

**Summary of Departmental Budget  
2012/2013  
Parks and Recreation Department**

	Number of positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Recreation Supervisor	2	163,822	82,063
Administrative Assistant	1	64,989	34,105
Office Assistance	0.075	3,320	254
Facility Attendants	2.86	100,720	10,935
Senior Recreation Leader	1.5	47,029	3,598
Recreation Leader	4.81	131,796	10,081
Recreation Leader Aide	0.33	6,883	527
Preschool Teacher	0.3	10,063	770
Van Driver	0.05	1,070	82
Park and Recreation Commissioners	7	4,200	321
Overtime		<u>700</u>	<u>0</u>
<b>Total Salaries and Benefits</b>		<b>534,592</b>	<b>142,736</b>

Department/Division: TOTAL PARKS AND RECREATION ALL DEPARTMENTAL BUDGET						Park and Recreation Fund Fund 550	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
<b>SALARIES</b>							
51101 Salaries	423,183	470,206	406,034	358,113	234,375	234,569	228,811
51201 Part-time Salaries	409,713	433,417	311,360	295,943	313,023	300,188	305,083
51301 Overtime	1,470	717	295	1,066	700	1,100	700
51302 Holiday Pay							
<b>Total Salaries</b>	<b>834,366</b>	<b>904,340</b>	<b>717,689</b>	<b>655,122</b>	<b>548,098</b>	<b>535,857</b>	<b>534,593</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	42,383	88,564	78,072	70,497	43,187	64,270	52,044
51503 Employee Paid Pers Contribution	9,553	0	0	0	0	0	0
51506 Life Insurance	1,382	1,466	1,023	954	1,169	926	1,161
51507 Medicare Tax	12,107	13,320	10,380	9,499	7,937	8,091	7,741
51508 Social Security Tax	23,396	18,485	10,020	9,029	18,001	10,690	17,537
51509 Flexible Benefits	59,085	67,093	75,609	85,875	54,574	72,651	56,319
51511 Long-Term Disability	2,786	3,039	2,135	1,958	1,908	1,672	1,863
51602 Dental Insurance	6,249	7,106	6,094	5,796	3,420	4,939	3,420
51603 Vision Insurance	2,320	2,636	2,252	2,399	1,613	2,163	1,683
51605 Employee Assistance Program	201	232	144	145	120	120	118
51704 Auto Allowance	3,628	3,578	3,610	1,078	0	0	0
51705 Housing Allowance	3,023	2,982	3,008	2,168	0	0	0
51706 Phone Allowance	1,527	1,491	1,504	1,319	840	840	840
<b>Total Benefits</b>	<b>168,586</b>	<b>209,996</b>	<b>193,850</b>	<b>190,716</b>	<b>132,768</b>	<b>166,362</b>	<b>142,736</b>
<b>INSURANCE</b>							
51800 Liability Insurance	37,568	40,399	34,912	38,513	35,512	35,512	38,188
51810 Worker's Compensation	32,223	34,653	24,821	33,034	31,693	31,694	34,082
<b>Total Insurance</b>	<b>69,791</b>	<b>75,052</b>	<b>59,733</b>	<b>71,547</b>	<b>67,205</b>	<b>67,206</b>	<b>72,269</b>
<b>SERVICES AND SUPPLIES</b>							
52200 Safety Clothing	1,161	2,726	0	190	300	100	300
52221 Communications	1,596	1,890	1,630	1,190	1,200	1,200	400
52231 Equipment Maintenance	5,116	3,251	4,232	6,912	3,450	2,200	3,450
52232 Maint. Structures/Improvement.Grounds	19,822	14,846	22,743	16,925	18,300	18,000	18,300
52233 Memberships	725	1,017	1,000	900	1,100	900	900
52234 Office Expense	37,046	26,924	8,890	5,445	12,750	8,850	5,150
52235 Professional Services	127,210	123,279	91,110	91,422	113,411	85,100	101,811
52236 Equipment Rental	17,670	19,984	16,237	13,748	21,350	18,000	16,150
52240 Rental-Real Property							
52241 Special Department Expense	129,861	111,371	55,861	35,778	60,340	49,000	29,840
52242 Small Tools & Supplies	6,649	3,786	23,012	32,018	25,180	21,600	25,180
52243 Travel & Training	6,492	5,121	6,427	9,594	7,980	10,300	5,100
52244 Utilities	130,974	140,597	92,407	98,289	105,000	100,000	105,000
<b>Total Services &amp; Supplies</b>	<b>484,123</b>	<b>454,791</b>	<b>323,549</b>	<b>312,411</b>	<b>370,361</b>	<b>315,250</b>	<b>313,561</b>
<b>FIXED ASSETS</b>							
53100 Improvements	9,246	16,241	2,000	0	12,000	12,000	1,000
53300 Equipment	5,421	7,451	1,938	2,399	20,630	20,450	9,630
<b>Total Fixed Assets</b>	<b>14,666</b>	<b>23,692</b>	<b>3,938</b>	<b>2,399</b>	<b>32,630</b>	<b>32,450</b>	<b>10,630</b>
<b>OTHER</b>							
54500 Depreciation	145,165	160,406	84,289	488,618	84,618	84,618	84,618
56200 Loans							
52900 Contributions	179,467	118,815	49,765	182,057	125,300	125,300	0
<b>Total Other</b>	<b>324,632</b>	<b>279,221</b>	<b>134,054</b>	<b>670,675</b>	<b>209,918</b>	<b>209,918</b>	<b>84,618</b>
<b>EXPENDITURE TRANSFERS</b>							
54250 Indirect Costs	296,432	334,702	121,743	88,142	202,099	202,099	181,413
<b>Total Expenditure Transfers</b>	<b>296,432</b>	<b>334,702</b>	<b>121,743</b>	<b>88,142</b>	<b>202,099</b>	<b>202,099</b>	<b>181,413</b>
<b>TOTAL BUDGET</b>	<b>2,192,596</b>	<b>2,281,795</b>	<b>1,554,556</b>	<b>1,891,012</b>	<b>1,563,080</b>	<b>1,529,142</b>	<b>1,339,840</b>

Department/Division: 5001 Recreation-Administration						Park and Recreation Fund Fund 550	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
<b>SALARIES</b>							
51101 Salaries	204,621	224,577	238,910	190,658	66,569	66,569	64,989
51201 Part-time Salaries	17,487	6,813	7,766	6,090	9,388	6,000	7,520
51301 Overtime	0	0	-	-	100	-	100
<b>Total Salaries</b>	<b>222,108</b>	<b>231,390</b>	<b>246,676</b>	<b>196,747</b>	<b>76,057</b>	<b>72,569</b>	<b>72,608</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	20,490	32,372	34,267	26,239	11,184	11,184	13,473
51503 Employee Paid Pers Contribution	9,553	0	-	-	-	-	-
51506 Life Insurance	571	566	496	427	359	360	351
51507 Medicare Tax	3,260	3,436	3,663	2,939	1,101	1,101	1,051
51508 Social Security Tax	267	170	134	115	582	150	466
51509 Flexible Benefits	17,805	18,715	24,698	26,413	16,537	16,537	17,066
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	1,265	1,247	1,091	914	542	542	529
51602 Dental Insurance	2,312	2,272	2,287	1,988	1,140	1,140	1,140
51603 Vision Insurance	854	840	845	815	538	538	564
51605 Employee Assistance Program	85	92	66	68	40	40	39
51704 Auto Allowance	3,628	3,578	3,610	1,078	-	-	-
51705 Housing Allowance	3,023	2,982	3,008	2,168	-	-	-
51706 Phone Allowance	665	656	662	477	-	-	-
<b>Total Benefits</b>	<b>63,778</b>	<b>66,925</b>	<b>74,826</b>	<b>83,640</b>	<b>32,023</b>	<b>31,592</b>	<b>34,680</b>
<b>INSURANCE</b>							
51800 Liability Insurance	9,723	10,890	12,716	14,023	4,928	4,928	5,186
51810 Worker's Compensation	8,340	9,341	5,783	12,028	4,398	4,398	4,629
<b>Total Insurance</b>	<b>18,063</b>	<b>20,231</b>	<b>18,499</b>	<b>26,051</b>	<b>9,325</b>	<b>9,326</b>	<b>9,815</b>
<b>SERVICES AND SUPPLIES</b>							
52221 Communications	-	-	-	-	-	-	-
52231 Equipment Maintenance	0	145	22	224	850	100	850
52232 Maintenance Structures	-	-	0	0	-	-	-
52233 Memberships	725	900	900	900	1,000	900	800
52234 Office Expense	6,344	8,118	6,120	4,039	7,200	7,200	2,200
52235 Professional Services	8,161	9,108	6,602	6,954	7,500	6,500	-
52240 Rental-Real Property	-	-	0	0	-	-	-
52241 Special Department Expense	858	757	2,028	767	1,690	1,000	1,090
52242 Small Tools & Supplies	264	355	247	33	280	150	280
52243 Travel & Training	5,441	2,820	1,131	2,219	2,580	2,500	-
52244 Utilities	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	<b>21,792</b>	<b>22,202</b>	<b>17,049</b>	<b>15,136</b>	<b>21,100</b>	<b>18,350</b>	<b>5,220</b>
<b>OTHER</b>							
54500 Depreciation	224	4,571	4,322	4,322	4,400	4,400	4,400
<b>Total Other</b>	<b>224</b>	<b>4,571</b>	<b>4,322</b>	<b>4,322</b>	<b>4,400</b>	<b>4,400</b>	<b>4,400</b>
<b>FIXED ASSETS</b>							
53100 Improvements	-	-	-	-	-	-	-
53300 Equipment	-	-	-	-	-	-	-
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>325,965</b>	<b>345,318</b>	<b>361,372</b>	<b>305,895</b>	<b>142,905</b>	<b>136,237</b>	<b>126,724</b>

## 5001 – PARKS AND RECREATION – ADMINISTRATION

### Mission Statement

The mission of the Parks and Recreation Department's Administrative Program is to provide administrative support to the community recreation programs, facilities, and City Parks and Recreation staff; play a prominent role in publicizing the department's role in the community; interacting with various community groups and interested individuals; and to provide staff support to the Parks, Beaches & Recreation Commission.

### Program Description

The Recreation Administrative Program functions to provide leadership support for all Recreation programs; coordinates maintenance and general improvements to City recreation facilities; is responsible for the preparation and dissemination of agendas and minutes of the Parks, Beaches and Recreation Commission; and provides payroll and budgetary functions for the department.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Computer maintenance	710	710	0	0
Office equipment repairs	475	475	500	500
Telephone service calls/hookups	380	380	0	0
Annual contract copier maintenance	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>
<b>Total</b>	<b>1,915</b>	<b>1,915</b>	<b>850</b>	<b>850</b>

#### 52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
California Parks & Recreation Society:				
Agency/Director	380	380	200	200
Recreation Supervisors (2)	600	600	600	400
California Society of Park & Recreation				
Commissioners	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<b>Total</b>	<b>1,180</b>	<b>1,180</b>	<b>1,000</b>	<b>800</b>

**52234 Office Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Postage	1,400	1,400	700	700
Office supplies	1,615	1,615	1,500	1,500
Printing	285	285	0	0
Sign Maker Materials	<u>7,500</u>	<u>7,500</u>	<u>5,000</u>	<u>0</u>
<b>Total</b>	<b>10,800</b>	<b>10,800</b>	<b>7,200</b>	<b>2,200</b>

**52235 Professional Services**

	2009/10	2010/2011	2011/2012	2012/2013
On-Line Registration Fees	5,700	5,700	7,500	0

**52241 Special Department Expense**

	2009/10	2010/2011	2011/2012	2012/2013	
Supplies for Parks & Recreation Commission special events		570	570	500	0
Volunteer and contractual employee's fingerprinting		475	475	1,000	1,000
Special merit awards (plaques and other forms of recognition by the Parks & Recreation Commission)		90	90	100	0
Department of Motor Vehicles Drivers Physicals for Class B drivers and Class B license		<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>
<b>Total</b>		<b>1,225</b>	<b>1,225</b>	<b>1,690</b>	<b>1,090</b>

**52242 Small Tools & Supplies**

	2009/10	2010/2011	2011/2012	2012/2013	
Includes miscellaneous tools, keys, batteries, heavy-duty staples, etc		280	280	280	280

**52243 Travel and Training**

	2009/10	2010/2011	2011/2012	2012/2013
California Parks and Recreation Society Annual Conference:				
Registration (5)	680	680	680	0
Meals (3 days)	0	0	100	0
Lodging (2 nights)	700	700	700	0
Travel	0	0	1,000	0
 California Parks and Recreation Society – Awards Dinner	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
<b>Total</b>	<b>1,480</b>	<b>1,480</b>	<b>2,580</b>	<b>0</b>

Department/Division: 5002 Recreation-Parks & Facility Operations						Park and Recreation Fund Fund 550	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
<b>SALARIES</b>							
51101 Salaries	349						
51201 Part-time Salaries	96,664	99,487	105,862	103,115	75,898	106,000	74,380
51301 Overtime	1,074	481	223	159	500	1,000	500
<b>Total Salaries</b>	<b>98,088</b>	<b>99,988</b>	<b>106,095</b>	<b>103,274</b>	<b>76,398</b>	<b>107,000</b>	<b>74,880</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	(3,591)	12,284	13,242	13,217		14,000	
51506 Life Insurance							
51507 Medicare Tax	1,567	1,676	1,719	1,701	1,101	1,800	1,079
51508 Social Security Tax	9,148	1,915	1,780	1,701	4,706	2,000	4,612
51509 Flexible Benefits		3,952	9,640	12,780		12,800	
51510 Retiree Health	946						
51511 Long-Term Disability							
51602 Dental Insurance	131	656	716	704		704	
51603 Vision Insurance	59	253	270	301		301	
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
<b>Total Benefits</b>	<b>8,260</b>	<b>20,735</b>	<b>27,368</b>	<b>30,405</b>	<b>5,806</b>	<b>31,605</b>	<b>5,680</b>
<b>INSURANCE</b>							
51800 Liability Insurance	2,994	3,206	3,774	4,164	4,924	4,924	5,320
51810 Worker's Compensation	2,568	2,750	3,237	3,571	4,394	4,394	4,748
<b>Total Insurance</b>	<b>5,562</b>	<b>5,956</b>	<b>7,011</b>	<b>7,735</b>	<b>9,318</b>	<b>9,318</b>	<b>10,068</b>
<b>SERVICES AND SUPPLIES</b>							
52200 Safety Clothing	174	0	0	190	300	100	300
52221 Communications	70	0	1,630	1,190	1,200	1,200	400
52231 Equipment Maintenance	5,116	2,796	4,210	6,688	2,100	2,100	2,100
52232 Maint. Structures/Improvement/Grounds	19,613	14,846	22,743	16,925	18,300	18,000	18,300
52233 Memberships			0	0			
52234 Office Expense	288	170	4	207	2,750	500	250
52235 Professional Services	42,645	34,349	33,577	34,902	38,300	35,000	36,100
52236 Equipment Rental	9,531	9,419	9,625	9,576	6,900	8,000	3,700
52240 Rental-Real Property							
52241 Special Department Expense		5	0	205			
52242 Small Tools & Supplies	813	243	367	863	650	400	650
52243 Travel and Training			0	0			
52244 Utilities	71,712	85,416	92,407	98,289	105,000	100,000	105,000
<b>Total Services &amp; Supplies</b>	<b>149,962</b>	<b>147,244</b>	<b>164,563</b>	<b>169,034</b>	<b>175,500</b>	<b>165,300</b>	<b>166,800</b>
<b>OTHER</b>							
54500 Depreciation	64,971	71,951	71,750	477,446	72,000	72,000	72,000
<b>Total Other</b>	<b>64,971</b>	<b>71,951</b>	<b>71,750</b>	<b>477,446</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>
<b>FIXED ASSETS</b>							
53100 Improvements	9,246	16,241	2,000	0	12,000	12,000	1,000
53300 Equipment	3,184	7,451	1,493	1,471	16,750	16,750	8,250
<b>Total Fixed Assets</b>	<b>12,430</b>	<b>23,692</b>	<b>3,493</b>	<b>1,471</b>	<b>28,750</b>	<b>28,750</b>	<b>9,250</b>
<b>EXPENDITURE TRANSFERS</b>							
54250 Indirect Costs	48,253	52,295	57,829	50,382	56,706	56,706	53,925
<b>Total Expenditure Transfers</b>	<b>48,253</b>	<b>52,295</b>	<b>57,829</b>	<b>50,382</b>	<b>56,706</b>	<b>56,706</b>	<b>53,925</b>
<b>TOTAL BUDGET</b>	<b>387,526</b>	<b>421,841</b>	<b>438,109</b>	<b>839,746</b>	<b>424,478</b>	<b>470,679</b>	<b>392,613</b>

**5002 PARKS AND RECREATION—PARKS & FACILITIES OPERATIONS**

**Mission Statement**

The mission of the Park and Recreation Department's Parks & Facilities Maintenance program is, in coordination with Public Works, to provide functional, clean, safe and well-maintained facilities for activities, meetings, and rental space for recreation programs, community organizations and citizen-sponsored social activities and parks for passive and active recreational activities.

**Program Description**

This program is responsible for the coordinated general maintenance of:

- |   |  |
|---|--|
| 1 - Community Park  | 9 - Teen Center  |
| 2 - 4 Solano Street building and playground               | 10 - Modular building and Office space at Brisbane Elementary School |
| 3 - Sunrise Senior Activity Room                          | 11 - Park Lane Skatepark & Basketball Courts                         |
| 4 - Firth Park  | 12 - Quarry Road Park  |
| 5 - Community Center                                      | 13 - Crocker Park Recreational Trail                                 |
| 6 - Mission Blue Park                                     |  |
| 7 - Community Swimming Pool                               |  |
| 8 - Ball fields at Lipman and Brisbane Elementary schools |  |

**Budget Line Item Descriptions**

**52200 Safety Clothing**

	2009/10	2010/2011	2011/2012	2012/2013
Safety Clothing	300	300	300	300

**52221 Communications**

	2009/10	2010/2011	2011/2012	2012/2013
DSL for Mission Blue	400	400	400	400
Telephone service Mission Blue Center	400	400	400	0
Telephone service Community Center	<u>400</u>	<u>400</u>	<u>400</u>	<u>0</u>
<b>Total</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>400</b>

**52231 Equipment Maintenance**

	2009/10	2010/2011	2011/2012	2012/2013
Vehicle repair and maintenance on the recreation vans	1,050	1,050	1,050	1,050
Gas and oil for the recreation vans	<u>1,050</u>	<u>1,050</u>	<u>1,050</u>	<u>1,050</u>
<b>Total</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>



**52232 Maintenance—Structures/Improvements/Grounds**

	2009/10	2010/2011	2011/2012	2012/2013
Mission Blue Center and Park				
Carpet Cleaning	1,000	1,000	1,000	1,000
Operation supplies	2,800	2,800	2,800	2,800
Janitorial supplies	2,900	2,900	2,900	2,900
Teen Center				
Janitorial & Operation Supplies	1,500	1,500	1,500	1,500
Community Park				
Janitorial Supplies	2,500	2,500	2,500	2,500
BES – Recreation Office and Modular				
Janitorial Supplies	500	500	500	500
Carpet Cleaning	1,500	1,500	1,500	1,500
Community Center Library Park				
Operational Supplies	1,500	1,500	1,500	1,500
Janitorial Supplies	1,500	1,500	1,500	1,500
Community Swimming Pool				
Janitorial and Maintenance Supplies	2,500	2,500	500	500
Sunrise Room				
Repairs and Maintenance	900	900	900	900
Janitorial and Maintenance Supplies	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Total</b>	<b>20,300</b>	<b>20,300</b>	<b>18,300</b>	<b>18,300</b>

**52234 Office Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Office supplies	250	250	250	250
Reservation Software	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>
<b>Total</b>	<b>250</b>	<b>250</b>	<b>2,750</b>	<b>250</b>

**52235 Professional Services**

	2009/10	2010/2011	2011/2012	2012/2013
Janitorial services: MBC, Comm. Center, Sunrise Room, Teen Center, Community Swimming Pool, and BES Office and Modular	36,100	36,100	36,100	36,100
Here Comes the Guide	<u>0</u>	<u>2,000</u>	<u>2,200</u>	<u>0</u>
<b>Total</b>	<b>36,100</b>	<b>38,100</b>	<b>38,300</b>	<b>36,100</b>

**52236 Equipment Rental**

	2009/10	2010/2011	2011/2012	2012/2013
Portable toilets at recreational facilities	3,700	3,700	3,700	3,700
Portable toilet at Fisherman's Park	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>	<u>0</u>
<b>Total</b>	<b>6,900</b>	<b>6,900</b>	<b>6,900</b>	<b>3,700</b>

**52242 Small Tools & Supplies**

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous tools - hardware, vacuum cleaners, brushes, mops, buckets, ladder, etc. for the Community Center , Mission Blue Center, Pool, Teen Center, and Sunrise Room,	650	650	650	650

**52244 Utilities**

	2009/10	2010/2011	2011/2012	2012/2013
Park Landscaping	75,000	77,000	77,000	77,000
Mission Blue Center	11,000	12,000	12,000	12,000
Community Center	6,500	7,000	7,000	7,000
Teen Center	3,000	3,500	3,500	3,500
Sunrise Room	2,500	3,000	3,000	3,000
Recreation Department Modular	<u>2,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<b>Total</b>	<b>100,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>

**53100 Improvements**

	2009/10	2010/2011	2011/2012	2012/2013
Community Center Floor Replacement/Resurface	0	0	3,500	0
Community Center Improvements	4,000	4,000	7,500	0
Native Plant Material	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>Total</b>	<b>5,000</b>	<b>5,000</b>	<b>12,000</b>	<b>1,000</b>

**53300 Equipment**

	2009/10	2010/2011	2011/2012	2012/2013
Community Center				
Tables	900	900	900	900
Mission Blue Center	0	0	0	0
Replacement Chairs	350	350	350	350
Replacement Tables	500	500	500	500
Replacement Carpet			7,500	0
Renew Wood Floor			4,000	0
Repair Kitchen Floor			1,500	0
Paint lobby and Conference Room	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>6,500</u>
<b>Total</b>	<b>1,750</b>	<b>1,750</b>	<b>16,750</b>	<b>8,250</b>

Department/Division: 5003 Recreation-Youth Activities

Park and Recreation Fund  
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Recommended Budget
<b>SALARIES</b>							
51101 Salaries	143,375	144,778	146,251	146,582	146,830	146,000	143,344
51201 Part-time Salaries	120,386	126,661	135,083	131,266	157,116	130,000	153,974
51301 Overtime	58	86	62	35	100	100	100
<b>Total Salaries</b>	<b>263,818</b>	<b>271,525</b>	<b>281,397</b>	<b>277,884</b>	<b>304,046</b>	<b>276,100</b>	<b>297,418</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	17,825	26,873	26,529	26,738	24,667	31,000	29,717
51506 Life Insurance	543	526	461	461	709	500	709
51507 Medicare Tax	3,783	3,917	4,028	3,991	4,407	4,200	4,311
51508 Social Security Tax	4,655	5,099	5,744	5,391	9,741	6,000	9,546
51509 Flexible Benefits	34,168	35,834	37,941	42,532	33,902	39,000	34,986
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	1,029	1,045	913	913	1,195	1,000	1,167
51602 Dental Insurance	2,814	2,740	2,800	2,799	1,995	2,800	1,995
51603 Vision Insurance	1,040	1,012	1,034	1,156	941	1,200	988
51605 Employee Assistance Program	80	80	68	68	70	70	69
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	740	730	737	737	735	735	735
<b>Total Benefits</b>	<b>66,677</b>	<b>77,857</b>	<b>80,255</b>	<b>84,787</b>	<b>78,363</b>	<b>86,505</b>	<b>84,222</b>
<b>INSURANCE</b>							
51800 Liability Insurance	11,604	12,688	14,720	16,242	19,718	19,718	21,266
51810 Worker's Compensation	9,953	10,883	12,626	13,931	17,598	17,598	18,980
<b>Total Insurance</b>	<b>21,557</b>	<b>23,571</b>	<b>27,346</b>	<b>30,173</b>	<b>37,316</b>	<b>37,316</b>	<b>40,246</b>
<b>SERVICES AND SUPPLIES</b>							
52200 Safety Clothing	0	0	-	-	-	-	-
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance		25	-	-	-	-	-
52232 Maint. Structures/Improvement.Grounds		0	-	-	-	-	-
52234 Office Expense	380	546	5	-	-	100	-
52235 Professional Services	34,357	34,768	21,757	21,469	24,200	24,200	24,200
52236 Equipment Rental	8,139	10,565	6,612	4,172	14,450	10,000	14,450
52240 Rent-Real Property							
52241 Special Department Expense	33,644	25,663	22,359	31,105	24,100	21,000	24,100
52242 Small Tools & Supplies	144	3	9	-	100	100	100
52243 Travel & Training	582	0	35	-	-	-	-
52244 Utilities							
<b>Total Services &amp; Supplies</b>	<b>77,147</b>	<b>71,560</b>	<b>50,777</b>	<b>56,747</b>	<b>62,850</b>	<b>55,400</b>	<b>62,850</b>
<b>OTHER</b>							
52900 Contributions	159,067	96,715	29,365	161,657	104,900	104,900	-
54500 Depreciation	3,273	3,273	3,273	1,905	3,273	3,273	3,273
<b>Total Other</b>	<b>162,340</b>	<b>99,988</b>	<b>32,638</b>	<b>163,562</b>	<b>108,173</b>	<b>108,173</b>	<b>3,273</b>
<b>FIXED ASSETS</b>							
53300 Equipment							
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURE TRANSFERS</b>							
54250 Indirect Costs	101,115	116,336	22,429	3,518	102,673	102,673	92,141
<b>Total Expenditure Transfers</b>	<b>101,115</b>	<b>116,336</b>	<b>22,429</b>	<b>3,518</b>	<b>102,673</b>	<b>102,673</b>	<b>92,141</b>
<b>TOTAL BUDGET</b>	<b>692,654</b>	<b>660,837</b>	<b>494,841</b>	<b>616,671</b>	<b>693,421</b>	<b>666,167</b>	<b>580,151</b>

## 5003 PARKS AND RECREATION—YOUTH ACTIVITIES

### Mission Statement

The mission of the Park and Recreation Department's Youth Activities Program is to provide a variety of recreational opportunities for Brisbane youth in safe and pleasant facilities that enrich their lives and aid in their physical and social development.

### Program Description

This program supports a comprehensive array of youth classes and programs that include sports, leisure activities, special classes, seasonal camps, trips and social interaction.

### Budget Line Item Descriptions

#### 52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Staff Clothing	475	475	0	0

#### 52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Elementary and middle school sports program/coaches/league fees/officials/clinics	13,000	13,000	13,000	13,000
Music Together	0	0	0	0
Tae Kwon Do Instructor	3,400	3,400	3,400	3,400
Youth Art	3,400	3,400	3,640	3,640
Tennis Instructor	900	900	900	900
Baton Instructor	1,100	1,100	1,200	1,200
Tiny Tot Playgroup (M.O.B.)	1,700	1,700	1,760	1,760
Youth dance DJ	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<b>Total</b>	<b>23,800</b>	<b>23,800</b>	<b>24,200</b>	<b>24,200</b>

#### 52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
Transportation for Summer Camp	6,400	6,400	7,650	7,650
Transportation for Winter Camp	2,550	2,550	3,400	3,400
Transportation for Spring Camp	<u>850</u>	<u>850</u>	<u>3,400</u>	<u>3,400</u>
<b>Total</b>	<b>9,800</b>	<b>9,800</b>	<b>14,450</b>	<b>14,450</b>

**52241 Special Departmental Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Seasonal Camps	14,200	14,200	14,000	14,000
Youth Sports	12,000	12,000	6,000	6,000
Club Rec A.S.	2,550	2,550	2,500	2,500
Pre School	1,500	1,500	1,500	1,500
Tiny Tot Playgroup	<u>400</u>	<u>400</u>	<u>100</u>	<u>100</u>
<b>Total</b>	<b>30,650</b>	<b>30,650</b>	<b>24,100</b>	<b>24,100</b>

**52242 Small Tools and Supplies**

	2009/10	2010/2011	2011/2012	2012/2013
Included are tools and supplies used by the Preschool/Youth Program such as wrenches, screwdrivers, hoses, ladders, vacuum cleaners, paint, brushes, sign paper, etc	300	300	100	100

**52900 Contributions**

	2009/10	2010/2011	2011/2012	2012/2013
Brisbane School District <sup>1</sup>	37,400	37,400	37,400	0
Jefferson High School Subsidy <sup>2</sup>	<u>67,500</u>	<u>67,500</u>	<u>67,500</u>	<u>0</u>
<b>Total</b>	<b>104,900</b>	<b>104,900</b>	<b>104,900</b>	<b>0</b>

<sup>1</sup>This subsidy was used during 2010/11 for the following activities:

- Brisbane Homework Center
- Lipman Homework Center
- Student user Fees/Technology
- Lipman Multipurpose room extra cleaning
- Lipman M/P Restroom extra cleaning
- BES office space

<sup>2</sup>This subsidy is proposed to be used for

- Transportation
- After school classes

Department/Division: 5004 Recreation-Adult Activities						Park and Recreation Fund Fund 550	
Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Recommended Budget
<b>SALARIES</b>							
51101 Salaries							
51201 Part-time Salaries	0	458	1,633	2,705	3,530	3,000	3,459
51301 Overtime	0	0					
<b>Total Salaries</b>	<b>0</b>	<b>458</b>	<b>1,633</b>	<b>2,705</b>	<b>3,530</b>	<b>3,000</b>	<b>3,459</b>
<b>BENEFITS</b>							
51502 City Pers Contribution		65	224	391		400	
51506 Life Insurance							
51507 Medicare Tax	0	7	24	41	51	50	50
51508 Social Security Tax	0	0	4	-	219		214
51509 Flexible Benefits							
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance							
51603 Vision Insurance							
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
<b>Total Benefits</b>	<b>0</b>	<b>72</b>	<b>251</b>	<b>432</b>	<b>270</b>	<b>450</b>	<b>265</b>
<b>INSURANCE</b>							
51800 Liability Insurance	139	149	176	194	229	229	247
51810 Worker's Compensation	119	128	151	166	204	204	221
<b>Total Insurance</b>	<b>258</b>	<b>277</b>	<b>327</b>	<b>360</b>	<b>433</b>	<b>433</b>	<b>468</b>
<b>SERVICES AND SUPPLIES</b>							
52232 Maintenance - Structures	71						
52233 Memberships	0	117	100	-	100	-	100
52234 Office Expense	89	105	98	42	260	50	200
52235 Professional Services	18,610	14,132	15,025	13,773	32,811	16,000	32,811
52240 Rental-Real Property	0	0					
52241 Special Department Expense	2,570	2,671	2,163	680	3,650	1,000	3,650
52242 Small Tools & Supplies	0	0	13	-	50		50
<b>Total Services &amp; Supplies</b>	<b>21,269</b>	<b>17,025</b>	<b>17,399</b>	<b>14,495</b>	<b>36,811</b>	<b>17,050</b>	<b>36,811</b>
<b>OTHER</b>							
54500 Depreciation	2,148	2,148	2,148	2,148	2,148	2,148	2,148
<b>Total Other</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>
<b>EXPENDITURE TRANSFERS</b>							
54250 Indirect Costs	7,504	8,524	6,830	6,413	5,988	5,988	6,089
<b>Total Expenditure Transfers</b>	<b>7,504</b>	<b>8,524</b>	<b>6,830</b>	<b>6,413</b>	<b>5,988</b>	<b>5,988</b>	<b>6,089</b>
<b>TOTAL BUDGET</b>	<b>31,250</b>	<b>28,504</b>	<b>28,588</b>	<b>26,552</b>	<b>49,181</b>	<b>29,069</b>	<b>49,240</b>

## 5004 PARKS AND RECREATION—ADULT ACTIVITIES

### Mission Statement

The mission of the Parks and Recreation Department's Adult Activities Program is to provide adults (18 years and older) with a variety of leisure time activities and programs held at safe and aesthetically pleasing facilities.

### Program Description

This program offers adults leisure time opportunities, including adult sports leagues, special interest classes and activities, and special events.

### Budget Line Item Descriptions

#### Memberships

	2009/10	2010/2011	2011/2012	2012/2013
League Fees	0	0	100	100

#### 52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Included are office supplies required for adult activities such as paper, pens, notebooks, scissors, calculators, etc.	250	250	200	200

#### 52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Dance Instructors	8,600	8,600	8,600	8,600
Yoga Instructors	5,700	5,700	5,700	5,700
Softball Umpires	6,300	6,300	6,300	6,300
Other Contractual Instructors	2,500	2,500	1,000	1,000
Tai Chi Instructor	1,900	1,900	1,848	1,848
Basketball Referees	1,900	1,900	1,890	1,890
Tae Kwon Do Instructor	1,500	1,500	3,410	3,410
Co-ed Volleyball Referees	1,200	1,200	1,225	1,225
Fitness Instructors	1,200	1,200	0	0
Tennis Instructor	2,500	2,500	2,478	2,478
Digital Photography Instructors	<u>360</u>	<u>360</u>	<u>360</u>	<u>360</u>
<b>Total</b>	<b>33,660</b>	<b>33,660</b>	<b>32,811</b>	<b>32,811</b>



**52241 Special Department Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Awards for adult softball, volleyball and basketball leagues	2,800	2,800	2,750	2,750
Softballs	400	400	400	400
Basketballs	200	200	200	200
Volleyballs	200	200	200	200
Scorebooks and miscellaneous supplies	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Total</b>	<b>3,700</b>	<b>3,700</b>	<b>3,650</b>	<b>3,650</b>

**52242 Small Tools and Supplies**

	2009/10	2010/2011	2011/2012	2012/2013
Includes keys, locks, tape, staplers, batteries, paint, extension cords, small tools, rakes, and shovels	285	285	50	50

Department/Division: 5005 Recreation-Senior Citizens Activities						Park and Recreation Fund Fund 550	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
<b>SALARIES</b>							
51101 Salaries							
51201 Part-time Salaries	20,721	22,043	21,706	22,277	22,688	22,688	22,235
<b>Total Salaries</b>	<b>20,721</b>	<b>22,043</b>	<b>21,706</b>	<b>22,277</b>	<b>22,688</b>	<b>22,688</b>	<b>22,235</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	741	774	698	788	3,812	3,812	4,609
51506 Life Insurance							
51507 Medicare Tax	144	79	72	82	329	100	322
51508 Social Security Tax	115	0					
51509 Flexible Benefits			(205)				
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance							
51603 Vision Insurance			(6)				
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
<b>Total Benefits</b>	<b>1,000</b>	<b>853</b>	<b>559</b>	<b>870</b>	<b>4,141</b>	<b>3,912</b>	<b>4,932</b>
<b>INSURANCE</b>							
51800 Liability Insurance	979	1,048	1,234	1,361	1,472	1,472	1,590
51810 Worker's Compensation	840	899	1,058	1,168	1,314	1,314	1,419
<b>Total Insurance</b>	<b>1,819</b>	<b>1,947</b>	<b>2,292</b>	<b>2,529</b>	<b>2,786</b>	<b>2,786</b>	<b>3,010</b>
<b>SERVICES AND SUPPLIES</b>							
52221 Communications	38	0	-	-	-	-	-
52231 Equipment Maintenance							
52234 Office Expense	47						
52235 Professional Services	4,500	6,520	5,495	6,370	8,000	800	8,000
52236 Equipment Rental		97					
52240 Rental-Real Property							
52241 Special Department Expense	4,972	5,545	6,005	2,248	6,000	6,000	3,200
52242 Small Tools & Supplies		31					
<b>Total Services &amp; Supplies</b>	<b>9,556</b>	<b>12,194</b>	<b>11,500</b>	<b>8,618</b>	<b>14,000</b>	<b>6,800</b>	<b>11,200</b>
<b>OTHER</b>							
52900 Contributions	20,400	22,100	20,400	20,400	20,400	20,400	-
54500 Depreciation							
<b>Total Other</b>	<b>20,400</b>	<b>22,100</b>	<b>20,400</b>	<b>20,400</b>	<b>20,400</b>	<b>20,400</b>	<b>-</b>
<b>FIXED ASSETS</b>							
53300 Equipment	1,812	0	73	109	380	200	380
<b>Total Fixed Assets</b>	<b>1,812</b>	<b>0</b>	<b>73</b>	<b>109</b>	<b>380</b>	<b>200</b>	<b>380</b>
<b>EXPENDITURE TRANSFERS</b>							
54250 Indirect Costs	10,322	11,514	11,119	9,093	10,598	10,598	7,775
<b>Total Expenditure Transfers</b>	<b>10,322</b>	<b>11,514</b>	<b>11,119</b>	<b>9,093</b>	<b>10,598</b>	<b>10,598</b>	<b>7,775</b>
<b>TOTAL BUDGET</b>	<b>65,830</b>	<b>70,651</b>	<b>67,648</b>	<b>63,896</b>	<b>74,993</b>	<b>67,364</b>	<b>49,531</b>

## 5005 – PARKS AND RECREATION—SENIOR CITIZENS ACTIVITIES

### Mission Statement

The mission of the Parks and Recreation Department's Senior Citizens Activities Program is to provide seniors with a dedicated space for meetings and activities, and support services for their social, emotional and physical needs.

### Program Description

The Senior Citizens Activities program strives to maintain functioning and safe facilities; provide programs and support staff; to provide funding for the weekly senior luncheon program and travel; and to provide volunteer opportunities in a wide range of other recreation programs.

### Budget Line Item Descriptions

#### 52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Provides for phone services at the Sunrise Senior Activity Room	450	450	0	0

#### 52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Class instructors	4,500	4,500	8,000	8,000

#### 52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Trips	2,800	2,800	2,800	0
Instructional supplies	<u>1,700</u>	<u>1,700</u>	<u>3,200</u>	<u>3,200</u>
<b>Total</b>	<b>4,500</b>	<b>4,500</b>	<b>6,000</b>	<b>3,200</b>

#### 52900 Contributions

	2009/10	2010/2011	2011/2012	2012/2013
This account provides for the monthly contribution by the City to the Brisbane Senior's Club	20,400	20,400	20,400	0

#### 53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Replacement of equipment (chairs, tables etc.) at the Sunrise Senior Activity Room	380	380	380	380

Department/Division: 5006 Recreation-Special Events/Communications						Park and Recreation Fund Fund 550	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
<b>SALARIES</b>							
51101 Salaries							
51201 Part-time Salaries	1,337	1,649	1,595	1,708	2,535	2,500	2,484
51301 Overtime				872			
<b>Total Salaries</b>	<b>1,337</b>	<b>1,649</b>	<b>1,595</b>	<b>2,580</b>	<b>2,535</b>	<b>2,500</b>	<b>2,484</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	50	214	178	202		350	
51506 Life Insurance							
51507 Medicare Tax	21	30	23	23	37	40	36
51508 Social Security Tax	55	34	21	37	157	40	154
51509 Flexible Benefits	23	130	85	301		180	
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance	2	22	6	19		10	
51603 Vision Insurance	1	8	2	8		4	
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
<b>Total Benefits</b>	<b>152</b>	<b>437</b>	<b>314</b>	<b>590</b>	<b>194</b>	<b>624</b>	<b>190</b>
<b>INSURANCE</b>							
51800 Liability Insurance	124	133	156	172	164	164	178
51810 Worker's Compensation	106	114	134	148	147	147	159
<b>Total Insurance</b>	<b>230</b>	<b>247</b>	<b>290</b>	<b>320</b>	<b>311</b>	<b>311</b>	<b>338</b>
<b>SERVICES AND SUPPLIES</b>							
52233 Memberships							
52234 Office Expense	27,741	15,314	2,553	1,157	2,000	1,000	2,000
52235 Professional Services	7,680	9,942	6,350	6,000			
52240 Rent-Real Property	0	0					
52241 Special Department Expense	58,096	47,245	43,063	31,327	44,500	40,000	19,000
52243 Travel and Training							
<b>Total Services &amp; Supplies</b>	<b>93,516</b>	<b>72,501</b>	<b>51,966</b>	<b>38,484</b>	<b>46,500</b>	<b>41,000</b>	<b>21,000</b>
<b>FIXED ASSETS</b>							
53100 Improvements							
53300 Equipment							
54500 Depreciation	425	425	425	425	425	425	425
<b>Total Fixed Assets</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>
<b>EXPENDITURE TRANSFERS</b>							
54260 Indirect Costs	16,413	18,253	7,764	7,708	6,875	6,875	3,308
<b>Total Expenditure Transfers</b>	<b>16,413</b>	<b>18,253</b>	<b>7,764</b>	<b>7,708</b>	<b>6,875</b>	<b>6,875</b>	<b>3,308</b>
<b>TOTAL BUDGET</b>	<b>112,073</b>	<b>93,512</b>	<b>62,354</b>	<b>50,107</b>	<b>56,841</b>	<b>51,735</b>	<b>27,744</b>

**5006 PARKS AND RECREATION—SPECIAL EVENTS/CITIZEN COMMUNICATION**

**Mission Statement**

The mission of the Parks and Recreation Department's Special Events/Citizen Communication is to coordinate special events of community interest, and to provide written publications of interest to citizens of Brisbane, with the intent of encouraging community participation and involvement.

**Program Description**

This program is responsible for coordinating special events such as the Community Festival, Festival of Lights, Star Awards, Concerts in the Park, Monte Carlo Night, Beautification Day, Fitness Fair, Water Carnival, Giants Community Night, Fire Hydrant Painting Program and Lagoon Clean-up Day.

**Budget Line Item Descriptions**

**52234 Office Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Printing	0	0	2,000	2,000

**52241 Special Department Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Day in the Park/Community Festival	21,000	21,000	21,000	0
Concerts in the Park	18,000	19,000	19,000	19,000
Monte Carlo Night	4,000	4,000	0	0
Festival of Lights	3,000	3,000	3,000	0
Beautification Day	600	600	600	0
Fire Hydrant Painting	500	500	500	0
Lagoon Clean-up Day	400	400	400	0
<b>Total</b>	<b>47,500</b>	<b>48,500</b>	<b>44,500</b>	<b>19,000</b>

Department/Division: 5007 Recreation-Teen Center		Park and Recreation Fund						Fund 550
Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13	
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Recommended Budget	
<b>SALARIES</b>								
51101 Salaries	25,123	20,683	20,673	20,873	20,976	22,000	20,478	
51201 Part-time Salaries	25,894	26,440	37,715	28,782	41,667	30,000	41,030	
51301 Overtime								
<b>Total Salaries</b>	<b>51,017</b>	<b>47,122</b>	<b>58,388</b>	<b>49,655</b>	<b>62,643</b>	<b>52,000</b>	<b>61,508</b>	
<b>BENEFITS</b>								
51502 City Pers Contribution	2,017	2,937	2,904	2,921	3,524	3,524	4,245	
51506 Life Insurance	78	75	66	66	101	66	101	
51507 Medicare Tax	741	685	852	722	911	800	892	
51508 Social Security Tax	1,578	1,639	2,338	1,785	2,596	2,500	2,544	
51509 Flexible Benefits	3,249	3,299	3,450	3,849	4,134	4,134	4,267	
51510 Retiree Health	0	0	-	-				
51511 Long-Term Disability	124	149	130	130	171	130	167	
51602 Dental Insurance	287	283	286	286	285	285	285	
51603 Vision Insurance	106	105	106	119	134	120	141	
51605 Employee Assistance Program	6	14	10	10	10	10	10	
51704 Auto Allowance	0	0	-	-				
51705 Housing Allowance	0	0	-	-				
51706 Phone Allowance	106	104	105	105	105	105	105	
<b>Total Benefits</b>	<b>8,293</b>	<b>9,292</b>	<b>10,277</b>	<b>9,993</b>	<b>11,972</b>	<b>11,674</b>	<b>12,756</b>	
<b>INSURANCE</b>								
51800 Liability Insurance	2,729	3,009	2,136	2,357	4,077	4,077	4,399	
51810 Worker's Compensation	2,340	2,581	1,832	2,022	3,639	3,639	3,926	
<b>Total Insurance</b>	<b>5,069</b>	<b>5,590</b>	<b>3,968</b>	<b>4,379</b>	<b>7,715</b>	<b>7,716</b>	<b>8,325</b>	
<b>SERVICES AND SUPPLIES</b>								
52221 Communications	0	0	-	-	-			
52231 Equipment Maintenance	0	285	-	-	500		500	
52232 Maint. Structures/Improvement.Grounds	9	0						
52233 Memberships	0	0						
52234 Office Expense	375	397	109	-	600		500	
52235 Professional Services	2,953	1,880	2,304	1,954	2,600	2,600	700	
52236 Equipment Rental	0	0	-	-				
52241 Special Department Expense	2,002	3,255	2,603	651	4,500	1,000	2,900	
52242 Small Tools & Supplies	13	101	26	18	100	50	100	
52243 Travel & Training	30	2,176	5,267	7,376	5,300	7,700	5,000	
52244 Utilities	0	0						
<b>Total Services &amp; Supplies</b>	<b>5,383</b>	<b>8,094</b>	<b>10,330</b>	<b>9,898</b>	<b>13,600</b>	<b>11,350</b>	<b>9,700</b>	
<b>OTHER</b>								
54500 Depreciation	2,372	2,372	2,372	2,372	2,372	2,372	2,372	
<b>Total Other</b>	<b>2,372</b>	<b>2,372</b>	<b>2,372</b>	<b>2,372</b>	<b>2,372</b>	<b>2,372</b>	<b>2,372</b>	
<b>FIXED ASSETS</b>								
53100 Improvements								
53300 Equipment	425	0	373	819	3,500	3,500	1,000	
<b>Total Fixed Assets</b>	<b>425</b>	<b>0</b>	<b>373</b>	<b>819</b>	<b>3,500</b>	<b>3,500</b>	<b>1,000</b>	
<b>EXPENDITURE TRANSFERS</b>								
54250 Indirect Costs	21,001	24,395	15,772	11,028	19,259	19,259	18,175	
<b>Total Expenditure Transfers</b>	<b>21,001</b>	<b>24,395</b>	<b>15,772</b>	<b>11,028</b>	<b>19,259</b>	<b>19,259</b>	<b>18,175</b>	
<b>TOTAL BUDGET</b>	<b>83,560</b>	<b>98,865</b>	<b>101,679</b>	<b>88,145</b>	<b>121,261</b>	<b>107,871</b>	<b>113,837</b>	

## 5007 – PARKS AND RECREATION – TEEN CENTER AND PROGRAMS

### Mission Statement

The mission of the Parks and Recreation Department's Teen Center and Programs is to provide youth, ages 11 through 18 years, with programs, activities and a safe and nurturing facility dedicated to meet their leisure time needs.

### Program Description

The function of the Teen Programs is to offer programs and activities to Brisbane teens that enrich their lives and foster healthy, positive lifestyles while meeting their educational, recreational and/or social needs.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Computer repairs	760	760	500	500

#### 52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Postage	200	200	200	200
Office supplies	250	250	250	250
Books and magazines	100	100	100	0
Advertising	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<b>Total</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>500</b>

#### 52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Disc Jockey	1,900	1,900	1,900	0
Alarm system	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>
<b>Total</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>700</b>

**52241 Special Department Expense**

	2009/10	2010/2011	2011/2012	2012/2013
General recreation supplies	1,600	1,600	1,600	1,600
Field trips (Camping, spring/winter/summer excursions)	1,300	1,300	1,300	1,300
Dance and party food and supplies	1,000	1,000	1,000	0
Special merit awards (trophies, T-shirts, recognition plaques)	<u>600</u>	<u>600</u>	<u>600</u>	<u>0</u>
<b>Total</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>2,900</b>

**52242 Small Tools**

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous supplies	220	220	100	100

**52243 Travel and Training**

	2009/10	2010/2011	2011/2012	2012/2013
Training of five Youth Advisory Committee members through the California Parks and Recreation Society's YAC Attack Program	220	220	200	0
Youth and Teen Resources programs	100	100	100	0
Tuition Reimbursement	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
<b>Total</b>	<b>320</b>	<b>320</b>	<b>5,300</b>	<b>5,000</b>

**53300 Equipment**

	2009/10	2010/2011	2011/2012	2012/2013
Chairs	380	380	400	400
Computer Furniture	475	475	0	0
Computers and Game Console			2,500	0
Indoor furniture	380	380	400	400
Tables	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<b>Total</b>	<b>1,435</b>	<b>1,435</b>	<b>3,500</b>	<b>1,000</b>