

## 5008 – MARINA AND AQUATICS – AQUATICS

### Mission Statement

The mission of the Aquatics Program is to provide a comprehensive swim program and superior facility for all ages at the Community Swimming Pool.

### Program Description

The Community Pool functions as a year-round swimming pool providing recreation opportunities and health and wellness programs for the entire community. The Aquatics Program includes American Red Cross Swim Lessons, adult lap swim programs, recreation swimming for families, birthday party packages, teen parties, private facility rentals, fitness classes, infant and preschool programs, lifeguard training classes, Water Safety Instructor classes, special events, masters swimming, youth swim team, adult intensive swim camp, Lipman School Educational Programs, scuba diving classes, and special needs swim programs.

### Budget Line Item Descriptions

#### 52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Safety clothing	1,900	1,859	1,859	1,859

#### 52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Central alarm system services	1,235	1,209	1,209	1,209
Telephone service	<u>570</u>	<u>570</u>	<u>570</u>	<u>570</u>
<b>Total</b>	<b>1,805</b>	<b>1,779</b>	<b>1,779</b>	<b>1,779</b>

#### 52232 Maintenance – Structural

	2009/10	2010/11	2011/12	2012/13
Pool Chemicals	18,050	17,622	17,622	17,622

#### 52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Office supplies	665	665	665	665
Monthly passes, punch passes, day camp passes and wrist bands	<u>285</u>	<u>285</u>	<u>285</u>	<u>285</u>
<b>Total</b>	<b>950</b>	<b>950</b>	<b>950</b>	<b>950</b>

**52235 Professional Services**

	2009/10	2010/2011	2011/2012	2012/2013
Water Aerobics Instructor	9,500	9,500	9,500	9,500
Swim Coach	<u>1,520</u>	<u>1,520</u>	<u>1,520</u>	<u>1,520</u>
<b>Total</b>	<b>11,020</b>	<b>11,020</b>	<b>11,020</b>	<b>11,020</b>

**52241 Special Department Expense**

	2009/10	2010/2011	2011/2012	2012/2013
American Red Cross training materials, certification fees, service support fees, and books	1,425	1,425	1,425	1,425
Summer sports/aquatic camp (new)	1,425	1,425	1,425	1,425
Swim Camp – Adult (sponsored event)	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<b>Total</b>	<b>23,400</b>	<b>23,012</b>	<b>5,350</b>	<b>5,350</b>

**52242 Small Tools & Supplies**

	2009/10	2010/2011	2011/2012	2012/2013
Pool operating supplies including kickboards, rescue tubes, ring buoys, lifeguard umbrellas, swimming supplies for sale (caps, goggles, etc.), and CPR first aid supplies.	3,040	3,040	3,040	3,040

**52243 Travel and Training**

	2009/10	2010/2011	2011/2012	2012/2013
California Aquatics Management School (Asilomar)	665	665	665	0

**52244 Utilities**

	2009/10	2010/2011	2011/2012	2012/2013
PG&E	48,000	49,200	49,200	49,200
Water and Sewer	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Total</b>	<b>63,000</b>	<b>64,200</b>	<b>64,200</b>	<b>64,200</b>

**53300 Equipment**

	2009/10	2010/2011	2011/2012	2012/2013
Pool Vacuum			6,000	

Department/Division: 5040 Marina						Park and Recreation Fund	
						2011/12	Fund 550
						Finance	2012/13
Account and Title:						Department	Recommended
	2007/08	2008/09	2009/10	2010/11	2011/12	Projections	Budget
	Actual	Actual	Actual	Actual	Approved		
	Expended	Expended	Expended	Expended	Budget		
<b>SALARIES</b>							
51101 Salaries	203,632	221,808	185,314	172,331	189,686	173,000	185,183
51201 Part-time Salaries	111,301	124,672	131,688	149,072	190,524	140,000	186,714
51301 Overtime	561	0	138	3,698	500	1,000	500
<b>Total Salaries</b>	<b>315,493</b>	<b>348,480</b>	<b>317,139</b>	<b>325,100</b>	<b>380,710</b>	<b>314,000</b>	<b>372,396</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	21,074	34,311	32,444	28,569	31,867	34,000	38,390
51503 Employee Paid Pers Contribution	6,217	0	-	-	-	-	-
51506 Life Insurance	770	778	505	480	747	500	739
51507 Medicare Tax	4,679	5,131	4,710	4,884	5,513	5,000	5,392
51508 Social Security Tax	6,006	6,503	5,099	7,336	11,813	8,000	11,576
51509 Flexible Benefits	23,930	25,329	15,437	13,463	15,973	15,973	17,066
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	1,497	1,606	1,107	1,063	1,544	1,100	1,507
51602 Dental Insurance	3,449	3,401	2,494	2,287	2,280	2,280	2,280
51603 Vision Insurance	1,274	1,256	904	935	1,075	100	1,129
51605 Employee Assistance Program	128	136	73	78	80	80	78
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	423	417	421	421	420	420	420
51710 Deferred Compensation				6,642		5,489	3,903
<b>Total Benefits</b>	<b>76,097</b>	<b>85,428</b>	<b>69,612</b>	<b>72,775</b>	<b>77,913</b>	<b>79,542</b>	<b>86,482</b>
<b>INSURANCE</b>							
51800 Liability Insurance	14,084	15,383	18,590	20,681	24,666	24,666	26,801
51810 Worker's Compensation	12,080	13,194	15,945	17,739	22,013	22,013	23,740
<b>Total Insurance</b>	<b>26,164</b>	<b>28,577</b>	<b>34,535</b>	<b>38,420</b>	<b>46,679</b>	<b>46,679</b>	<b>50,541</b>
<b>SERVICES AND SUPPLIES</b>							
52200 Safety Clothing	567	605	519	2,105	950	500	950
52221 Communications	7,198	4,258	3,325	4,110	2,850	4,000	2,850
52231 Equipment Maintenance	5,316	3,938	8,907	7,043	5,493	7,000	5,493
52232 Maint. Structures/Improvement.Grounds	44,245	38,073	40,264	50,355	40,870	50,000	40,870
52233 Memberships	275	0	275	463	275	400	275
52234 Office Expense	36,877	31,551	34,763	31,477	28,661	30,000	28,661
52235 Professional Services	590	3,375	7,071	11,710	7,000	5,000	7,000
52236 Equipment Rental	0	0	-	-	-	-	-
52241 Special Department Expense	21,230	17,224	5,846	10,751	19,114	7,000	19,114
52242 Small Tools & Supplies	0	0	-	7	300	200	300
52243 Travel & Training	613	1,484	560	106	600	1,500	200
52244 Utilities	115,000	116,955	116,528	121,698	80,000	125,000	80,000
<b>Total Services &amp; Supplies</b>	<b>231,910</b>	<b>217,464</b>	<b>218,058</b>	<b>239,825</b>	<b>188,113</b>	<b>230,600</b>	<b>185,718</b>
<b>OTHER</b>							
54500 Depreciation	(2,313,080)	234,506	239,555	239,555	240,000	240,000	240,000
<b>Total Other</b>	<b>(2,313,080)</b>	<b>234,506</b>	<b>239,555</b>	<b>239,555</b>	<b>240,000</b>	<b>240,000</b>	<b>240,000</b>
<b>FIXED ASSETS</b>							
53100 Improvements	39,916	6,000	-	2,350	28,400	28,400	28,400
53300 Equipment							
<b>Total Fixed Assets</b>	<b>39,916</b>	<b>6,000</b>	<b>-</b>	<b>2,350</b>	<b>28,400</b>	<b>28,400</b>	<b>28,400</b>
<b>EXPENDITURE TRANSFERS</b>							
54250 Indirect Costs	132,530	153,982	160,195	142,765	152,152	152,152	151,238
<b>Total Expenditure Transfers</b>	<b>132,530</b>	<b>153,982</b>	<b>160,195</b>	<b>142,765</b>	<b>152,152</b>	<b>152,152</b>	<b>151,238</b>
<b>TOTAL BUDGET</b>	<b>(1,480,970)</b>	<b>1,072,437</b>	<b>1,039,294</b>	<b>1,060,789</b>	<b>1,111,967</b>	<b>1,091,373</b>	<b>1,116,571</b>

## 5040 – MARINA

### Mission Statement

The mission of the Marina is to professionally operate a well-maintained, clean and secure facility with prompt, courteous customer service for boaters and the general public.

### Program Description

The Marina is responsible for the daily operations and maintenance of the Brisbane Marina, which primarily includes maintenance of all docking and flotation systems; maintenance of the buildings adjacent to the marina (marina office and restroom facilities); billing and collections; customer service; promotional activities and marketing; and enforcement of marina rules and regulations.

### Budget Line Item Descriptions

#### 52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Police Safety Aide uniform repair and replacement, foul weather gear	950	950	950	950

#### 52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Covers the cost of telephone, DSL line, paging service and radio communications	2,850	2,850	2,850	2,850

#### 52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Gasoline	1,425	1,425	1,550	1,550
Office equipment repairs	1,330	1,330	1,205	1,205
Copy Machine Contract	1,456	1,456	1,456	1,456
Marina boat maintenance	570	570	1,000	700
Truck maintenance	<u>712</u>	<u>712</u>	<u>282</u>	<u>582</u>
<b>Total</b>	<b>5,493</b>	<b>5,493</b>	<b>5,493</b>	<b>5,493</b>

**52232 Maintenance -- Structures, Improvements & Grounds**

	2009/10	2010/2011	2011/2012	2012/2013
Janitorial contract, restroom supplies, towels, soap, etc.	12,500	12,500	12,300	12,300
Gates and piers, dock boxes, pile caps, electrical outlets and supplies, water faucets, backflows, annual service for fire extinguishers	13,490	13,490	15,295	15,295
Building repairs and maintenance, painting supplies	8,705	8,705	8,000	8,000
Restroom supplies	4,275	4,275	4,275	4,275
Navigational aids repair and maintenance, batteries, bulbs and markers	<u>1,900</u>	<u>1,900</u>	<u>1,000</u>	<u>1,000</u>
<b>Total</b>	<b>40,870</b>	<b>40,870</b>	<b>40,870</b>	<b>40,870</b>

**52233 Memberships**

	2009/10	2010/2011	2011/2012	2012/2013
California Association of Harbormasters and Port Captains	275	275	275	275

**52234 Office Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Advertising	9,126	9,126	9,100	9,200
Credit card transaction fees	13,000	13,000	13,000	13,000
Postage	2,640	2,640	2,640	2,640
General office supplies/data processing	1,615	1,615	1,821	1,821
Software	1,045	1,045	1,000	1,000
Printing and forms	<u>1,235</u>	<u>1,235</u>	<u>1,100</u>	<u>1,000</u>
<b>Total</b>	<b>28,661</b>	<b>28,661</b>	<b>28,661</b>	<b>28,661</b>

**52235 Professional Services**

	2009/10	2010/2011	2011/2012	2012/2013
Disposal costs for lien/abandoned vessels	3,325	3,325	3,880	3,880
Hazardous material handling and disposal	2,375	2,375	2,000	2,000
Lien sales and auction	<u>1,000</u>	<u>1,000</u>	<u>1,120</u>	<u>1,120</u>
<b>Total</b>	<b>6,700</b>	<b>6,700</b>	<b>7,000</b>	<b>7,000</b>

**52241 Special Department Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Sierra Point Environmental Management Association fees, primarily for water testing	17,643	17,643	17,643	17,643
Tide Tables	600	600	616	616
Miscellaneous permits and licenses	<u>855</u>	<u>855</u>	<u>855</u>	<u>855</u>
<b>Total</b>	<b>19,098</b>	<b>19,098</b>	<b>19,114</b>	<b>19,114</b>

**52242 Small Tools & Supplies**

	2009/10	2010/2011	2011/2012	2012/2013
Replacement for lost or broken tools	475	475	300	300

**52243 Travel and Training**

	2009/10	2010/2011	2011/2012	2012/2013
Staff training courses	475	475	400	0
Mileage for staff	<u>760</u>	<u>760</u>	<u>200</u>	<u>200</u>
<b>Total</b>	<b>1,235</b>	<b>1,235</b>	<b>600</b>	<b>200</b>

**52244 Utilities**

	2009/10	2010/2011	2011/2012	2012/2013
Reflects the cost of electricity, water and sewer.				
Reflects the offset for billing the boaters.				
	75,050	75,050	80,000	80,000

**53100 Improvements**

	2009/10	2010/2011	2011/2012	2012/2013
Remodel Boater Restrooms	<u>0</u>	<u>0</u>	<u>28,400</u>	<u>28,400</u>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>28,400</b>	<b>28,400</b>