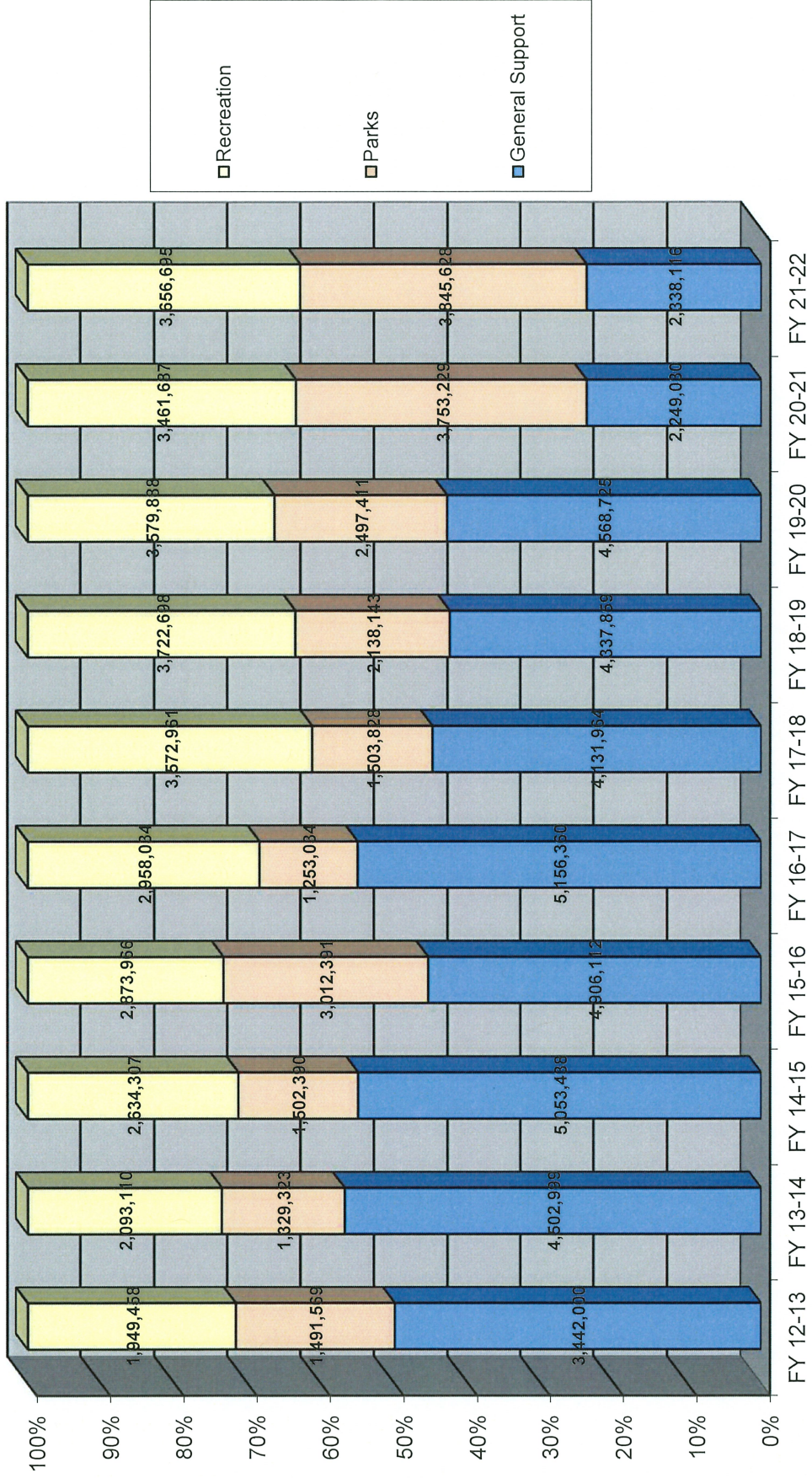
Greater Vallejo Recreation District  
Revenues by Division  
FY 2021-2022







Greater Vallejo Recreation District  
Expenditures by Division  
FY 2021-2022









# GENERAL ADMINISTRATION

## Purpose

The General Administration Department is responsible for the day-to-day management of the District with the primary responsibility of recommending and administering policies as set forth by the Board of Directors.

## Responsibilities

The General Administration of the District is the responsibility of the General Manager in cooperation with the Board of Directors. The General Manager is assisted in these duties by the Executive staff which are found in their respective budgets. The GM budget includes the Board Clerk/Administrative Coordinator position and an Administrative Support position. Collectively, the administrative staff provides technical assistance to the Board of Directors and makes recommendations and advises the Board on matters of personnel and policy. The administrative staff also provides support to the District as a whole. The General Administration is responsible for implementing, monitoring and ensuring the effective and efficient operation of the entire District.

## Goals

Through the use of District resources and following the direction of the Board of Directors the General Administration Department shall:

- Become adaptable to COVID-19 guidelines.
- Continue to review and update the policies and procedures.
- Work with staff to ensure the substantial completion of identified park development projects recommended by staff and adopted by the Board.
- Continue conducting strategic planning sessions with the Board of Directors and key staff members. Implement the annual strategic plan and work for completion of the goals in the plan.
- Review existing operational practices and make necessary changes to ensure effective and efficient service to the community.
- Review, monitor, and adjust budget with the assistance of the Finance Director.
- Work closely with the city manager and school district administrator to find ways to reduce redundancy and enhance each agency's ability to serve the community.
- Perform an assessment of all parks and facilities to better manage and maintain our infrastructure.



**Accomplishments of the previous year**

Make daily changes and adjustments to managing the District due to COVID-19.

Updated safety protocol and filter systems in buildings due to COVID

Brought in new auditors and begun updates to finance processes.

Upgraded technology in the Human Resources Department.

Begun 10-year master plan outreach.

Begun grant writing projects for California State Proposition 68.

Completed the first phase of the Pool complex renovation.

Restructuring the Recreation Department during the COVID-19 pandemic.

Begun updating policies.

Updated Injury Illness and Prevention Plan.

Began a classification study.

Maintained a healthy reserve funding.

Negotiated with unions and unrepresented new contracts regarding pay, by due date of June 30, 2021



Gabriel Lanusse  
General Manager



Kimberly Pierson  
Administrative Coordinator/Board Clerk



Jeffrey Worrell  
Administrative Support

**Greater Vallejo Recreation District  
Final Budget  
001 - General Support & Admin  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
0014110014001	Property Taxes	4,993,218	5,360,960	5,360,960
0014120014001	Supplemental Taxes	56,166	3,184	3,184
0014130014001	H.O.'s Exemption Fund	10,210	16,881	16,881
0014180014109	Measure K	2,066,404	2,102,787	2,102,787
0014220014101	City of Vallejo	0	0	0
0014900014801	Donations	0	0	0
0014910014801	Interest	68,000	30,000	30,000
0014911014801	Interest Umpqua Retiree Benefits	0	323	323
0014912014801	Interest Umpqua Bank Reserve	0	479	479
0014930014801	McIntyre Rent	0	0	0
0014931014801	United Way Rent	0	0	0
0014932014801	Head Start - Setterquist	12,000	12,000	12,000
0014933014801	Head Start - Washington	10,800	10,800	10,800
0014934014801	Vallejo Parent Nursery Reimb.	0	2,331	2,331
0014935014801	Glen Cove Rent	0	0	0
0014937014801	Camp Fire Rent	1,728	1,728	1,728
0014940014801	Vallejo Parent Nursery Rent	4,800	4,800	4,800
0014941014801	Colusa Building Rent	66,000	66,000	66,000
0014941014801	CA State Rent	0	0	0
0014980014801	Administrative Fee	0	0	0
0014984014801	Insurance Dividends	0	0	0
0014985014801	Misc. Revenue	25,000	318,381	318,381
	<b>Total Revenues</b>	<b>7,314,326</b>	<b>7,930,654</b>	<b>7,930,654</b>
0015000015001	Full Time Salaries	279,113	279,112	338,039
0015010015001	Part Time Wages	0	0	0
0015020015001	Payroll Taxes - Employer	4,047	3,388	4,902
0015025015001	State Unemployment	30,000	209,023	60,000
0015030015001	Worker's Comp.	10,613	10,578	12,836
0015060015001	P.E.R.S. - ER	69,941	66,401	93,337
0015061015001	PERS Survivor Benefit	75	72	96
0015070015001	Medical Insurance - Employee	43,357	46,134	64,361
0015075015001	Dental Insurance	7,516	5,301	7,124
0015077015001	Vision Insurance	724	515	694
0015080015001	Life Insurance	556	693	742
0015100015101	Alarm	0	308	0
0015110015101	Cellular Phones/Pagers	2,000	1,251	2,000
0015140015101	P.G. & E.	0	0	0
0015140015109	P.G. & E.	35,000	17,618	24,000
0015160015101	Sewers Services	5,700	5,700	6,300
0015170015101	Telephone	6,500	2,721	3,200
0015208015201	Consultant Fees	50,000	42,000	50,000
0015214015201	Legal	55,000	78,000	55,000



0015216015201	Printing	2,000	320	2,000
0015218015201	Promotions & Advertising	500	450	500
0015225015201	Interest Expense	0	0	0
0015230015201	County Tax Fee Collection	70,000	81,000	81,000
0015232015201	County Election Fee Tax Measure	0	0	0
0015234015201	Manual Refunds	0	0	0
0015244015201	Computer Services	48,000	40,000	47,000
0015246015201	Internet Services	6,000	1,960	2,100
0015250015201	Equipment Repairs	900	460	900
0015254015201	Janitorial - United Way	0	0	0
0015258015201	Office Equipment Repairs	0	0	0
0015281015201	Leased Equipment	5,000	2,652	4,000
0015282015201	Maintenance Contracts	7,000	480	5,000
0015285015201	Bank Charges	10,000	5,500	10,000
0015386015209	Scholarships	50,000	0	50,000
0015414015301	Buildings & Grounds - UW	0	0	0
0015415015301	Buildings & Grounds - Solano Cty	0	0	0
0015416015301	Computer Supplies	5,500	1,200	5,500
0015424015301	Equipment Replacement	5,000	1,350	5,000
0015440015301	Office Supplies	8,000	700	8,000
0015454015301	Postage	3,000	1,500	3,000
0015490015301	N.O.C.	0	0	0
0015505015401	Auto Allowance	0	0	0
0015510015401	Credit Card Fees	25,000	8,000	25,000
0015520015401	Board Conference/Travel	2,500	0	2,500
0015522015401	Board Expenses	1,000	300	1,000
0015530015401	Board Meeting Fees	22,000	14,000	22,000
0015531015401	Board Payroll Taxes	2,500	1,274	2,500
0015532015401	Board Workers Comp	1,800	0	1,800
0015550015401	Insurance	250,000	350,000	300,000
0015560015401	Membership Dues/License Fees	9,500	12,000	12,000
0015600015401	Mileage	100	0	0
0015605015401	Staff Conf. & Travel	3,500	820	3,500
0015610015401	Personnel Training	4,000	2,000	4,000
0015620015401	Safety Committee/COVID	15,000	60,000	15,000
0015640015401	Subscriptions & Publications	100	120	300
0015650015401	Employee Recognition	7,500	2,000	7,500
0015660015401	Employee Recruitment	0	0	0
0015665015201	Medical Expense - Employment	300	0	300
0015670015201	Retiree Benefit GASB 45	0	100,000	0
0015800015401	Capital Outlay & Building	135,000	100,000	135,000
0017000015509	Capital Outlay	25,000	24,932	25,000
	<b>Total Expenditures</b>	<b>1,325,843</b>	<b>1,581,831</b>	<b>1,504,029</b>
	<b>Excess Revenues (Expenditures)</b>	<b>5,988,483</b>	<b>6,348,823</b>	<b>6,426,625</b>







# HUMAN RESOURCES

## Purpose

Human Resources (HR) at the Greater Vallejo Recreation District (GVRD) strives to take care of GVRD full and part-time employees by providing resources, assistance, training, benefits, and compliance information. Additionally, the HR department ensures consistency with policies, answers employee FAQs, considers employees in GVRD decisions, and acts as an employee advocate.

## Responsibilities

The Human Resources Division is responsible for recruitment, classification and compensation, performance evaluations, risk management, employee benefits, employee onboarding and offboarding, and employee relations services. In addition, the Division plays an instrumental role in developing policies, rules and regulations, and performing complex, varied, and confidential analytical, budgetary and analysis work assignments in support of the District's Strategic Action Plan.

## Goals

- Administer the District's various benefit programs
- Assist managers with employment life cycle, including salary changes, evaluations, and making updates in a timely manner
- Provide documentation needed to implement resolutions and amendments with CalPERS
- Manage the recruitment, hiring, processing and orientation for District position openings
- Administer Workers Comp and Risk Management functions for the District
- Maintain personnel records for the District's full time and part time employees
- Review and update District policies and associated rules and regulations
- Work with and provide information and reports to the Board of Directors through the Policies and Personnel Committee

## Recent Achievements

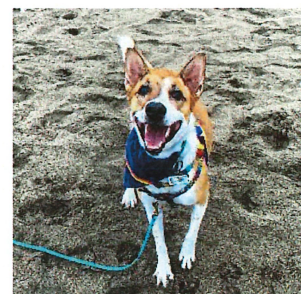
- GVRD HR updated and improved dental benefits for employees and is implementing a new Human Resource Information System with the Finance team to allow one for one electronic system to keep and store all employee records and documentation.



Casey Halcro  
Human Resources Manager



Lorelei Morehouse  
Human Resources Clerk



Foxy Roxie  
Office Volunteer

**Greater Vallejo Recreation District  
Final Budget  
007 - Human Resources  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
0075000015001	Full Time Salaries	118,248	118,248	176,104
0075010015001	Part Time Wages	22,880	31,490	0
0075020015001	Payroll Taxes - Employer	2,800	2,500	2,554
0075030015001	Worker's Comp.	5,366	6,713	6,687
0075060015001	P.E.R.S. - ER	29,000	31,884	46,441
0075061015001	P.E.R.S. Survivor Benefit	49	48	48
0075070015001	Medical Insurance - Employee	9,452	9,493	26,020
0075071015001	Medical Insurance - Retiree	110,000	100,285	110,000
0075073015001	PERS Health Plan Admin Fee	1,500	1,295	1,500
0075075015001	Dental Insurance	830	789	2,520
0075077015001	Vision Insurance	82	80	249
0075080015001	Life Insurance	185	205	371
0075110015101	Cellular Phones/Pagers	1,200	672	1,200
0075170015101	Telephone	1,400	1,053	1,400
0075208015201	Consultant Fees	5,000	(10,000)	15,000
0075244015201	Computer Services/Subscriptions	20,000	20,000	15,000
0075440015201	Office Supplies	2,500	2,407	2,500
0075533015401	Board Medical	0	0	0
0075600015401	Mileage	400	75	400
0075605015401	Staff Conf. & Travel	3,000	0	4,000
0075610015401	Personnel Training	2,000	1,000	3,000
0075640015401	Subscriptions & Publications	500	621	500
0075660015401	Employee Recruitment	4,000	2,605	8,000
0075665015201	Medical Expense - Employment	0	300	0
	<b>Total Expenditures</b>	<b>340,394</b>	<b>321,763</b>	<b>423,494</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(340,394)</b>	<b>(321,763)</b>	<b>(423,494)</b>







# RECREATION SERVICES ADMINISTRATION

## Purpose

The Recreation Services Department provides the administrative programming direction and implementation of the District's recreation programs. Often working in conjunction with Parks Department personnel, Recreation Services partners with a variety of service organizations and governmental agencies in the development, implementation, and management of recreational activities and facilities that are chiefly provided for the enjoyment of youth and adults in Vallejo.

## Responsibilities

Recreation Services Administration is the responsibility of the Recreation Services Superintendent with the support of the General Administration Department. The Superintendent is supported in this manner by Recreation Supervisors, Coordinators, and their staff who contribute the skills and experiences necessary to manage a host of recreational facilities and produce a variety of recreational activities and services.

## Goals

In addition to District recreation facilities and venues assigned to Recreation Services, the department promotes a variety of services and stays abreast of new recreational opportunities and challenges that include:

- ❖ Implementation of comprehensive youth programs including before and after school activities, sports, camps, teen theatre arts, volunteerism, employment, etc.
- ❖ Provide inclusive recreational experiences for free or at a nominal fee. Promote health and wellness.
- ❖ Provides comprehensive aquatic services at the Cunningham Aquatic Complex including service to: high schools, swim club, youth, and adult recreational and lap swimming, and more.
- ❖ Public and private community center reservations through facilitation of four well maintained community centers. During COVID selected community centers have been identified as a hub for COVID testing.
- ❖ Growing youth and adult sports and virtual recreation programs that take advantage of outdoor sports fields and online programs for practical indoor applications.
- ❖ GVRD is well known for producing popular annual events such as its: Winter at Wonderland, Floating Pumpkin Patch, 5<sup>th</sup> Grade Event, and collaborative partnerships with Vallejo Waterfront Weekend, Parks N' Rex Day and others.
- ❖ Recreation Services staff produces the popular GVRD Activity Guide tri-annually and our GVRD website that keeps the Vallejo community apprised of all activities, facilities and services offered by GVRD.
- ❖ In addition to programming staff, Recreation Services provides administrative staff that assist customers in person at the main office or by telephone to provide immediate service.





**Greater Vallejo Recreation District  
Final Budget  
010 - Recreation Administration  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
0104960014801	Advertising Revenue	15,000	1,350	0
	<b>Total Revenues</b>	<b>15,000</b>	<b>1,350</b>	<b>0</b>
0105000015001	Full Time Salaries	170,315	286,128	260,470
0105010015001	Part Time Wages	68,000	26,341	16,800
0105020015001	Payroll Taxes - Employer	3,000	6,189	7,577
0105025015001	State Unemployment	0	0	0
0105030015001	Worker's Comp.	9,062	11,336	10,528
0105060015001	P.E.R.S. - ER	43,373	44,550	66,878
0105061015001	P.E.R.S. Survivor Benefit	48	69	72
0105070015001	Medical Insurance	32,327	32,366	36,150
0105075015001	Dental Insurance	4,721	3,590	3,479
0105077015001	Vision Insurance	450	344	338
0105080015001	Life Insurance	371	381	556
0105110015101	Cellular Phones/Pagers	1,050	499	1,050
0105170015101	Telephone	1,400	1,895	2,000
0105208015201	Consultant Fees	0	14,697	0
0105216015201	Printing	8,000	450	8,000
0105218015201	Promotions & Advertising	2,000	200	2,000
0105220015201	Website Design	0	0	0
0105244015201	Computer Services	500	250	500
0105245015209	Software Licensing	0	13,350	13,350
0105424015301	Equipment Replacement	0	2,394	200
0105440015301	Office Supplies	750	5,579	750
0105454015301	Postage	9,000	400	1,000
0105490015301	N.O.C.	0	0	0
0105560015401	Membership Dues/License Fees	0	0	750
0105600015401	Mileage	150	0	150
0105605015401	Staff Conf. & Travel	2,500	325	2,500
0105610015401	Personnel Training	500	0	500
	<b>Total Expenditures</b>	<b>357,518</b>	<b>451,334</b>	<b>435,598</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(342,518)</b>	<b>(449,984)</b>	<b>(435,598)</b>







# FINANCE

## Purpose

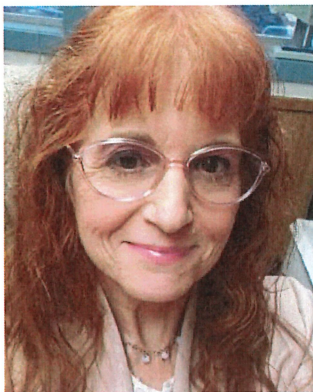
The Finance Department provides financial accounting and reporting for the District. The department consists of the Finance Director, Accounting Specialist, and Accounting Assistant. Together we oversee all financial aspects including: general accounting, general ledger, payroll, cash receipts, accounts payable, accounts receivable, purchasing, financial reporting, auditing, budgeting, and fixed asset inventory. Our primary function is to provide a high level of support to the District in developing and strengthening its accounting and fiscal management practices.

## Responsibilities

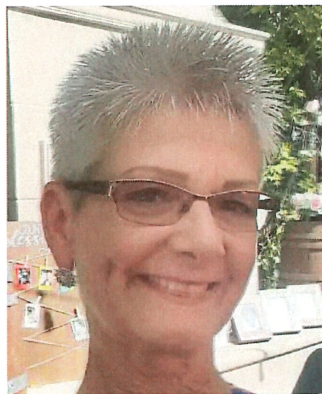
- Processing of cash receipts, payment of invoices, preparation of payroll and all payroll related tasks including quarterly tax reports, maintenance of the financial records of all departments
- Prepare, implement and monitor the annual budget
- Prepare monthly financial reports
- Review and analyze investment strategies including multi-year projections
- Coordinate the external audit and work with the independent auditors
- Provide information and reports to the Board of Directors; and Budget and Finance Committee

## Goals

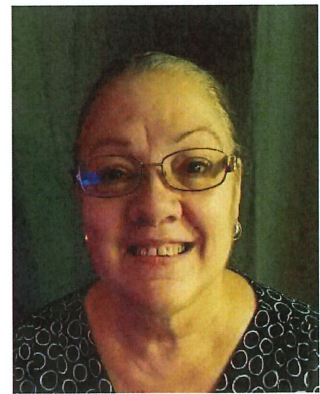
- Establish internal control policy, and financial policies and procedures
- Maintain sufficient reserves to prepare for future economic uncertainties
- Continue cross training with all three positions to ensure coverage in the instance of absence.
- Work with Cougar Mountain Fund Accounting to establish a dashboard for use by staff and the Board of Directors
- Develop streamlined monthly financial reports to provide easily understood reports for the Board of Directors
- Provide continuous training to staff for efficiency and development of professional abilities



Penny Harman  
Finance Director



Dayna Asbury  
Accounting Assistant



Betty DalPorto  
Accounting Specialist

**Greater Vallejo Recreation District  
Final Budget  
100 - Finance  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
1005000105001	Full Time Salaries	162,161	210,878	245,411
1005010105001	Part Time Wages	0	0	0
1005020105001	Payroll Taxes - Employer	2,351	3,000	3,558
1005025105001	State Unemployment	0	0	0
1005030105001	Worker's Comp.	4,655	7,713	9,318
1005060105001	P.E.R.S. - ER	52,900	43,614	69,431
1005061105001	P.E.R.S. Survivor Benefit	48	58	72
1005070105001	Medical Insurance	13,293	15,664	24,219
1005075105001	Dental Insurance	3,381	4,123	6,761
1005077105001	Vision Insurance	333	407	667
1005080105001	Life Insurance	371	791	556
1005110105101	Cellular Phones/Pagers	1,200	463	600
1005170105101	Telephone	1,600	1,200	1,400
1005204105201	Audit Services	18,000	18,000	18,000
1005204105209	Audit Services - Measure K Audit	2,000	2,000	2,000
1005208105201	Consultant Fees	25,000	50,000	10,000
1005216105201	Printing	2,000	2,000	1,500
1005244105201	Computer Services	5,000	7,700	3,000
1005245105201	Software Licensing	0	0	5,000
1005290105201	N.O.C.	0	0	0
1005424105301	Equipment Replacement	2,000	620	1,000
1005440105301	Office Supplies	3,100	3,693	3,000
1005560105401	Membership Dues/License Fees	800	540	600
1005600105401	Mileage	800	300	500
1005605105401	Staff Conf. & Travel	3,800	0	2,000
1005610105401	Personnel Training	3,000	3,000	2,000
1005640105401	Subscriptions	0	0	0
1005660105401	Employee Recruitment	0	0	0
1005665105201	Medical Expense - Employment	0	0	0
	<b>Total Expenditures</b>	<b>307,793</b>	<b>375,763</b>	<b>410,593</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(307,793)</b>	<b>(375,763)</b>	<b>(410,593)</b>





# MAINTENANCE AND DEVELOPMENT

## Purpose

The purpose of GVRD Maintenance and Development Department is to build community and enhance the quality of life through the provision, maintenance, improvement, and preservation of quality parklands and other recreational resources.

## Responsibilities

- Plan acquisition and improvement projects reflective of the community's needs
- Make recommendations for the prioritization and use of available funding
- Research new funding sources and prepare budget recommendations
- Evaluate development proposals to determine their impact on existing recreational facilities, and recommend new facilities when appropriate.
- Administer acquisition and improvement projects as approved by the Board
- Ensure adherence with federal, state, and local laws, codes and regulations
- Develop and oversee facilities and park maintenance including deferred maintenance

## Goals

Complete specific improvement projects:

- Oversee Capital Improvement Projects.
- Oversee construction and funding for renovation of the existing asphalt roadways and parking lots.
- Oversee the improvements of Cunningham Pool.
- Work with the City with Participatory Budgeting (PB) projects related to Parks.



**Greater Vallejo Recreation District  
Final Budget  
200 - Maintenance and Development  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
2004170204101	Measure K - Transfer In	0	0	0
	<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
2005000205001	Full Time Salaries	118,248	118,248	119,726
2005010205001	Part Time Wages	0	0	0
2005020205001	Payroll Taxes - Employer	1,715	1,614	1,736
2005025205001	State Unemployment	0	0	0
2005030205001	Worker's Comp.	4,496	4,496	4,546
2005060205001	P.E.R.S. - ER	31,108	31,108	34,866
2005061205001	P.E.R.S. Survivor Benefit	24	24	24
2005070205001	Medical Insurance	2,700	2,700	2,700
2005075205001	Dental Insurance	2,913	2,913	2,913
2005077205001	Vision Insurance	167	167	167
2005080205001	Life Insurance	185	185	185
2005110205101	Cellular Phones/Pagers	635	839	900
2005170205101	Telephone	500	400	500
2005208205201	Consultant Fees	1,000	500	1,000
2005214205201	Legal	0	0	0
2005216205201	Printing	300	150	300
2005244205201	Computer Services	0	360	0
2005440205301	Office Supplies	1,700	1,200	1,700
2005448205301	Photo Supplies	150	50	150
2005454205301	Postage	125	50	125
2005475205301	Signs	0	0	0
2005482205301	Small Tools	50	30	50
2005490205301	N.O.C.	0	0	0
2005500205401	Administrative Fee	0	0	0
2005505205401	Auto Allowance	0	0	0
2005560205401	Membership Dues	600	500	600
2005600205401	Mileage	500	0	500
2005605205401	Staff Conf. & Travel	0	0	0
2005610205401	Personnel Training	900	500	900
2005640205401	Subscriptions	100	100	100
2005690205401	N.O.C.	0	0	0
	<b>Total Expenditures</b>	<b>168,116</b>	<b>166,134</b>	<b>173,688</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(168,116)</b>	<b>(166,134)</b>	<b>(173,688)</b>







# FACILITIES

## Department Purpose

The Facilities Department serves the neighboring communities by working to maintain and improve community centers and facilities in a safe and aesthetically pleasing condition.

## Responsibilities

- Maintain District's buildings and community centers.
- Maintenance operations of the Cunningham Pool Complex.
- Manage contracted work projects throughout the District.
- Maintain the park lighting systems throughout the District.
- Maintain irrigation and sanitation pump stations.
- Maintain mechanical aspects of park restroom facilities.
- Manage District's fleet of trucks and equipment.

## Goals

- Expand the buildings inspection program to include regularly scheduled and documented inspections.
- Explore reduced vehicle costs and equipment maintenance options.
- Establish a fleet longevity and replacement procedure
- Nurture professional relationships with current and future vendors and contractors to reduce overall costs.
- Work to maintain and improve working relationships with center coordinators and supervisors.
- Perform all work in a safe environment

**Greater Vallejo Recreation District  
Final Budget  
300 - Facilities  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
3004300304001	City Park Funding	0	0	0
3004310304001	Capital Outlay	0	0	0
3004985304001	Miscellaneous Revenue	0	14,759	0
	<b>Total Revenues</b>	<b>0</b>	<b>14,759</b>	<b>0</b>
3005000305001	Full Time Salaries	425,226	340,000	302,316
3005010305001	Part Time Wages	0	12,686	0
3005010305009	Part Time Wages	50,000	20,000	50,000
3005020305001	Payroll Taxes - Employer	6,166	6,166	4,384
3005020305009	Payroll Taxes - Employer	3,825	3,825	3,825
3005025305001	State Unemployment	0	0	0
3005030305001	Worker's Comp.	16,169	16,169	11,479
3005030305009	Worker's Comp.	1,968	1,968	1,899
3005060305001	P.E.R.S. - ER	105,019	105,019	81,894
3005061305001	P.E.R.S. Survivor Benefit	120	120	96
3005070305001	Medical Insurance	41,508	41,508	40,930
3005075305001	Dental Insurance	11,259	11,529	9,569
3005077305001	Vision Insurance	610	610	828
3005080305001	Life Insurance	927	927	742
3005100305101	Alarm	4,000	3,800	4,000
3005110305101	Cellular Phones/Pagers	2,500	2,300	2,500
3005140305101	P.G. & E.	0	0	0
3005140305109	P.G. & E.	24,500	24,500	24,500
3005170305101	Telephone	1,255	800	1,255
3005240305201	Building Maintenance & Repairs	0	0	0
3005240305209	Building Maintenance & Repairs	89,000	89,000	89,000
3005244305201	Computer Services	1,800	1,000	1,800
3005250305201	Equip Repairs	0	0	0
3005256305201	Janitorial Services	0	0	0
3005256305209	Janitorial Services	20,000	12,000	20,000
3005260305201	Park Grounds Maint. & Repair	0	0	0
3005260305209	Park Grounds Maint. & Repair	40,000	40,000	40,000
3005264305201	Vandalism Repair	0	0	0
3005264305209	Vandalism Repair	2,500	1,500	2,500
3005266305201	Tire Repairs & Purchase	5,000	2,500	5,000
3005268305201	Towing	250	250	1,000
3005272305201	Vehicle Maintenance	0	0	0
3005272305209	Vehicle Maintenance	45,000	44,000	45,000
3005281305201	Leased Equipment	1,000	1,500	1,500
3005282305201	Maintenance Contracts	0	0	0
3005282305209	Maintenance Contracts	55,000	50,000	5,500
3005283305201	Misc. Rentals	1,000	500	1,000
3005290305201	N.O.C.	300	2,000	2,000
3005410305301	Sports Field Supplies	0	0	0
3005412305301	Landscape & Grounds	0	0	0
3005412305309	Landscape & Grounds	14,775	8,000	14,775
3005424305301	Equipment Replacement	800	500	800



3005426305301	First Aid Supplies	250	150	250
3005430305301	Fuels & Lubricants	42,000	40,000	42,000
3005436305301	Janitorial Supplies	1,800	0	1,800
3005438305301	Maintenance Equipment Supplies	500	400	500
3005440305301	Office Suplies	0	200	500
3005442305301	Motor Vehicle Parts	2,695	4,000	0
3005444305301	Paint Supplies	500	1,000	2,000
3005450305301	Plant Equipment Repair Parts	500	250	500
3005475305301	Signs	250	250	5,000
3005476305301	Safety Equipment	150	500	2,000
3005480305301	Shop Supplies	1,000	1,300	1,500
3005482305301	Small Tools	1,500	1,200	1,500
3005498305301	Uniforms	1,500	1,300	1,500
3005560305401	Membership Dues	250	200	250
3005600305401	Mileage	100	0	0
3005605305401	Staff Conf. & Travel	1,000	250	1,000
3005610305401	Personnel Training	2,000	2,600	1,500
3005640305401	Subscriptions	0	0	0
3005660305401	Employee Recruitment	0	0	0
3005665305201	Medical Expense - Employment	54	54	54
3005810305401	Capital Outlay- Redevelopment NVCC	200,000	0	0
3005900305401	City Park Capital Project	0	0	0
3005910305401	Capital Outlay GF Contribution	0	0	0
3007000305509	Capital Outlay	481,376	653,000	546,376
	<b>Total Expenditures</b>	<b>1,708,902</b>	<b>1,551,331</b>	<b>1,378,322</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(1,708,902)</b>	<b>(1,536,572)</b>	<b>(1,378,322)</b>





## **VISITOR SERVICES**

### **Purpose**

Visitor Services performs all tasks associated with assisting park visitors, ensuring compliance with District regulations, providing services for park reservations in regards to picnic sites, athletic fields and special events during weekends and Holidays from April through mid October. They also ensure park visitors have safe, well maintained and aesthetically pleasing facilities.

### **Responsibilities**

- Assist and provide information to park visitors
- Staff park entrance kiosks at Blue Rock Springs and Dan Foley Park, and collect parking fees
- Ensure visitor compliance with park regulations
- Report and assist as needed with emergency situations
- Assist with park maintenance tasks

### **Goals**

- Provide a high level of courteous professional customer service.
- Coordinate and manage services for park reservations and special events
- Work in conjunction with maintenance staff on weekends and holidays
- Provide responsible land stewardship

**Greater Vallejo Recreation District  
Final Budget  
301 - Visitor Services  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
3014970314801	Reservations	4,000	2,000	6,000
3014971314801	BRS Reservations	7,500	5,000	15,000
3014972314801	Foley Reservations	5,000	3,000	11,000
3014975314801	BRS Parking Fees	22,000	35,000	40,000
3014976314801	Foley Parking Fees	22,000	40,000	45,000
3014977314801	Event Permits	1,000	1,500	3,000
3014978314801	Vallejo Sanitation Flood	2,000	2,000	2,000
3014979314801	Foley Soccer Field	25,000	48,000	50,000
3014980314801	Highland Maintenance Fee	26,400	26,400	26,400
3014982314801	Contract Revenue	5,000	0	5,000
3014985314801	Miscellaneous Revenue	0	1,343	0
	<b>Total Revenues</b>	<b>119,900</b>	<b>164,243</b>	<b>203,400</b>
3015010315001	Part Time - Park Monitors	90,000	90,000	100,000
3015020315001	Payroll Taxes - Employer	6,885	6,885	7,650
3015030315001	Worker's Comp.	3,422	3,422	3,797
3015110315101	Cellular Phones/Pagers	1,200	800	1,200
3015170315101	Telephone	0	400	400
3015216315201	Printing	300	250	300
3015244315101	Computer Services	0	827	0
3015440315301	Office Supplies	500	1,500	1,500
3015480315301	Miscellaneous Supplies	11,100	8,000	11,100
3015484315301	Park in the Park Expenses	0	1,211	0
3015485315301	Highland Maintenance	0	0	26,400
3015498315301	Uniforms	777	600	777
3015600315401	Mileage	50	0	50
3015660315401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>114,234</b>	<b>113,895</b>	<b>153,174</b>
	<b>Excess Revenues (Expenditures)</b>	<b>5,666</b>	<b>50,348</b>	<b>50,226</b>





# LANDSCAPING AND GROUNDS

## Purpose

The Landscaping and Grounds Division performs all tasks associated with the maintenance, inspection and operation of parks and facility grounds, athletic fields, recreational equipment and assists in the development of capital improvement programs to ensure that users have safe, well maintained and aesthetically pleasing parks and facilities.

## Responsibilities

- Maintain thirty-six park areas
- Maintain all landscaped areas around District facilities that include four community centers, District offices, and nine neighborhood facilities
- Maintain athletic facilities including baseball, softball and soccer fields, tennis, basketball, horseshoe and bocce ball courts

## Goals

- Maintain the Parks so that they are “Safe, Clean and Green.”
- Provide a high level of courteous professional customer service
- Perform routine park inspections and rate them accordingly.
- Expand the use of Asset Essentials Software in regards to Parks.
- Continue to update aging irrigation systems.
- Rehabilitate existing parks and facilities according to the Park Operations Plan and maintenance standards.
- Reduce the duration of graffiti on playgrounds and parks.
- Provide responsible land stewardship.
- Perform all work in a safe environment.



**Greater Vallejo Recreation District  
Final Budget  
310 - Landscaping and Grounds  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
3105000315001	Full Time Salaries	727,846	727,846	868,178
3105010315001	Part Time Wages	0	0	0
3105010315009	Part Time Wages	118,450	110,000	118,450
3105020315001	Payroll Taxes - Employer	10,554	10,554	12,589
3105020315009	Payroll Taxes - Employer	9,061	9,061	9,061
3105025015001	State Unemployment	0	0	0
3105030315001	Worker's Comp.	28,229	40,000	32,965
3105030315009	Worker's Comp.	4,504	6,000	4,498
3105060315001	P.E.R.S. - ER	196,467	196,467	238,088
3105061315001	P.E.R.S. Survivor Benefit	275	275	312
3105070315001	Medical Insurance	146,331	146,331	178,738
3105075315001	Dental Insurance	20,161	20,161	21,459
3105077315001	Vision Insurance	1,949	1,949	2,086
3105080315001	Life Insurance	2,039	2,039	2,410
3105110315101	Cellular Phones/Pagers	3,000	2,300	3,000
3105140315101	P.G. & E.	0	0	0
3105140315109	P.G. & E.	9,000	9,000	9,000
3105160315101	Sewers Services	5,000	7,538	8,000
3105170315101	Telephone	2,300	700	2,300
3105180315101	Water	0	0	0
3105244315201	Computer Services	1,300	700	1,300
3105250315201	Equipment Repairs	0	0	0
3105250315209	Equipment Repairs	4,000	4,000	4,000
3105260315201	Park Grounds Maint. & Repair	0	0	0
3105260315209	Park Grounds Maint. & Repair	42,000	38,000	42,000
3105264305201	Vandalism Repair	0	0	0
3105264305209	Vandalism Repair	8,000	5,000	8,000
3105270315201	Tree Maintenance	0	0	0
3105270315209	Tree Maintenance	5,000	3,000	5,000
3105280315201	Chemical Toilets	14,000	5,000	14,000
3105282315201	Maintenance Contracts	12,000	11,000	12,000
3105283315201	Misc. Rentals	1,330	700	1,330
3105410315301	Sports Field Supplies	4,500	3,500	4,500
3105412315301	Landscape & Grounds	0	0	0
3105412315309	Landscape & Grounds	14,000	8,000	14,000
3105424315301	Equipment Replacement	0	0	0
3105424315309	Equipment Replacement	4,000	3,500	4,000
3105426315301	First Aid Supplies	459	300	459
3105432315301	Horticultural Supplies	3,500	3,000	3,500
3105434315301	Irrigation & Plumbing Supplies	0	0	0
3105434315309	Irrigation Repair	30,000	25,000	30,000
3105436315301	Janitorial Supplies	14,000	9,000	14,000
3105440315301	Office Supplies	995	800	995
3105444315301	Paint Supplies	1,836	1,300	1,836
3105446315301	Pesticides	6,000	6,000	6,000
3105462315301	Rec. Repair Supplies	0	0	0
3105462315309	Recreation Repair Landscape	3,500	4,500	5,000
3105472315301	Resilient Surface Materials	6,090	5,500	6,090
3105476315301	Safety Equipment	3,000	3,200	3,500
3105482315301	Small Tools	3,000	2,000	3,000

3105490315301	N.O.C.	0	0	0
3105498315301	Uniforms	5,000	4,800	5,000
3105560315401	Membership Dues	1,000	700	1,000
3105600315401	Mileage	1,000	0	1,000
3105605315401	Staff Conf. & Travel	1,000	0	1,000
3105610315401	Personnel Training	3,000	1,500	3,500
3105640315401	Subscriptions	0	0	0
3105660315401	Employee Recruitment	0	0	0
3105665315201	Medical Expense - Employment	800	300	800
3107000315509	Capital Outlay	282,500	473,000	432,500
	<b>Total Expenditures</b>	<b>1,761,977</b>	<b>1,913,521</b>	<b>2,140,444</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(1,761,977)</b>	<b>(1,913,521)</b>	<b>(2,140,444)</b>







# YOUTH SERVICES

## Purpose

The function of Youth Services is to provide high level programs that foster the development of 21<sup>st</sup> Century skills and meet the needs of today's youth. Youth Services consist of Before, Kinder, and After school programs, Break Camps, and Top of the Bay Summer Camps. These programs serve the needs of the community by providing care for the children, while implementing a safe learning environment, filled with fun recreation activities and project-based learning programming throughout the school year. The After-school programs include: Kids Club and Expanded Learning Programs. Break Camps offer full care programs during the school's winter and spring breaks, and Top of the Bay camps offer full care programs when school's out during the summer.

In addition, to youth programs and camps, Youth Services offers Performing Arts run by skilled and talented staff. Teen programming: Counselor in Training, Babysitter's certification, and the very popular 5<sup>th</sup> Grade Event!

## After School Programs

- The Kids Club before and after school programs are fee-based programs that are held at six school sites. Parents register their children through GVRD and all program operations are led by GVRD staff. The Expanded Learning Program (ASES & 21<sup>st</sup> Century Grants) is offered at 13 elementary school sites and is a collaborative partnership with Vallejo City Unified School District. VCUSD selects the students that participate in this free program and employs district staff to conduct the program. GVRD provides staff for additional supervision and the recreational component of the program. The ExLP program is also offered at one middle school.

## Winter and Spring Break Camp

The winter and spring break programs are full-day, fee-based camps that are held at various GVRD community centers. Parents register their children through GVRD and GVRD staff provide all programming components. The program offers care services to accommodate parents work schedule.

## Top of the Bay Summer Camps

The Top of the Bay Summer Camps is a themed week, full-care option, fee-based, 8-week camps that are fully operated by GVRD staff. Top of the Bay Camps include: FRESH Camp, Lego University, Fun the Sun, Mix-it Up Kitchen, Kinder Kids Camp, and Counselor in Training. Many times, field trips are included with these camps.

## Responsibilities

- To strengthen and continue the partnership with ExLP programs.
- Work closely with VCUSD to promote effective learning behaviors and sustainable enrichment components in the after-school programs.
- Ensure safety, health and wellness, qualified and trained staff, effective supervision of programs or events.



## Goals

- Provide a safe environment both virtually and in-person that follows CDC and county guidelines.
- Continue to provide quality virtual programming by completing a needs assessment to determine changes in program offerings.
- Evaluate creative new approaches to programs with the benefit assessment model to improve the quality of programming.

## Updates

- Due to COVID-19, ExLP programs were run virtually. Staff brought project-based learning to the comfort of student's homes.
- COVID allowed departmental staff to get creative with how to bring programs to the community. The Department provided FRESH at Home and created a safe environment for break camps following CDC and county guidance.







**Greater Vallejo Recreation District  
Final Budget  
430 - Break Camp  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4304700404601	Program Fees	99,838	9,045	44,600
4304710404601	Late Fees	50	0	60
4304750404601	Non-Student Days	500	0	438
	<b>Total Revenues</b>	<b>100,388</b>	<b>9,045</b>	<b>45,098</b>
4305000405001	Full Time Salaries	39,347	39,347	39,756
4305010405001	Part Time Wages	90,343	40,702	49,823
4305020405001	Payroll Taxes - Employer	9,627	3,190	4,388
4305025405001	State Unemployment	0	0	0
4305030405001	Worker's Comp.	4,931	6,169	3,401
4305060405001	P.E.R.S. - ER	9,908	10,250	11,137
4305061405001	P.E.R.S. Survivor Benefit	25	10	12
4305070405001	Medical Insurance	4,726	7,866	5,004
4305075405001	Dental Insurance	415	337	415
4305077405001	Vision Insurance	41	34	41
4305080405001	Life Insurance	93	74	93
4305110405101	Cellular Phones/Pagers	390	32	160
4305170405101	Telephone	1,000	392	600
4305218405201	Promotions & Advertising	3,000	1,500	2,000
4305240405201	Building Maintenance & Repairs	0	0	0
4305244405201	Computer Services	0	0	0
4305362405201	Special Events	5,000	1,500	3,000
4305367405201	Swim Lessons	0	0	0
4305369405201	Transportation	4,350	0	0
4305375405201	Theater Program	4,000	2,000	3,441
4305422405301	Craft Supplies	0	0	0
4305424405301	Equipment Replacement	0	0	0
4305426405301	First Aid Supplies	500	500	2,376
4305428405301	Food Supplies	3,000	250	2,079
4305440405301	Office Supplies	1,643	1,643	1,698
4305448405301	Photo Supplies	0	0	0
4305460405301	Program Supplies	8,958	5,784	7,385
4305488405301	T-Shirts	1,000	0	680
4305490405301	N.O.C.	0	0	0
4305498405301	Uniforms	1,500	500	1,000
4305505405401	Auto Allowance	0	0	0
4305560405401	Membership Dues	0	0	0
4305600405401	Mileage	450	50	450
4305605405401	Staff Conf. & Travel	630	250	630
4305610405401	Personnel Training	1,000	500	1,050
4305650405401	Employee Recognition	0	0	0
	<b>Total Expenditures</b>	<b>195,877</b>	<b>122,880</b>	<b>140,620</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(95,489)</b>	<b>(113,835)</b>	<b>(95,522)</b>

**Greater Vallejo Recreation District  
Final Budget  
480 - Expanded Learning Programs (ExLP)  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4804240404101	Grant Funding	525,520	195,358	307,630
4804700404601	Program Fees	0	0	0
4804710404601	Late Fees	0	0	0
4804985404801	Misc Revenues	0	8,000	10,000
	<b>Total Revenues</b>	<b>525,520</b>	<b>203,358</b>	<b>317,630</b>
4805000405001	Full Time Salaries	32,240	32,240	128,777
4805010405001	Part Time Wages	437,659	189,326	324,034
4805020405001	Payroll Taxes - Employer	33,948	12,872	26,656
4805030405001	Worker's Comp.	17,867	22,352	17,194
4805060405001	P.E.R.S. - ER	7,594	11,601	35,266
4805061405001	P.E.R.S. Survivor Benefit	36	45	42
4805070405001	Medical Insurance	4,726	8,815	17,514
4805075405001	Dental Insurance	415	884	1,453
4805077405001	Vision Insurance	41	21	144
4805080405001	Life Insurance	93	160	324
4805110405101	Cellular Phones/Pagers	600	500	600
4805170405101	Telephone	540	390	540
4805218405201	Promotions & Advertising	0	0	0
4805222405201	Sports Officials	0	0	0
4805244405201	Computer Services	0	0	0
4805369405201	Transportation	0	0	0
4805422405301	Craft Supplies	0	0	0
4805426405301	First Aid Supplies	0	0	0
4805428405301	Food Supplies	500	300	500
4805440405301	Office Supplies	2,000	1,800	2,035
4805448405301	Photo Supplies	0	0	0
4805454405301	Postage	0	0	0
4805460405301	Program Supplies	600	0	3,823
4805470405301	Recreation Supplies	0	0	0
4805488405301	T-Shirts	0	0	0
4805498405301	Uniforms	6,170	613	1,983
4805560405401	Membership Fee	0	0	0
4805600405401	Mileage	600	0	630
4805605405401	Staff Conf & Travel	2,000	0	2,000
4805610405401	Personnel Training	3,000	1,500	1,370
4805660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>550,630</b>	<b>283,417</b>	<b>564,884</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(25,110)</b>	<b>(80,059)</b>	<b>(247,254)</b>



**Greater Vallejo Recreation District  
Final Budget  
481 - After School Programs  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4814421404301	Snacks Income	0	0	0
4814510404401	T-Shirts	0	0	0
4814700404601	Program Fees	325,908	45,625	293,660
4814710404601	Late Fees	165	0	330
4814985404801	Misc. Revenue	32,446	(363)	21,150
	<b>Total Revenues</b>	<b>358,519</b>	<b>45,262</b>	<b>315,140</b>
4815000405001	Full Time Salaries	129,953	129,953	16,022
4815010405001	Part Time Wages	280,489	65,840	325,364
4815020405001	Payroll Taxes - Employer	23,342	1,873	25,123
4815030405001	Worker's Comp.	15,606	19,523	12,963
4815060405001	P.E.R.S. - ER	32,529	31,066	4,225
4815061405001	P.E.R.S. Survivor Benefit	300	81	6
4815070405001	Medical Insurance	16,542	8,611	2,502
4815075405001	Dental Insurance	1,453	1,620	208
4815077405001	Vision Insurance	144	161	21
4815080405001	Life Insurance	324	281	46
4815100405101	Alarm	0	0	0
4815110405101	Cellular Phones/Pagers	1,080	1,021	1,080
4815140405101	P.G. & E.	0	0	0
4815160405101	Sewers Services	0	0	0
4815170405101	Telephone	1,709	963	1,709
4815218405401	Promotions & Advertising	2,600	800	2,500
4815244405201	Computer Services	3,000	0	4,344
4815281015201	Leased Equipment	0	0	0
4815422405301	Craft Supplies	0	0	0
4815424405301	Equipment Replacement	0	0	0
4815426405301	First Aid Supplies	1,000	1,000	1,741
4815428405301	Food Supplies	1,000	350	500
4815436405301	Janitorial Supplies	500	500	525
4815440405301	Office Supplies	2,000	1,047	1,042
4815460405301	Program Supplies	16,397	5,000	9,009
4815461405301	Snacks Expense	1,200	500	1,199
4815470405301	Recreation Supplies	2,800	0	2,150
4815488405301	T-Shirts	0	0	0
4815498405301	Uniforms	2,600	0	1,014
4815600405401	Mileage	700	250	679
4815605405401	Staff Conf. & Travel	2,000	0	2,040
4815610405401	Personnel Training	1,500	1,500	2,035
4815650405401	Employee Recognition	0	0	0
4815660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>540,769</b>	<b>271,942</b>	<b>418,046</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(182,250)</b>	<b>(226,680)</b>	<b>(102,906)</b>







**Greater Vallejo Recreation District  
Final Budget  
486 - Teen Services  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4864240404101	Grant Funding	0	0	0
4864330404201	Contract Class Income Teen	0	0	0
4864500404401	Program Fees	4,113	0	5,500
4864985404801	Misc. Revenue	100	(20)	325
	<b>Total Revenues</b>	<b>4,213</b>	<b>(20)</b>	<b>5,825</b>
4865000405001	Full Time Salaries	0	0	0
4865010405001	Part Time Wages	0	0	0
4865010405009	Part Time Wages	2,500	0	4,222
4865020405001	Payroll Taxes - Employer	0	0	0
4865020405009	Payroll Taxes - Employer	191	0	323
4865030405001	Worker's Comp.	0	0	0
4865030405009	Worker's Comp.	95	95	160
4865060405001	P.E.R.S. - ER	0	0	0
4865061405001	P.E.R.S. Survivor Benefit	0	0	0
4865070405001	Medical Insurance	0	0	0
4865075405001	Dental Insurance	0	0	0
4865080405001	Life Insurance	0	(2)	0
4865170405101	Telephone	0	0	0
4865218405201	Promotions & Advertising	1,000	0	2,368
4865244405201	Computer Services	100	0	201
4865250405201	Equip Repairs	0	0	0
4865251405201	Security Guards	400	0	624
4865283405201	Misc. Rentals	1,280	0	1,800
4865290405201	N.O.C.	0	0	0
4865330405201	Contract Classes Expense	0	0	0
4865362405201	Special Events	0	0	0
4865369405201	Transportation	0	0	0
4865400405301	Awards	0	0	0
4865424405301	Equipment Replacement	0	0	0
4865426405301	First Aid Supplies	25	0	125
4865428405301	Food Supplies	200	0	261
4865440405301	Office Supplies	395	543	501
4865448405301	Photo Supplies	75	0	650
4865460405301	Program Supplies	776	0	4,000
4865470405301	Recreation Supplies	50	0	250
4865488405301	T-Shirts	0	0	0
4865498405301	Uniforms	0	0	0
4865600405401	Mileage	50	0	102
4865605405401	Staff Conf & Travel	0	0	0
4865610405401	Personnel Training	100	0	200
4865660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>7,237</b>	<b>636</b>	<b>15,787</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(3,024)</b>	<b>(656)</b>	<b>(9,962)</b>







# REACH

## Purpose:

Recreation Equality for All Community's Handicapped (REACH); is GVRD's Therapeutic Recreation Program that serves the mentally and physically challenged population in Vallejo and in other neighboring cities. This program has provided low cost recreation for these participants and their caregivers. The program includes 3-weekly activities, 2-monthly special events, and 2-annual events, including the popular REACH Picnic at Blue Rock Springs Park.

## Responsibilities:

- Provide fulfilling activities supported by qualified staff for REACH participants.
- Provide a safe atmosphere for participants while enabling them to engage in low impact aerobic exercises, sports or games, creative art projects, etc.
- Conduct research and surveys annually to best serve this population, interests and needs.
- Conduct fundraising activities; seek grants and community support to help recover the cost of program activities.

## Goals:

- Continue outreach to care homes and other care givers to increase the attendance in the REACH programs.
- Help participants build both small and large motor skills through low impact aerobics.
- Affect social and fun leisure-time experiences to REACH participants.
- Evaluate programs with the benefits assessment model to improve the quality of programming.
- Due to COVID-19, the REACH programs were canceled. However, staff have been working diligently to revamp and improve the therapeutic services offered.
- The department will recruit and train qualified employees to work with the special needs population.
- The plan is to reopen programming in by spring 2022.



**Greater Vallejo Recreation District  
Final Budget  
490 - REACH  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4904240404101	Grant Funding	0	0	0
4904500404401	Program Fees	3,000	0	3,148
4904510404401	T-Shirts	0	0	0
4904901404801	Fundraisers	0	0	0
	<b>Total Revenue</b>	<b>3,000</b>	<b>0</b>	<b>3,148</b>
4905000405001	Full Time Salaries	0	0	0
4905010405001	Part-Time	0	0	0
4905010405009	Part Time Wages	2,000	0	2,491
4905020405001	Payroll Taxes - Employer	0	0	0
4905020405009	Payroll Taxes - Employer	153	0	191
4905025405001	State Unemployment	0	0	0
4905030405001	Worker's Comp.	0	0	0
4905030405009	Worker's Comp.	76	95	95
4905060405001	P.E.R.S. - ER	0	0	0
4905061405001	P.E.R.S. Survivor Benefit	0	0	0
4905070405001	Medical Insurance	0	0	0
4905075405001	Dental Insurance	0	0	0
4905080405001	Life Insurance	0	0	0
4905110405101	Cellular Phones/Pagers	126	0	120
4905170405101	Telephone	500	0	270
4905222405201	Promotion and Advertising	500	0	500
4905244405201	Computer Services	0	0	0
4905250405201	Equipment Repairs	0	0	0
4905362405201	Special Events	350	0	500
4905422405301	Craft Supplies	0	0	0
4905424405301	Equipment Replacement	0	0	0
4905426405301	First Aid Supplies	53	0	800
4905428405301	Food Supplies	300	0	600
4905440405301	Office Supplies	500	543	500
4905448405301	Photo Supplies	0	0	0
4905460405301	Program Supplies	500	0	1,000
4905470405301	Recreation Supplies	0	0	0
4905498405201	Uniforms	0	0	0
4905560405401	Membership Dues	200	150	200
4905600405401	Mileage	300	0	300
4905605405401	Staff Conf. & Travel	525	0	500
4905610405401	Personnel Training	300	0	300
4905640405401	Subscriptions	0	0	0
4905650405401	Employee Recognition	0	0	0
4905660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>6,383</b>	<b>788</b>	<b>8,367</b>
	<b>Excess Revenue (Expenditures)</b>	<b>(3,383)</b>	<b>(788)</b>	<b>(5,219)</b>







# COMMUNITY CENTERS

## Purpose

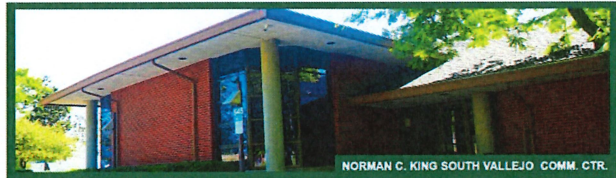
The Community Centers serve residents by developing a wide variety of recreation programs and leisure contract classes that meet the needs of a diverse community. Each facility provides small meeting rooms and halls with large capacity for events such as family gatherings, celebrations, fundraisers, and trainings.

## Responsibilities

- Schedule facility reservations for private parties, business and non-profit events.
- Implement procedures and maintain safe Community Centers for public service.
- Schedule, organize, implement and evaluate a variety of recreational and social activities.
- Design programs to meet community needs.
- Input and maintain programs and facility reservations through our recreation software.
- Enforce District policies and rules for the use of the facilities.

## Goals

- Continuous training in the recreation software for registrations and facility reservations.
- Evaluate contract classes to improve the quality of programming.
- Review current operations for each facility, and develop new staff goals and objectives for programming and facility use.
- Expand the number and variety of Leisure Service Contract classes.
- Promote and advertise Community Centers to increase facility reservations and use of the facilities.
- Maintain and upgrade the facilities and equipment available at each facility.





**Greater Vallejo Recreation District  
Final Budget  
450 - Vallejo Community Center  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4504300404201	Building Fees	24,530	364	22,516
4504330404201	Contract Classes Income	25,150	(68)	28,700
4504350404201	Security Fees	3,915	0	3,888
4504985404801	Misc. Revenue	0	0	
	<b>Total Revenues</b>	<b>53,595</b>	<b>296</b>	<b>55,104</b>
4505000405001	Full Time Salaries	55,553	55,553	51,923
4505010405001	Part Time Wages	49,860	6,000	48,875
4505020405001	Payroll Taxes - Employer	4,620	4,620	4,492
4505030405001	Worker's Comp.	4,008	4,008	3,827
4505060405001	P.E.R.S. - ER	13,727	13,727	14,346
4505061405001	P.E.R.S. Survivor Benefit	25	25	18
4505070405001	Medical Insurance	7,089	7,089	10,508
4505075405001	Dental Insurance	623	623	1,053
4505077405001	Vision Insurance	62	62	104
4505080405001	Life Insurance	139	139	139
4505100405101	Alarm	3,000	2,000	3,000
4505110405101	Cellular Phones/Pagers	600	450	720
4505140405101	P.G. & E.	0	0	0
4505140405109	P.G. & E.	10,962	10,300	10,962
4505160405101	Sewers Services	720	0	720
4505170405101	Telephone	2,280	2,000	2,880
4505216405201	Printing	0	0	0
4505218405201	Promotions & Advertising	500	50	1,000
4505240405201	Building Maintenance & Repairs	0	0	0
4505240405209	Building Maintenance & Repairs	2,800	2,000	2,800
4505244405201	Computer Services	0	0	0
4505251405201	Security Guards	3,770	0	3,744
4505258405201	Office Equipment Repairs	0	0	0
4505281405201	Leased Equipment	1,320	1,200	1,440
4505282405201	Maintenance Contracts	3,200	1,000	3,200
4505290405201	N.O.C.	0	0	0
4505330405201	Contract Classes Expense	15,090	(24)	18,655
4505412405301	Landscape & Grounds	3,500	200	2,510
4505424405301	Equipment Replacement	440	0	450
4505426405301	First Aid Supplies	150	0	240
4505436405301	Janitorial Supplies	5,200	800	5,200
4505440405301	Office Supplies	2,000	200	1,600
4505448405301	Photo Supplies	0	0	0
4505470405301	Recreation Supplies	250	0	400
4505476405301	Safety Equipment	95	0	300
4505484405301	Soda Supplies	0	0	0
4505490405301	N.O.C.	0	0	0
4505498405301	Uniforms	760	0	550
4505505405401	Auto Allowance	0	0	0
4505560405401	Membership Dues	250	150	150
4505600405401	Mileage	200	100	200
4505605405401	Staff Conf. & Travel	613	0	800
4505610405401	Personnel Training	200	0	200

4505650405401	Employee Recognition	0	0	0
4505660405401	Employee Recruitment	0	0	0
4505690405401	N.O.C.	0	0	0
	<b>Total Expenditures</b>	<b>193,606</b>	<b>112,272</b>	<b>197,006</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(140,011)</b>	<b>(111,976)</b>	<b>(141,902)</b>



**Greater Vallejo Recreation District  
Final Budget  
451 - Foley Cultural Center  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4514300404201	Building Fees	75,000	(8,863)	82,000
4514330404201	Contract Classes Income	78,488	40,798	77,624
4514350404201	Security Fees	22,950	(5,800)	19,170
	<b>Total Revenues</b>	<b>176,438</b>	<b>26,135</b>	<b>178,794</b>
4515000405001	Full Time Salaries	55,553	55,553	32,643
4515010405001	Part Time Wages	54,015	5,840	64,220
4515020405001	Payroll Taxes - Employer	4,938	4,938	5,386
4515025405001	State Unemployment	0	0	0
4515030405001	Worker's Comp.	4,166	4,166	3,678
4515060405001	P.E.R.S. - ER	13,727	13,727	8,608
4515061405001	P.E.R.S. Survivor Benefit	25	25	12
4515070405001	Medical Insurance	3,713	3,713	1,350
4515075405001	Dental Insurance	1,664	1,664	1,457
4515077405001	Vision Insurance	160	160	139
4515080405001	Life Insurance	139	139	93
4515100405101	Alarm	2,247	2,247	3,200
4515110405101	Cellular Phones/Pagers	600	600	720
4515140405101	P.G. & E.	0	0	0
4515140405109	P.G. & E.	56,620	44,200	56,620
4515160405101	Sewers Services	872	0	720
4515170405101	Telephone	2,640	2,640	2,940
4515216405201	Printing	0	0	0
4515218405201	Promotions & Advertising	500	50	1,000
4515240405201	Building Maintenance & Repairs	0	0	0
4515240405209	Building Maintenance & Repairs	4,650	4,650	5,220
4515244405201	Computer Services	574	0	0
4515250405201	Equipment Repairs	0	0	0
4515251405201	Security Guards	22,100	0	18,460
4515281405201	Leased Equipment	0	0	0
4515282405201	Maintenance Contracts	7,410	5,960	6,610
4515290405201	N.O.C.	0	0	0
4515330405201	Contract Classes Expense	51,017	26,518	50,456
4515412405301	Landscape & Grounds	5,250	300	4,960
4515424405301	Equipment Replacement	2,680	0	3,000
4515426405301	First Aid Supplies	240	0	240
4515436405301	Janitorial Supplies	7,500	550	7,500
4515440405301	Office Supplies	875	250	550
4515454405301	Postage	0	0	100
4515470405301	Recreation Supplies	500	0	600
4515476405301	Safety Equipment	150	0	300
4515490405301	N.O.C.	0	0	0
4515498405301	Uniforms	800	0	765
4515505405401	Auto Allowance	0	0	0
4515560405401	Membership Dues	370	150	150
4515600405401	Mileage	660	400	420
4515605405401	Staff Conf. & Travel	490	0	400
4515610405401	Personnel Training	150	0	200

4515650405401	Employee Recognition	0	0	0
4515660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>306,995</b>	<b>178,440</b>	<b>282,717</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(130,557)</b>	<b>(152,305)</b>	<b>(103,923)</b>



**Greater Vallejo Recreation District  
Final Budget  
720 - North Vallejo Community Center  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
7204220404101	City of Vallejo	0	0	0
7204300404201	Building Fees	17,573	(284)	19,748
7204330404201	Contract Classes Income	3,000	0	2,700
7204350404201	Security Fees	1,890	(130)	2,430
7204985404801	Misc. Revenue	0		0
	<b>Total Revenues</b>	<b>22,463</b>	<b>(414)</b>	<b>24,878</b>
7205000405001	Full Time Salaries	55,553	55,553	32,643
7205010405001	Part Time Wages	21,930	2,500	27,630
7205020405001	Payroll Taxes - Employer	2,483	2,483	2,587
7205025405001	State Unemployment	0	0	0
7205030405001	Worker's Comp.	2,946	2,936	2,289
7205060405001	P.E.R.S. - ER	13,727	13,727	8,608
7205061405001	P.E.R.S. Survivor Benefit	24	24	12
7205070405001	Medical Insurance	7,089	7,089	1,350
7205075405001	Dental Insurance	623	623	1,457
7205077405001	Vision Insurance	62	62	139
7205080405001	Life Insurance	139	139	93
7205100405101	Alarm	1,300	500	1,300
7205110405101	Cellular Phones/Pagers	780	0	0
7205140405101	P.G. & E.	0	0	0
7205140405109	P.G. & E.	9,000	7,000	9,000
7205150405101	Pay Telephone	0	0	0
7205160405101	Sewers Services	480	0	720
7205170405101	Telephone	2,040	1,600	2,040
7205200405201	Admin. Overhead	0	0	0
7205216405201	Printing	0	0	0
7205218405201	Promotions & Advertising	500	50	1,000
7205240405201	Building Maintenance & Repairs	0	0	0
7205240405209	Building Maintenance & Repairs	900	900	1,200
7205244405201	Computer Services	0	0	0
7205250405201	Equip Repairs	750	0	750
7205251405201	Security Guards	1,820	0	2,340
7205252405201	Exterior Maintenance	0	0	0
7205256405201	Janitorial Services	0	0	0
7205258405201	Office Equipment Repairs	0	0	0
7205281405201	Leased Equipment	0	0	960
7205282405201	Maintenance Contracts	3,040	1,500	2,540
7205290405201	N.O.C.	0	0	0
7205330405201	Contract Classes Expense	1,800	0	1,620
7205362405201	Special Events	0	0	0
7205412405301	Landscape & Grounds	1,110	700	1,110
7205422405301	Craft Supplies	0	0	0
7205424405301	Equipment Replacement	1,000	1,000	1,000
7205426405301	First Aid Supplies	150	0	240
7205428405301	Food Supplies	0	0	0
7205434405301	Irrigation & Plumbing Supplies	0	0	0
7205436405301	Janitorial Supplies	3,000	500	3,000
7205440405301	Office Supplies	600	100	550

7205444405301	Paint Supplies	0	0	0
7205450405301	Plant Equipment Repair Parts	0	0	0
7205454405301	Postage	0	0	100
7205470405301	Recreation Supplies	0	0	0
7205476405301	Safety Equipment	0	0	300
7205490405301	N.O.C.	0	0	0
7205498405301	Uniforms	500	0	430
7205550405401	Insurance	0	0	0
7205560405401	Membership Dues	188	0	0
7205600405401	Mileage	420	0	420
7205605405401	Staff Conf. & Travel	625	0	400
7205610405401	Personnel Training	200	0	200
7205650405401	Employee Recognition	0	0	0
7205660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>134,779</b>	<b>98,986</b>	<b>108,027</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(112,316)</b>	<b>(99,400)</b>	<b>(83,149)</b>



**Greater Vallejo Recreation District  
Final Budget  
721 - South Vallejo Community Center  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
7214220404101	City of Vallejo	0	0	0
7214300404201	Building Fees	25,824	(566)	27,672
7214330404201	Contract Classes Income	10,480	0	10,400
7214350404201	Security Fees	2,295	0	2,700
7214505404401	Registration	0	0	0
7214600404401	UC Berkeley Lawrence Hall	0	0	0
7214900404801	Donations	0	0	0
	<b>Total Revenues</b>	<b>38,599</b>	<b>(566)</b>	<b>40,772</b>
7215000405001	Full Time Salaries	55,553	55,553	51,923
7215010405001	Part Time Wages	43,901	3,500	46,763
7215020405001	Payroll Taxes - Employer	4,364	4,364	4,330
7215025405001	State Unemployment	0	0	0
7215030405001	Worker's Comp.	3,782	3,769	3,747
7215060405001	P.E.R.S. - ER	13,727	13,727	14,346
7215061405001	P.E.R.S. Survivor Benefit	24	24	18
7215070405001	Medical Insurance	3,713	3,713	10,508
7215075405001	Dental Insurance	1,664	1,664	1,053
7215077405001	Vision Insurance	160	160	104
7215080405001	Life Insurance	139	139	139
7215100405101	Alarm	1,050	1,050	1,420
7215110405101	Cellular Phones/Pagers	600	600	720
7215140405101	P.G. & E.	0	0	0
7215140405109	P.G. & E.	17,640	16,000	17,640
7215160405101	Sewers Services	756	0	720
7215170405101	Telephone	3,540	2,200	3,540
7215200405201	Admin. Overhead	0	0	0
7215216405201	Printing	0	0	0
7215218405201	Promotions & Advertising	500	50	1,000
7215240405201	Building Maintenance & Repairs	0	0	0
7215240405209	Building Maintenance & Repairs	3,000	2,000	3,000
7215244405201	Computer Services	0	0	0
7215250405201	Equipment Repairs	2,000	5	2,000
7215251405201	Security Guards	2,210	0	2,600
7215252405201	Exterior Maintenance	0	0	0
7215256405201	Janitorial Services	0	0	0
7215258405201	Office Equipment Repairs	0	0	0
7215281405201	Leased Equipment	960	300	960
7215282405201	Maintenance Contracts	3,000	1,800	3,000
7215290405201	N.O.C.	0	0	0
7215330405201	Contract Classes Expense	6,288	0	6,240
7215412405301	Landscape & Grounds	1,400	1,000	1,400
7215424405301	Equipment Replacement	0	0	0
7215426405301	First Aid Supplies	150	0	240
7215428405301	Food Supplies	0	0	0
7215436405301	Janitorial Supplies	3,800	1,900	3,800
7215440405301	Office Supplies	1,800	800	1,600
7215454405301	Postage	0	0	100
7215470405301	Recreation Supplies	0	0	0

7215476405301	Safety Equipment	0	0	300
7215490405301	N.O.C.	0	0	0
7215498405301	Uniforms	760	0	515
7215505405401	Auto Allowance	0	0	0
7215550405401	Insurance	0	0	0
7215560405401	Membership Dues	188	0	150
7215600405401	Mileage	480	200	480
7215605405401	Staff Conf. & Travel	625	0	800
7215610405401	Personnel Training	200	0	200
7215650405401	Employee Recognition	0	0	0
7215660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>177,974</b>	<b>114,518</b>	<b>185,356</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(139,375)</b>	<b>(115,084)</b>	<b>(144,584)</b>







## COMMUNITY PROGRAMS & CHILDREN'S WONDERLAND

### **Purpose:**

To host or co-sponsor a wide range of city-wide recreational activities including those taking place in Children's Wonderland. Activities include larger annual events and small activities for all ages. Annual events such as: Breakfast with Santa, Santa Visits, Winter at Wonderland Tree Lighting, Pup'kin Patch (Costume Contest and Pooch Parade), Holiday Toy Giveaway, Turkey Giveaway, Thumper's Eggtravaganza, Family Campout, Summer Movie Nights, Ties and Tiaras (Mommy, son, Daddy, daughter dance), Nightmare on Glenn Street and the Pumpkin Patch are designed especially for families with small children, taking place at both Children's Wonderland Park and at community centers.

Shakespeare in the Park, 4<sup>th</sup> of July Parade, Vallejo Sports Hall of Fame, Juneteenth, and Waterfront Weekend are co-sponsored activities open to all ages and take place at various locations throughout Vallejo.

### **Updates:**

#### Community Programs:

This fiscal year it was extremely challenging implementing community programs and events. Departmental staff had to be more resourceful, creative, and extremely safe with the rise of COVID-19.

This year programs looked a lot different from normal. The recreation team planned, organized, and hosted several drive-thru events throughout 2020. Some of them include: Drive-in movies at Dan Foley Park, Boo! Drive and Dash trick-or-treat trail, Drive-thru Turkey Giveaway, Holiday Toy Giveaway, Santa Visits (in partnership with Vallejo Fire Department) and a Virtual Tree Lighting Celebration.







### Responsibilities:

- Ensure CW is a safe and well maintained park for families to enjoy.
- Provide city-wide community event programming to Vallejo residents.
- Provide safe and age appropriate events with trained staff.

### Goals:

- Continue to develop innovative programming and grow participation at community events.
- Provide safe, healthy, and fun events for all ages, populations to the communities served by GVRD.
- Manage all registration for programs through Sportsman Recreation Software.
- Evaluate programs annually to improve the quality of programming.
- Continue to seek new partnerships, stakeholders, sponsors, and funding to enhance and expand program offerings.

### Updates:

#### Children's Wonderland

- A new Pumpkin Carriage and Pirate Ship were added to the collection of attractions at Children's Wonderland Park and took the place of the old Pumpkin Carriage and Fire Truck.
- Children's Wonderland closed due to COVID-19 in March of 2020.

- GVRD Staff worked hard to establish a re-opening plan and safely and successfully reopened Children's Wonderland Park on May 21, 2021.





**Greater Vallejo Recreation District  
Final Budget  
415 Children's Wonderland  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4154500404401	Program Fees	0	0	0
4154810404701	Group Reservations	11,400	0	7,500
4154820404701	Entrance Fees	32,900	0	22,500
4154840404701	Concessions	5,000	0	3,000
4154860404701	Special Events	8,270	0	7,525
4154900404801	Donations	0	0	0
4154985404801	Misc. Revenue	4,020	0	1,080
	<b>Total Revenues</b>	<b>61,590</b>	<b>0</b>	<b>41,605</b>
4155000405001	Full Time Salaries	16,120	16,120	0
4155010405001	Part Time Wages	0	0	0
4155010405009	Part Time Wages	69,953	2,500	69,303
4155020405001	Payroll Taxes - Employer	234	226	0
4155020405009	Payroll Taxes - Employer	5,351	191	5,302
4155030405001	Worker's Comp.	613	767	0
4155030405009	Worker's Comp.	2,660	3,327	2,631
4155060405001	P.E.R.S. - ER	3,797	4,448	0
4155061405001	P.E.R.S. Survivor Benefit	7	5	0
4155070405001	Medical Insurance	2,363	1,560	0
4155075405001	Dental Insurance	208	270	0
4155077405001	Vision Insurance	21	27	0
4155080405001	Life Insurance	46	78	0
4155100405101	Alarm	1,000	318	1,000
4155110405101	Cellular Phones/Pagers	400	7	400
4155140405101	P.G. & E.	0	1,918	0
4155140405109	P.G. & E.	3,600	0	3,600
4155170405101	Telephone	0	1,200	0
4155218405201	Promotions & Advertising	3,500	0	3,500
4155240405201	Building Maintenance & Repairs	0	1,400	0
4155240405209	Building Maintenance & Repairs	2,500	25	2,500
4155244405201	Computer Services	0	0	25
4155283405201	Misc. Rentals	1,500	0	1,500
4155362405201	Special Events	7,986	0	7,870
4155400405301	Awards	0	0	0
4155426405301	First Aid Supplies	300	0	240
4155428405301	Food Supplies	2,800	1,000	2,800
4155436405301	Janitorial Supplies	2,500	700	700
4155440405301	Office Supplies	1,000	0	1,310
4155448405301	Photo Supplies	0	1,200	0
4155460405301	Program Supplies	5,000	100	5,500
4155470405301	Recreation Supplies	500	0	500
4155488405301	T-Shirts	1,000	0	2,100
4155498405301	Uniforms	1,000	0	1,808
4155600405401	Mileage	300	0	300
4155605405401	Staff Conf & Travel	0	0	300
4155610405401	Personnel Training	500	0	250
4155660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>136,759</b>	<b>37,387</b>	<b>113,439</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(75,169)</b>	<b>(37,387)</b>	<b>(71,834)</b>

**Greater Vallejo Recreation District  
Final Budget  
465 - Community Programs  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4654810404701	Group Reservations	0	0	0
4654860404701	Special Events	4,238	200	10,925
4654865404701	Breakfast with Santa	1,320	0	1,500
4654900404801	Donations	1,000	3,798	5,000
4654906404801	Art and Concert in the Park	0	0	2,500
4654908404701	75th Anniversary	0	32	0
	<b>Total Revenues</b>	<b>6,558</b>	<b>4,030</b>	<b>19,925</b>
4655000405001	Full Time Salaries	0	0	39,756
4655010405001	Part Time Wages	0	110	0
4655010405009	Part Time Wages	38,954	3,800	39,312
4655020405001	Payroll Taxes - Employer	0	125	576
4655020405009	Payroll Taxes - Employer	2,980	291	3,007
4655030405001	Worker's Comp.	0	0	1,510
4655030405009	Worker's Comp.	1,481	1,476	1,493
4655060405001	P.E.R.S. - ER	0	0	11,137
4655061405001	P.E.R.S. Survivor Benefit	0	0	12
4655070405001	Medical Insurance	0	0	5,004
4655075405001	Dental Insurance	0	0	415
4655077405001	Vision Insurance	0	0	41
4655080405001	Life Insurance	0	0	93
4655170405101	Telephone	1,360	800	1,360
4655218405101	Promotion	2,000	800	3,046
4655240405201	Building Maintenance & Repairs	300	0	250
4655244405401	Computer Services	250	0	0
4655362405201	Special Events	7,000	7,963	8,648
4655363405201	Rock the Block	0	0	0
4655365405201	Breakfast with Santa	2,100	0	1,500
4655368405201	Community Programs (SWAG)	10,000	0	4,000
4655440405301	Office Supplies	1,000	700	1,000
4655560405401	Membership Dues	225	127	500
4655600405401	Mileage	500	150	500
4655605405401	Staff Conf. & Travel	1,000	0	1,000
4655660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>69,150</b>	<b>16,342</b>	<b>124,160</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(62,592)</b>	<b>(12,312)</b>	<b>(104,235)</b>







# SPORTS

## Purpose

The function of the Sports Department is to provide a dynamic District-wide schedule of sports activities. The focus will be to provide safe programming at sports fields and facilities throughout Vallejo and promote new sports and fitness programs to increase the variety of skills and competitive sports along with health and wellness opportunities. We will implement user agreements to work with local leagues and teams to follow rules, regulations, and guidelines.

## Responsibilities

- Conduct registration for programs through Sportsman Recreation Software.
- Maintain quality, independent contractors, sports coaches, and officials.
- Provide well maintained sports equipment and fields at numerous sites including, but not limited to Dan Foley Sports Complex, Wardlaw Park, Washington Park, Richardson Park, and various school sites in cooperation with VCUSD.
- Maintain professional surveillance of fields and facilities.
- Provide youth sports classes, programs, camps, and adult sports to the community.

## Goals

- Establish a Sports Board with local leagues and teams to create a cohesive plan to accommodate their rental needs.
- Provide year-round sports programs, to encourage participants to join the Sports Department.
- Maintain quality independent contractors to operate a variety of youth and adult sports and break camps.
- Increase after school recreation, competitive sports programs, and promote more adult leagues.
- Assess, evaluate field preparedness, and maintain safe sports fields and facilities for leagues and teams.





**Greater Vallejo Recreation District  
Final Budget  
460 - Sports  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
4604500404401	Contract Classes Income	4,725	8,817	22,652
4604525404401	Youth League	57,313	2,200	22,250
4604530404401	Facility Rentals	19,100	24,854	23,305
4604535404401	Tournaments	0	0	0
4604560404401	Adult Leagues	6,200	1,200	4,200
4604645404501	Babe Ruth Income	0	0	0
4604975404801	Mayor's Cup Revenue	0	0	0
4604985404801	Misc. Revenue	0	0	0
	<b>Total Revenues</b>	<b>87,338</b>	<b>37,071</b>	<b>72,407</b>
4605000405001	Full Time Salaries	58,920	58,920	62,649
4605010405001	Part Time Wages	0	0	0
4605010405009	Part Time Wages	46,507	7,500	40,639
4605011405001	Part Time Wages - Seasonal	0	0	0
4605020405001	Payroll Taxes - Employer	854	854	908
4605020405009	Payroll Taxes - Employer	3,558	600	3,109
4605025405001	State Unemployment	0	0	0
4605030405001	Worker's Comp.	2,240	2,240	2,379
4605030405009	Worker's Comp.	1,768	1,768	1,543
4605060405001	P.E.R.S. - ER	13,879	13,879	16,521
4605061405001	P.E.R.S. Survivor Benefit	25	25	24
4605070405001	Medical Insurance	2,700	2,700	2,700
4605075405001	Dental Insurance	0	0	0
4605077405001	Vision Insurance	0	0	0
4605080405001	Life Insurance	185	185	185
4605110405101	Cellular Phones/Pagers	600	600	600
4605140405101	P.G. & E.	0	0	0
4605140405109	P.G. & E.	15,000	15,000	16,000
4605170405101	Telephone	975	975	975
4605206405201	Coach Stipend	750	0	750
4605218405201	Promotions & Advertising	750	750	750
4605222405201	Sports Officials	2,100	1,100	2,700
4605244405201	Computer Services	246	246	246
4605311405201	ASA Fees	200	150	200
4605330405201	Contract Classes Expense	3,308	6,171	15,856
4605400405301	Awards	0	0	100
4605424405301	Equipment Replacement	0	0	0
4605440405301	Office Supplies	250	642	250
4605460405301	Program Supplies	8,807	6,807	9,176
4605480405301	Miscellaneous Supplies	0	0	0
4605480405309	Sports Supplies	2,028	2,028	2,788
4605498405301	Uniforms	1,000	500	1,000
4605560405401	Membership Dues	150	150	150
4605600405401	Mileage	480	480	480
4605605405401	Staff Conf. & Travel	0	0	700
4605660405401	Employee Recruitment	0	0	0
	<b>Total Expenditures</b>	<b>167,281</b>	<b>124,270</b>	<b>183,378</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(79,943)</b>	<b>(87,199)</b>	<b>(110,971)</b>







# AQUATICS

## Purpose

The function of the Aquatics Department is to provide a dynamic schedule of aquatic activities for Vallejo. The focus will be to provide safe and streamlined aquatic operations and programming at Cunningham Aquatic Complex that promote leisure recreation activities and fitness programs to increase variety of swimming skills along with health and wellness.



## Responsibilities

- Conduct registrations, reservations, and entrance fees for aquatic programs.
- Maintain highly trained staff of lifeguard and swim instructors.
- Provide a well maintained and safe facility with program equipment.
- Maintain the safety of patrons while in the pool.
- Assist patrons with first aid and emergency care when necessary.
- Provide qualified training courses, swim lessons, and youth camps to the community.
- Ensure all local and state operating codes are met for pool operation.

## Goals

- Operate the Cunningham Aquatic Complex as a year-round facility.
- Provide a comprehensive aquatic training program based on the community demand that includes: swimming lessons, lap swim, water exercise, recreation swim, safety classes, swim camps, and Jr. Lifeguard programs.
- Provide competitive aquatic sports activities for elementary school, middle school, high school, and adults in cooperation with VCUSD and other vendors.
- Maintain trained staff to operate a variety of youth and adult programs.
- Evaluate programs to improve quality of future programming.

## Facility Updates

- New plaster in the 50-meter Olympic pool.
- 10 feet of new decking around the perimeter of the Olympic pool.
- Added a third outdoor shower that is ADA compliant.
- Updated the pump room.
  - Installed a Venturi Chlorine feeder system.
  - Updated the filter pit with new filters and re-plastered the walls in the pit.
  - Installed a new main circulation pump.
- Added ADA wheelchair cut-outs in the bleachers.

- Installed a new fence between the bleachers and the Olympic pool.
- Added a rear exit walkway that is ADA compliant.
- Added a new hydraulic lift that is ADA Compliant.
- Added a removable set of stairs in the shallow end that is ADA Compliant.
- Took out the 3-Meter-high dive and installed two 1-meter spring boards.
- Movable Shallow End
  - Re-machined all 4 hydraulic rams.
  - Installed a new hydraulic pump to raise/lower the shallow end floor.
  - New hydraulic lines installed.
- Installed a new state-of-the-art toddler pool.
  - 25-foot X 45-foot in size.
  - Depth is ranging from 1.5 feet to 3.5 feet.
  - This pool will be mainly used for younger children, Swim Lessons, and Recreation Swim.

**BEFORE**



**AFTER**





**Greater Vallejo Recreation District  
Final Budget  
730 - Cunningham Pool  
FY 2021-2022**

<u>Account #</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
7304220404101	City of Vallejo	0	0	0
7304330404301	Contract Classes	0	0	0
7304400404301	Group Lessons	45,864	18,450	147,300
7304407404301	Private Lessons	22,000	5,000	27,500
7304421404301	Concessions	1,800	0	5,800
7304430404301	Program Fees	3,000	3,000	9,525
7304435404301	Special Events	0	0	0
7304440404301	Entry Fees	11,335	66,816	42,868
7304450404301	Aquatic Camps	46,000	19,200	104,140
7304460404301	Facility Rental	53,452	55,984	79,252
7304900404801	Donations	0	0	0
7304985404801	Misc. Revenue	1,100	344	1,100
	<b>Total Revenues</b>	<b>184,551</b>	<b>168,794</b>	<b>417,485</b>
7305000405001	Full Time Salaries	64,362	69,744	65,286
7305010405001	Part Time Wages	107,348	107,000	286,821
7305010405009	Part Time Wages	150,000	150,000	200,000
7305020405001	Payroll Taxes - Employer	9,145	9,145	22,888
7305020405009	Payroll Taxes - Employer	11,475	11,475	15,300
7305025405001	State Unemployment	0	0	0
7305030405001	Worker's Comp.	6,529	6,529	13,370
7305030405009	Worker's Comp.	5,905	5,905	7,594
7305060405001	P.E.R.S. - ER	16,932	16,932	19,012
7305061405001	P.E.R.S. Survivor Benefit	25	49	24
7305070405001	Medical Insurance	9,452	9,452	10,008
7305075405001	Dental Insurance	830	830	830
7305077405001	Vision Insurance	82	82	82
7305080405001	Life Insurance	185	185	185
7305100405101	Alarm	1,684	1,684	1,684
7305110405101	Cellular Phones/Pagers	1,032	1,032	1,032
7305140405101	P.G. & E.	0	0	0
7305140405109	P.G. & E.	95,000	78,255	95,000
7305141405101	Tecogen	0	0	0
7305141405109	Tecogen	20,000	20,000	20,000
7305160405101	Sewers Services	4,000	0	4,000
7305170405101	Telephone	3,492	3,492	3,492
7305200405201	Admin. Overhead	0	0	0
7305218405201	Promotions & Advertising	3,450	2,100	3,450
7305240405201	Building Maintenance & Repairs	0	0	0
7305240405209	Building Maintenance & Repairs	4,240	4,240	4,240
7305244405201	Computer Services	500	500	500
7305250405201	Equip Repairs	2,000	2,000	2,000
7305262405201	Plant Equipment Repairs	3,700	3,700	7,700
7305282405201	Maintenance Contracts	1,200	2,995	1,200
7305283405201	Misc. Rentals	600	0	600
7305290405201	N.O.C.	0	0	0
7305330405201	Contract Class Expense	0	0	0
7305362405201	Special Events	250	0	500
7305400405301	Awards	960	200	960

7305412405301	Buildings & Grounds	0	943	0
7305426405301	First Aid Supplies	1,010	450	1,010
7305434405301	Irrigation & Plumbing Supplies	0	0	0
7305436405301	Janitorial Supplies	5,100	5,100	5,100
7305440405301	Office Supplies	1,265	2,089	4,005
7305444405301	Paint Supplies	400	0	400
7305450405301	Plant Equipment Repair Parts	0	345	0
7305452405301	Pool Chemical Supplies	0	0	0
7305452405309	Pool Chemical Supplies	41,200	37,188	45,000
7305454405301	Postage	100	100	100
7305460405301	Program Supplies	7,855	7,855	13,566
7305461405301	Concessions	3,900	650	5,400
7305476405301	Safety Equipment	4,105	1,100	4,105
7305482405301	Small Tools	350	350	350
7305488405301	T-Shirts	5,985	4,660	5,985
7305490405301	N.O.C.	0	0	0
7305510405401	Credit Card Expenses	700	700	700
7305550405401	Insurance	0	0	0
7305560405401	Membership Dues	700	700	700
7305600405401	Mileage	800	150	800
7305605405401	Staff Conf. & Travel	850	850	1,300
7305610405401	Personnel Training	2,580	2,580	2,580
7305660405401	Employee Recruitment	450	450	450
	<b>Total Expenditures</b>	<b>601,729</b>	<b>573,786</b>	<b>879,310</b>
	<b>Excess Revenues (Expenditures)</b>	<b>(417,178)</b>	<b>(404,992)</b>	<b>(461,825)</b>







**Greater Vallejo Recreation District  
Final Budget  
Capital Improvements  
FY 2021-2022**

<u>Account # 906</u>	<u>Description</u>	<u>Budget FY 20-21</u>	<u>Est. Actual FY 20-21</u>	<u>Budget FY 21-22</u>
	CP Renovations	0	0	0
	City of Vallejo Participatory Budget	80,000	80,000	130,000
	Excess Revenue	575,000	575,000	250,000
	General Fund - Capital Improvement	80,000	80,000	1,778,000
	Measure K	190,000	190,000	967,000
	Impact Fees	320,000	320,000	0
	Measure K Carryover	275,000	275,000	0
	<b>Total Revenues</b>	<b>1,520,000</b>	<b>1,520,000</b>	<b>3,125,000</b>
906-8004-01-70-01	CP Renovations	0	635,804	
901-8504-01-80-01	10 Year Master Plan	80,000	70,000	
906-8017-01-70-01	Human Resource Information System	50,000	0	
906-8018-01-70-01	Email/Server/Cloud Upgrades	75,000	11,502	
906-8020-01-70-01	Facility Assessment with GIS	90,000	60,000	
906-8021-01-70-01	Amador Complex ADA Phase 1	200,000	200,000	
906-8022-01-70-01	Pool ADA Restrooms	150,000	150,000	
906-8023-01-70-01	Richardson Offices/Restrooms/Code Up	100,000	50,000	
906-8024-01-70-01	Trucks (2 Parks/1 Facilities)	90,000	127,943	
906-8025-01-70-01	Scoreboards for Ballfields	75,000	62,542	
906-8026-01-70-01	VCC Kitchen Phase 1	450,000	8,253	
906-8027-01-70-01	Document Management System	80,000	80,000	
906-8028-01-70-01	Landscape Setterquist	40,000	40,000	
906-8029-01-70-01	Landscape South Vallejo	40,000	40,000	
	<b>Measure K:</b>			
906-8030-01-70-09	Spray Truck			65,000
906-8031-01-70-09	1 Truck - Facilities			45,000
906-8032-01-70-09	1 Truck - Parks			40,000
906-8033-01-70-09	1 Riding Mower 7'			25,000
906-8034-01-70-09	Video Security Upgrades			10,000
906-8035-01-70-09	Amador - Bocce Ball Shade			50,000
906-8036-01-70-09	Amador - Bleachers			25,000
906-8037-01-70-09	BRS-Shade Structures-Picnic Area-2(Pine Hill/Grove)			75,000
906-8038-01-70-09	BRS-Trash Receptacles, Benches, Amenities			25,000
906-8039-01-70-09	BRS-Restroom Improvements			70,000
906-8040-01-70-09	Ascot-Blue Rock Corridor-Pathway			25,000
906-8041-01-70-09	CW-Shade Structures			80,000
906-8042-01-70-09	Dan Foley-Park Entrance Landscaping			40,000
906-8043-01-70-09	Glen Cove School-Lights (LED conversion)			10,000
906-8044-01-70-09	Grant Mahony-Lighting			40,000
906-8045-01-70-09	Henry Ranch-Lights (LED conversion)			15,000
906-8046-01-70-09	Lake Dalwigk-Fix Park Lighting/Upgrade			40,000
906-8047-01-70-09	North Vallejo-Field Lighting Assessment			10,000
906-8048-01-70-09	Richardson-Automatic Gate			25,000
906-8049-01-70-09	Wilson Grandstand Storage-Roof Coverings			30,000
906-8050-01-70-09	Wilson Utility-Roof Coverings			7,000
	<b>Total Measure K</b>			<b>752,000</b>
	<b>Excess Revenue:</b>			
906-8051-01-70-01	VCC-Kitchen Remodel			250,000
	<b>Total Excess Revenue</b>			<b>250,000</b>



**Capital Improvement:**

906-8052-01-70-01	Sweeper Truck	65,000
906-8053-01-70-01	Email/Web Upgrades	20,000
906-8054-01-70-01	Data Storage-Hard Files/Blue Prints	10,000
906-8055-01-70-01	Data Storage-Archives	10,000
906-8056-01-70-01	Tech Updates parks/bldgs (WIFI)	30,000
906-8057-01-70-01	Amador Complex Upgrades Phase 1	200,000
906-8058-01-70-01	Amador-Signs	8,000
906-8059-01-70-01	395 Office Bldg-Roof Coverings	80,000
906-8060-01-70-01	395 Office Bldg-HVAC Distribution System	60,000
906-8061-01-70-01	401 Office Bldg-Roof Coverings	80,000
906-8062-01-70-01	401 Office Bldg-HVAC Distribution System	60,000
906-8063-01-70-01	BRS-Shade Structures-Picnic Area-2(Pine Hill/Grove)	75,000
906-8064-01-70-01	BRS-Pathways	75,000
906-8065-01-70-01	Ascot-Blue Rock-Pathway	25,000
906-8066-01-70-01	Castlewood/CP-New ADA Single Use Restrooms	150,000
906-8067-01-70-01	Castlewood/CP-Rem. Exist. ADA Restrooms & Showers	150,000
906-8068-01-70-01	Cunningham Aquatics Center-Roof Coverings	80,000
906-8069-01-70-01	Dan Foley-Lake Room Ceiling	50,000
906-8070-01-70-01	FCC-Exit Signs & Emergency Lighting	50,000
906-8071-01-70-01	Franklin	100,000
906-8072-01-70-01	Grant Mahony-Remodel Bldg Interior	220,000
906-8073-01-70-01	Grant Mahony Bldg-Roof Coverings	45,000
906-8074-01-70-01	Hanns-Pathway Improvements	50,000
906-8075-01-70-01	Highlands-Security Lighting	25,000
906-8076-01-70-01	Richardson-Office Electrical Upgrade	60,000

**Total Capital Improvement****1,778,000****Participatory Budgeting:**

906-8077-01-70-01	Setterquist-Landscape	40,000
906-8078-01-70-01	Setterquist-Fitness Stations	50,000
906-8079-01-70-01	SVCC-Landscape	40,000

**Total Participatory Budgeting****130,000**

<b>Total Expenditures</b>	<b>1,520,000</b>	<b>1,536,044</b>	<b>2,910,000</b>
<b>Excess Revenues (Expenditures)</b>	<b>0</b>	<b>(16,044)</b>	<b>215,000</b>







## GREATER VALLEJO RECREATION DISTRICT FEE SCHEDULE

Activities	FY 2021-2022
<b>Sports</b>	
<b>Fee (Resident/Non-Resident)</b>	
<b>Adult Sports</b>	
Adult Softball	\$425 + \$50 (sportsman fee)
Co-Ed League Softball	\$425 + \$50 (sportsman fee)
On-site storage	per contract agreement with District
<b>Grizzlies Sports (age 9-14)</b>	
Volleyball	\$90/\$95
Soccer	\$90/\$95
Basketball	\$90/\$95
Flag Football	\$90/\$95
Tennis	\$90/\$95
Run, Jump, Throw	FREE
Jr Giants (Youth)	FREE
Sports Camp	\$160/\$170 (Summer, Spring Break, Thanksgiving)
<b>Cubbies Sports (age 3-8)</b>	
Cubbies Soccer	\$80/\$85
Cubbies T-Ball	\$80/\$85
Cubbies Basketball	\$80/\$85
Cubbies Tennis	\$80/\$85
Cubbies Flag Football	\$80/\$85
Cubbies Volleyball	\$80/\$85
Sports Camp	\$160/\$170 (Summer, Spring Break, Thanksgiving)
Jr Warriors	\$80/\$85 - \$90/\$95
<b>Aquatics</b>	
<b>Fee (Resident/Non-Resident)</b>	
<b>Daily Fees (Lap / Recreation Swim)</b>	
4 Yrs and Under	\$2/\$2.50
5 Yrs - 55 Yrs.	\$5/\$6
Seniors	\$4/\$5.50

Lap Swim Pass (20 Swims)	\$95/\$114
Lap Swim Pass Seniors (20 Swims)	\$75/\$95
<b>Water Exercise</b>	
Adults 13 - 55	\$5; \$45 pass (10 visits)
Seniors 55+	\$4; \$35 pass (10 visits)
User Group W/ Insurance	\$10 per lane per hour
High School Lane Rate	\$3.50/\$5 per lane per hour
<b>Community rental</b>	
4 lane shallow or deep end	\$80 per hour + \$150 Deposit
Whole pool	\$160 per hour + \$150 Deposit
<b>Safety Classes</b>	
Lifeguard Train Recertification	\$85/\$90
Lifeguard Training	\$175/\$185
Lifeguard Instructor	\$190/\$200
Water Safety Instructor	\$190/\$200
Community CPR / First Aid	\$75/\$85
<b>Aquatic Camps</b>	
Guardstart	\$160 Res; \$170 Non- Res
Davey Jones Aquatic Camp	\$160 Res; \$170 Non- Res
Junior Guards	\$180/\$190 Two week Mon - Thur
Life Guard Academy	1/2 Summer \$220
After School at the Pool (ASAP)	\$220/\$230
<b>Swim Lessons</b>	
Parent/Tot	
Weekday	\$50/\$55
Saturday	\$25/\$30 (Two Saturdays)
4-5 Yrs Swim Lessons	
Weekday	\$50/\$55
Saturday	\$25/\$30 (Two Saturdays)
Lessons Level 1-6	
Weekday	\$50/\$55
Saturday	\$25/\$30 (Two Saturdays)
Private Lessons	\$25/\$30



<b>REACH</b>	<b>Fee (Resident/Non-Resident)</b>
Expressive Arts	\$20 Per Month
Reachersize	\$20 Per Month
Sports	\$20 Per Month
Dances	\$8/\$10
Picnic	\$8/\$10
<b>Youth Programs</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Kids Club</b>	
Before School	\$162/mo./Prorated \$81
After School	\$230/mo./Prorated \$115
Kindergarten After School	\$288/mo./Prorated \$144
Daily Drop In- BSP	\$15
Daily Drop In- ASP	\$40
Kids Club Punch Pass (6)	\$100
Kids Club Punch Pass (12)	\$150
<b>Teens</b>	
Dances	\$10
5th Grade Event	\$30/\$35 at the door
Babysitters Club (training)	\$125, \$8 hour class
Youth Advisory Board	\$40
<b>Special Events</b>	<b>Fee (Resident/Non-Resident)</b>
Egg Hunt	\$5
Breakfast with Santa	\$15
Pup-Kin Patch	\$10
<b>Break Camps</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Winter/Holiday</b>	
Regular	\$125 (4 days flat rate) / \$135
Kinder	\$170/\$180
Spring	\$35/\$45 (per day)
Regular	\$160/\$170 (5 days flat rate)
COVID Camp	\$180

<b>Top of the Bay - Summer</b> At VCC	
Lego University	\$160/wk.(Flat rate)
Summer Camp Punch Pass	\$125 (per 5 visits)
Kinder Camp	\$175/wk.(Flat rate)
Culinary Camp (Dan Foley)	\$160/wk.(Flat rate)
Punch Pass x 5	\$175 (12 Punch Passes)
FRESH Camp (CW)	\$160/wk.(Flat rate)
Tech-Letics Camp	\$160/wk.(Flat rate)
Counselor in Training Camp	\$40/wk.(Flat rate)
<b>Special Events</b>	<b>Fee (Resident/Non-Resident)</b>
Fishing in the City	Free
Easter Egg Hunt	\$5
Breakfast with Santa	\$15
Rock the Block Concert	\$5
Movie Nights / CARFLIX	\$5 per car
<b>Children's Wonderland</b>	<b>Fee (Resident/Non-Resident)</b>
Individual Entry Fee	\$3/\$4
Group Rate (10 tickets or more)	\$3 each/res.; \$3.50 each/non-res.
Pass (20 visits)	\$75/\$90
Picnic Area	\$80/\$90(sm) \$50/\$60 (md) \$100/\$110
Special Event /Per HR	\$180/\$200 plus deposit and security
<b>Birthday/Picnic Reservations</b>	
Resident	\$150 - 2 hrs.
Non-Resident	\$160 - 2 hrs.
Themed Party/Nerf Party	\$300/\$310 - 3 hrs.
Free Day, 1 per month	Free



<b>Community Center Fee Schedule</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Foley Cultural Center</b>	(Rate 2 Hour Minimum)
<b>Category I</b>	
Kitchen	\$58/hour / \$69/hour
Lake Room	\$114/hour / \$137/hour
Vista Room	\$58/hour / \$69/hour
Refreshment Center	\$51/hour / \$61/hour
Arbor Room	\$47/hour / \$56/hour
Oak Room	Not Available
Pine Room	Not Available
Elm Room	Not Available
<b>Private Party</b>	
Lake, Kitchen, Refreshment Ctr	\$950 @ 5 hours/ \$1140 @ 5 hrs.
Over 5 Hours	\$190/hour / \$228 per hr.
Vista Room, Refreshment Center	\$90/hour / \$108/hour
<b>Category II</b>	(Non-Profit 2 Hour Minimum)
Kitchen	\$51/hour / \$61/hour
Lake Room	\$87/hour / \$105/hour
Vista Room	\$46/hour / \$55/hour
Refreshment Center	\$38/hour / \$46/hour
Arbor Room	\$29/hour / \$35/hour
Oak Room	Not Available
Pine Room	Not Available
Elm Room	Not Available
<b>North Vallejo Community Center</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Category I</b>	
Banquet or Great Rooms	\$58/hour / \$69/hour
Kitchen	\$33/hour / \$40/hour
Craft Room	\$35/hour / \$42/hour
<b>Private Party</b>	
Banquet or Great Rooms	\$495 @ 5 hours / \$590 @ 5 hours
Over 5 Hours	\$99/hour / \$118/hour
Banquet, Great Room, and Kitchen	\$690 @ 5 hours/\$830 @ 5 hours
<b>Category II</b>	
Banquet or Great Rooms	\$44/hour / \$53/hour
Kitchen	\$26/hour / \$32/hour
Craft Room	\$28/hour / \$34/hour

<b>Norman C. King, SVCC</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Category I</b>	
Multi-Purpose Room #1	\$53/hour / \$63/hour
Multi-Purpose Room #2	\$53/hour / \$63/hour
Multi-Purpose Room #1 & #2	\$106/hour / \$126/hour
Conference Room	\$35/hour / \$42/hour
Arts/Craft Room	\$35/hour / \$42/hour
Game Room	\$42/hour / \$50/hour
Kitchen	\$53/hour / \$63/hour
<b>Private Party</b>	
Multi-Purpose 1 or 2 and Kitchen	\$495 @ 5 hours / \$590 @ 5 hours
Over 5 Hours	\$99/hour / \$118/hour
Multi-Purpose 1 and 2 and Kitchen	\$690 @ 5 hours / \$830 @ 5 hours
Over 5 Hours	\$138/hour / \$166/hour
<b>Category II</b>	
Multi-Purpose Room #1	\$44/hour / \$53/hour
Multi-Purpose Room #2	\$44/hour / \$53/hour
Multi-Purpose Room #1 & #2	\$88/hour / \$106/hour
Conference Room	\$28/hour / \$34/hour
Arts/Craft Room	\$28/hour / \$34/hour
Game Room	\$35/hour / \$42/hour
Kitchen	\$44/hour / \$53/hour
<b>Vallejo Community Center</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Category I</b>	<b>(Rate 2 Hour Minimum)</b>
Kitchen and Refreshment Bar	\$50/hour / \$60/hour
Auditorium/Foyer	\$124/hour / \$150/hour
Foyer	\$50/hour / \$60/hour
Club Room	\$32/hour / \$38/hour
Teen Room	\$32/hour / \$38/hour
<b>Private Party</b>	
Kitchen/Refreshment Bar/Foyer	\$530 @ 5 hours / \$635 @ 5 hours
Over 5 Hours	\$106/hour / \$127/hour
Kitchen/Refresh. Bar/Foyer/Auditorium	\$795 @ 5 hours / \$950 @ 5 hours
Over 5 Hours	\$159/hour / \$190/hour
<b>Category II</b>	
Kitchen and Refreshment Bar	\$42/hour / \$50/hour
Auditorium/Foyer	\$101/hour / \$121/hour
Foyer	\$42/hour / \$50/hour
Club Room	\$28/hour / \$34/hour
Teen Room	\$28/hour / \$34/hour



<b>Community Center</b>	<b>Additional Fees</b>
<b>Banquet Seating</b>	<b>Set-up/Take-Down</b>
Up to 80	\$150
Up to 100	\$150
Up to 150	\$150
Up to 200	\$150
Up to 250	\$225
Up to 300	\$225
Up to 350	\$225
Up to 400	\$270
Up to 450	\$270
Up to 500	\$270
<b>Theater Seating</b>	<b>Set-up/Take-Down</b>
Up to 150	\$75
Up to 200	\$85
Up to 300	\$95
Up to 400	\$105
Up to 500	\$115
Up to 600	\$125
Additional Custodial Charge	
<b>Deposits</b>	
Foley	\$750 (refundable cleaning deposit)
VCC	\$400 (refundable cleaning deposit)
N. King	\$400 (refundable cleaning deposit)
NVCC	\$400 (refundable cleaning deposit)
Public Address System Rental	\$50 Audio / \$50 Projection
Security Officer	\$27/hour per officer
Surcharge	\$25
Additional Custodial	\$50 per hour
<b>401 Auditorium</b>	<b>Fee (Resident/Non-Resident)</b>
Category I	\$33/hour
Category II	\$26/hour

<b>Administrative</b>	<b>Fee (Resident/Non-Resident)</b>
Audit Copy	\$5 each
Board Agenda (without attachments) Emailed	N/C
Board Agenda (without attachments) US Mail	\$2 per agenda
Board Agenda (with attachments) Emailed	N/C
Board Agenda (with attachments) US Mail	\$5 per packet
Bound Documents (up to 80 pages)	\$10
Budget Copy (unbound back-to-back)	\$10
Budget Copy (bound)	\$25
Documents copied to a CD (up to 50mb)	\$7
FAX Fee	\$5
Mailing & Handling Fee	1-9 pgs. \$2.00/\$10+\$5.00
Return Check Fee	\$25
Return Check Fee (prior to notice)	\$10
Plan Sets	Determined by actual cost per set
<b>Park Reservation</b>	<b>Fee (Resident/Non-Resident)</b>
<b>Field Rentals All Fields</b>	
Resident Non-Profit	\$14/hr. 2 hr. minimum
Non Resident Non-Profit	\$17/hr. 2 hr. minimum
Resident Profit	\$32/hr. 2 hr. minimum
Non Resident Profit	\$37/hr. 2 hr. minimum
Dan Foley Artificial Turf Fields-Resident	\$42/hr. 2 hr. minimum
Dan Foley Artificial Turf Fields-Non-Resident	\$50/hr. 2 hr. minimum
Dan Foley Concession Stand	\$30/day Mon-Fri; \$40/day Sat-Sun
Pickball Courts	\$12/hr Flat Rate
Tennis Courts	\$12/hr Flat Rate
Basketball Courts	\$12/hr Flat Rate
Bocce Ball Courts	\$12/hr Flat Rate
Foot Golf Course	\$12.00/per person
<b>Field Prep (Baseball &amp; Softball)</b>	
Resident Non-Profit	\$40/prep.
Non Resident Non-Profit	\$45/prep.
Resident Profit	\$45/prep.
Non Resident Profit	\$50/prep.



<b>Lights @ all Sites</b>	
Resident	\$25/hr. 2 hr. minimum
Non Resident	\$30/hr. 2 hr. minimum
<b>Dan Foley Park Picnic Area</b>	
Lakeview East	\$95/\$113
Lakeview West	\$90/\$107
Lakeview Entire	\$185/\$221
Meadows	\$90/\$107
Willow Glen	\$90/\$107
Mountain View	\$205/\$245
<b>Blue Rock Springs Picnic Area</b>	
Lower Vista Area	\$90/\$117
Upper Vista	\$90/\$117
Vista Entire	\$180/\$221
Grove	\$155/\$185
Pines	\$185/\$221
Lake Area	\$65/\$77
Parkview	\$65/\$77
Trailside	\$65/\$77
Peacock Roost	\$65/\$77
Playground Vista	\$80/\$96
Blue Rock Terrace	\$65/\$77
<b>Crest Ranch Park</b>	
Crest Ranch Park, Highland	\$65/\$85
<b>Hanns Park</b>	
Hanns Park	\$95/\$123
<b>Richardson Park</b>	
Richardson Park	\$70/\$77
<b>Highlands Park</b>	
Highlands Park	\$40/\$52
<b>Jumper House Permit</b>	
Blue Rock, Dan Foley, Richardson	\$25/day
Crest Ranch Park, Highland, Hanns	

<b>Vehicle Admission Fees</b>	
Dan Foley Park	\$5 Day
Blue Rock Springs	\$5 Day
<b>Special Event Fees</b>	
All Parks	TBD
Security/Cleaning Deposit	TBD
Alcohol Permit	\$30
Sound Permit	\$30
<b>GVRD Activity Guide</b>	<b>Fee (Resident/Non-Resident)</b>
Full page, back cover	\$1,250
Full page, inside cover (front/back)	\$1,125
Full page, inside (non-glossy, guts)	\$1,000
1/2 page	\$600
1/4 page	\$400
1/8 page	\$200
<b>Digital GVRD Activity Guide</b>	<b>Fee (Resident/Non-Resident)</b>
Full page, back cover	\$350
Full page, inside cover (front/back)	\$300
Full page, inside (non-glossy, guts)	\$300
1/2 page	\$200
1/4 page	\$150
1/8 page	\$100







## *GVRD Glossary of Budget Terms and Acronyms*

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**ACCOUNT** - A classification of expenditure or revenue. Example: "Office Expense" is an account in "Services and Supplies" object category.

**ACCOUNTS PAYABLE** - A short-term liability reflecting amounts owed private persons or organizations for goods or services received.

**ACCOUNTS RECEIVABLE** - An asset account reflecting amounts due from private persons or organizations for goods and services provided (excluding amounts due from other funds or other governments).

**ACCRUAL BASIS** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**ACCRUED EXPENSES** - Expenses incurred but not paid.

**ACCRUED REVENUE** - Revenues earned but not received.

**APPROPRIATION** - A legal authorization granted by the Board to make expenditures and to incur obligations for specific purposes. An appropriation expires at the end of the Fiscal Year.

**AUTHORIZED POSITIONS** - Positions included in the District's salary resolution and for which funding may or may not be provided in the budget.

**BALANCE SHEET** - The financial statement disclosing the assets, liabilities and fund equity or net assets of an entity at a specified date in conformity with Generally Accepted Accounting Principles (GAAP).

**BASIS OF ACCOUNTING** - A term used to refer to when revenues, expenditures, expenses, and transfers—and the related assets and liabilities—are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the modified accrual or the full accrual basis.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget usually is a financial plan for a single fiscal year.

**BUDGET UNIT** - The classification of the budget expenditure requirements into appropriate, identified or organizational units deemed necessary or desirable for control and information related to a particular financial operation or program.

**BUDGETARY CONTROL** - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**BUDGETED POSITIONS** - The number of full-time equivalent positions to be funded in the budget. Budgeted positions should not be confused with "authorized" positions, which are positions that may or may not be funded in the budget.

**CAPITAL EXPENDITURES** - Expenditures resulting in the acquisition of or addition to the District's fixed assets.

**CAPITAL PROJECT FUND** - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

**CASH BASIS** - A basis of accounting under which transactions are recognized when cash is received or disbursed.

**CASH FLOW** - Cash from net collections available for expenditure payments at any given point.

**CDBG** - Community Development Block Grant

**COLA** - Cost of living adjustment

**CONTINGENCY** - An amount of specified appropriations of a fund, appropriated for unforeseen expenditure requirements.



## *GVRD Glossary of Budget Terms and Acronyms*

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**CONTRACTED SERVICES** - Expenditures for services rendered under contract by personnel who are not on the payroll of the jurisdiction, including all related expenses covered by the contract.

**CURRENT LIABILITIES** - Liabilities which are payable within one year.

**CURRENT RESOURCES** – Spendable financial resources of a governmental unit which are available to meet expenditures of the current fiscal year.

**DEFERRED REVENUE** – Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

**DEFICIT** - (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

**DEPARTMENT** – An organizational unit used by District management to group programs of like nature.

**DESIGNATION** - For government fund types, a segregation of a portion of the unreserved fund balance to indicate tentative plans for financial resource utilization in a future period, such as for general contingencies, equipment replacement, financing receivables, etc.

**DUE TO OTHER AGENCIES** - A short-term liability account reflecting amounts owed by the District to an outside government agency for goods or services provided.

**EMPLOYEE BENEFITS** - Amounts paid on behalf of employees, not included in the gross salary. Examples are group health or life insurance payments, contributions to employee retirement,

workers' compensation payments, and dental, vision and unemployment insurance payments.

**ENCUMBRANCE** - An obligation in the form of a purchase order, contract, or other commitment related to unperformed contracts for goods and services.

**EXPENDITURE** - Decrease in net financial resources under the current financial resources measurement focus not properly classified as *other financing uses*.

**EXPENSES** - Outflows or other depletion of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

**EXTRA HELP POSITION** - A non-regular, temporary position created to meet a peak workload or other unusual work situation; can include seasonal or recurrent intermittent employment.

**FINAL BUDGET** - Approved legal spending plan for a fiscal year. By statute, the Board of Directors must approve the Final Budget.

**FISCAL YEAR** - A twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FIXED ASSETS** - A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$1,000.

**FTE** – Full Time Equivalent Position. A full or part-time position converted to a decimal equivalent of a full-time position based on 2,080 hours per year (a 40 hour week). For example, an extra-help laborer working for four months or 690 hours would be equivalent to .33 of a full-time position (FTE).

**FUND** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and

## *GVRD Glossary of Budget Terms and Acronyms*

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other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** - The excess of assets of a fund over its liabilities reported in a governmental fund. A portion of this balance may be available to finance the succeeding year's budget.

**FUND EQUITY** - The net difference of assets over liabilities.

**FY** - Fiscal Year

**GASB** – Governmental Accounting Standards Board. The authoritative accounting and financial reporting standard-setting body for government entities.

**GVRD** – Greater Vallejo Recreation District.

**GENERAL FUND REVENUES** - Non-specific program revenues, which include such items as property taxes, fees, interest earnings, etc. These are revenues not specified or dedicated to a particular program, but may be allocated at the discretion of the Board of Directors.

**GRANT** - A contribution from one governmental unit to another, usually made for a specific purpose and time period.

**INTERNAL CONTROL STRUCTURE** - Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

**JPA** - Joint Powers Authority

**MATCH** - Refers to a cost sharing ratio for a State or Federal program which requires a District General Fund contribution of a certain amount or percentage to qualify.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** Basis of accounting according to which (a) revenues are recognized in the

accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due. Measurable, relates to the amount being determinable. Available, indicates it will be received within 90 days of the fiscal year end.

**MOU** - Memorandum of Understanding

**OTHER CHARGES** - A category of appropriations for payment to an agency, institution, or person outside the District.

**OPEB** - Other Post Employment Benefit

**PERS** - Public Employees Retirement System

**PROGRAM REVENUE** - Revenue which is derived from and dedicated to specific program operations.

**PROPOSED BUDGET** - The working document for the fiscal year under discussion.

**PROPOSITION 12** – Passed by the voters in March 2000, gave the State authority to issue \$2.1 billion in bonds to fund watershed protection, water quality improvement, wildlife habitat conservation, preservation of open space and farmland threatened by unplanned development, and to repair and improve the safety of state and neighborhood parks.

**PROPOSITION 13** – Passed by the voters in a tax limitation initiative in November 1978. This tax limitation measure provides for: 1) a one (1) percent tax limit exclusive of tax rates to repay existing voter-approved bonded indebtedness, 2) assessment restrictions establishing 1975 level values for all property with allowable increase of 2% annually and reappraisal to current value upon change in ownership and new construction, 3) a two-thirds vote requirement to increase State taxes, and 4) a two-thirds vote of the electorate for local agencies to impose "special taxes".



## *GVRD Glossary of Budget Terms and Acronyms*

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**PROPOSITION 40** – Passed by the voters in March 2002, provided a \$2.6 billion bond for natural resource conservation, parks and historical and cultural resources.

**REAL PROPERTY** - Land and the structures attached to it.

**REGULAR POSITION** - Any permanent position in the District classification system approved and funded by the Board of Directors.

**REIMBURSEMENT** - Payment received for services or supplies expended on behalf of another institution, agency, or person.

**RESERVE** - An account used to set aside and maintain a portion of fund balance, which is legally or contractually restricted for future use or not available for expenditure.

**REVENUE** - Money received to finance ongoing District services. Examples: property taxes, fees, and State and Federal grants.

**SALARIES AND EMPLOYEE BENEFITS** - An object category of expenditure, which establishes all expenditures for employee related costs.

**SALARY SAVINGS** - The dollar amount of salaries expected to be saved due to vacancies and turnover of employees.

**SECURED ROLL** - Assessed value of real property, such as land, buildings, improvements, secured personal property or anything permanently attached to land.

**SECURED TAXES** - Taxes levied on real properties which are "secured" by a lien on the properties.

**SERVICES AND SUPPLIES** - An object category of expenditure which establishes expenditures for the operating expenses of GVRD departments and programs.

**SPECIAL DISTRICT** - Independent unit of local government generally organized and funded

through assessments to the beneficiaries of the district to perform a specific function(s) for a specific area. Example: GVRD

**SUPPLEMENTAL TAX ROLL** - The Supplemental Property Tax Roll is a result of legislation enacted in 1983 and requires an assessment of property whenever a change in the status of the property occurs during the year.

**TAX RATE** - The rate per one hundred dollars applied to the assessed valuation base necessary to produce the tax levy.

**UNSECURED TAX** - A tax on properties such as office furniture, equipment, and boats, which are not secured by real property owned by the assessee.

**Parks  
Make  
Life  
Better!**<sup>SM</sup>