

Department/Division: 5040 Marina						Marina Fund Fund 550	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	185,314	172,331	175,968	155,610	383,258	496,132	
51201 Part-time Salaries	131,688	149,072	130,663	132,537			
51301 Overtime	138	3,698	1,096	2,777			
Total Salaries	317,139	325,100	307,726	290,925	383,258	496,132	
BENEFITS							
51502 City Pers Contribution	32,444	28,569	32,268	28,080	25,248	59,927	
51503 Employee Paid Pers Contribution	-	-	-	-	-	-	
51506 Life Insurance	505	480	494	464	839	1,562	
51507 Medicare Tax	4,710	4,884	4,645	4,304	5,557	7,194	
51508 Social Security Tax	5,099	7,336	7,125	6,750	11,518	8,536	
51509 Flexible Benefits - Health	15,437	13,463	14,627	36,939	52,415	106,497	
51510 Retiree Health	-	-	-	-	-	-	
51511 Long-Term Disability	1,107	1,063	1,090	915	1,607	3,364	
51602 Dental Insurance	2,494	2,287	2,294	2,287	2,565	5,928	
51603 Vision Insurance	904	935	801	734	1,270	3,082	
51605 Employee Assistance Program	73	78	149	80	90	211	
51704 Auto Allowance	3,610	3,610	3,620	1,256	900	720	
51705 Housing Allowance	3,008	3,008	3,016	1,047	750	600	
51706 Phone Allowance	421	421	422	243	165	132	
51710 Deferred Compensation	-	6,642	5,544	4,317	3,080	8,772	
Total Benefits	69,812	72,775	76,093	87,418	106,004	206,526	
INSURANCE							
51800 Liability Insurance	18,590	20,681	24,647	26,601	15,671	19,377	
51810 Worker's Compensation	15,945	17,739	21,997	23,740	23,900	29,552	
Total Insurance	34,535	38,420	46,644	50,341	39,570	48,929	
SERVICES AND SUPPLIES							
52200 Safety Clothing	519	2,105	240	138	500	2,700	
52221 Communications	3,325	4,110	4,162	6,980	4,200	25,000	
52231 Equipment Maintenance	8,907	7,043	5,740	12,491	4,700	5,500	
52232 Maint. Structures/Improvement Grounds	40,264	50,355	49,939	32,878	45,300	45,300	
52233 Memberships	275	463	275	550	625	625	
52234 Office Expense	34,763	31,477	30,183	33,816	33,650	33,650	
52235 Professional Services	7,071	11,710	630	67,263	11,000	11,000	
52236 Equipment Rental	-	-	-	1,784	2,000	2,000	
52241 Special Department Expense	5,846	10,751	6,984	12,002	8,900	19,114	
52242 Small Tools & Supplies	-	7	-	13	300	2,000	
52243 Travel & Training	560	106	356	671	1,600	6,000	
52244 Utilities	116,528	121,698	126,198	178,799	115,000	115,000	
Total Services & Supplies	218,058	239,825	224,707	347,385	227,775	267,889	
OTHER							
54500 Depreciation	239,555	239,555	239,555	122,028	240,000	240,000	
Total Other	239,555	239,555	239,555	122,028	240,000	240,000	
FIXED ASSETS							
53100 Improvements	-	2,350	-	-	0	230,000	
53300 Equipment	-	-	-	-	-	150,000	
Total Fixed Assets	-	2,350	-	-	-	380,000	
EXPENDITURE TRANSFERS							
54250 Indirect Costs	160,195	142,765	152,152	151,238	145,073	214,863	
Total Expenditure Transfers	160,195	142,765	152,152	151,238	145,073	214,863	
TOTAL BUDGET	1,039,294	1,060,789	1,046,877	1,049,334	1,141,681	1,854,339	

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

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Police Safety Aide uniform repair and replacement, foul weather gear	950	950	500	2,700

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Covers the cost of telephone, DSL line, paging service and radio communications (also create Marina WIFI system)	2,850	2,850	4,200	25,000

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Gasoline	1,550	1,550	1,700	3,400
Office equipment repairs	1,205	1,205	200	200
Copy Machine Contract	1,456	1,456	0	0
Fire Hydrant Extinguisher Maintenance			1,000	1,000
Marina boat maintenance	1,000	700	1,200	300
Truck maintenance	<u>282</u>	<u>582</u>	<u>600</u>	<u>600</u>
Total	5,493	5,493	4,700	5,500

52232 Maintenance -- Structures, Improvements & Grounds

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Janitorial contract, restroom supplies, towels, soap, etc.	12,300	12,300	12,300	12,300
Gates and piers, dock boxes, pile caps, electrical outlets and supplies, water faucets, backflows, annual service for fire extinguishers	15,295	15,295	18,000	18,000
Building repairs and maintenance, painting supplies	8,000	8,000	8,000	8,000
Restroom supplies	4,275	4,275	6,000	6,000
Navigational aids repair and maintenance, batteries, bulbs and markers	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	40,870	40,870	45,300	45,300

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
California Association of Harbormasters and Port Captains	275	275	350	350
Association of Marina Industries			<u>275</u>	<u>275</u>
Total			625	625

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Advertising	9,100	9,200	9,200	9,200
Credit card transaction fees	13,000	13,000	16,800	16,800
Postage	2,640	2,640	3,500	3,500
General office supplies/data processing	1,821	1,821	1,900	1,900
Software	1,000	1,000	1,050	1,050
Printing and forms	<u>1,100</u>	<u>1,000</u>	<u>1,200</u>	<u>1,200</u>
Total	28,661	28,661	33,650	33,650

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Disposal costs for lien/abandoned vessels	3,880	3,880	7,500	7,500
Hazardous material handling and disposal	2,000	2,000	2,000	200
Lien sales and auction	<u>1,120</u>	<u>1,120</u>	<u>1,500</u>	<u>1,500</u>
Total	7,000	7,000	11,000	11,000

52236 Equipment Rental

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Copier			2,000	2,000

52241 Special Department Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Sierra Point Environmental Management Association (SPEMA) and Bay Area Air Quality Management District (BAAQMD) fees	17,643	17,643	7,000	17,643
Tide Tables	616	616	700	616
Oil Spill boom and absorbent pads			1,200	0
Miscellaneous permits and licenses	<u>855</u>	<u>855</u>	<u>0</u>	<u>855</u>
Total	19,114	19,114	8,900	19,114

52242 Small Tools & Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Replacement for lost or broken tools	300	300	300	2,000

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Staff training	400	400	1,600	6,000
Mileage for staff	<u>200</u>	<u>200</u>	<u>0</u>	<u>0</u>
Total	600	600	1,600	6,000

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Reflects the cost of electricity, water and sewer.				
Reflects the offset for billing the boaters.	80,000	80,000	115,000	115,000

53100 Improvements

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Remodel Boater Restrooms	28,400	28,400	0	
Dock Maintenance Project				<u>230,000</u>
Total	28,400	28,400	0	230,000

53300 Equipment

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
New Boat for Marina				150,000