

**Summary of Departmental Budget
2011/13
Marina and Aquatics**

	Number of Positions	Annual Salary FY 2011/12	Annual Benefits FY 2011/12	Number of Positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Director of Marina and Aquatic Services	1	126,281	41,486	1	125,799	46,525
Recreation Supervisor	1	83,903	25,822	1	83,583	29,400
Administrative Assistant	1	63,405	21,852	1	63,163	24,749
Office Assistant	0.5	23,516	1,799	0.5	23,516	1,799
Police Service Aides	1.75	54,768	4,189	1.75	54,768	4,189
Marina Maintenance Worker I	2.0	112,241	8,586	2.0	112,241	8,586
Head Lifeguard	1.77	64,786	4,956	1.77	64,786	4,956
Swim Instructor	0.63	19,722	1,509	0.63	19,722	1,509
Lifeguard	2.93	85,228	6,520	2.93	85,228	6,520
Cashier	0.2	4,843	371	0.2	4,843	371
Overtime		<u>1,250</u>			<u>1,250</u>	
Total Salaries and Benefits		639,943	117,090		638,899	128,604

Department/Division: Marina and Aquatic Services Park and Recreation Fund
Fund 550

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget
SALARIES						
51101 Salaries	253,346	301,976	266,773	336,865	273,589	272,545
51201 Part-time Salaries	238,525	274,538	302,566	260,300	365,103	365,103
51301 Overtime	898	150	700	2,000	1,250	1,250
Total Salaries	492,769	576,664	570,039	599,165	639,942	638,898
BENEFITS						
51502 City Pers Contribution	25,924	47,357	45,885	47,842	45,963	55,054
51503 Employee Paid Pers Contribution	6,217	0	0	0	0	0
51506 Life Insurance	960	1,079	769	1,532	1,152	1,151
51507 Medicare Tax	7,270	8,622	8,378	8,659	9,261	9,246
51508 Social Security Tax	13,583	16,132	14,518	16,139	22,636	22,636
51509 Flexible Benefits	27,770	30,492	21,028	49,354	23,678	26,045
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	1,865	2,203	1,629	2,742	2,227	2,219
51602 Dental Insurance	4,152	4,533	3,637	4,560	3,420	3,420
51603 Vision Insurance	1,534	1,675	1,326	2,048	1,613	1,693
51605 Employee Assistance Program	158	183	112	502	120	120
51704 Auto Allowance	3,628	3,578	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,000	3,000	3,000
51706 Phone Allowance	439	417	421	840	420	420
Total Benefits	96,523	119,253	104,322	140,816	117,090	128,608
INSURANCE						
51800 Liability Insurance	23,360	24,659	28,813	30,990	41,403	45,815
51810 Worker's Compensation	20,037	21,151	24,713	26,581	36,951	41,218
Total Insurance	43,397	45,810	53,526	57,571	78,354	87,033
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,554	3,331	1,676	2,809	2,809	2,809
52221 Communications	8,686	6,148	5,034	4,629	4,629	4,629
52231 Equipment Maintenance	5,316	3,938	8,907	5,493	5,493	5,493
52232 Maint. Structures/Improvement.Grounds	44,245	38,073	49,393	40,870	58,492	58,492
52233 Memberships	275	0	300	275	275	275
52234 Office Expense	38,659	33,825	35,738	29,611	29,611	29,611
52235 Professional Services	8,894	15,966	24,445	17,720	18,020	18,020
52236 Equipment Rental	0	0	0	0	0	0
52240 Rental of Real Property	0	0	0	0	0	0
52241 Special Department Expense	49,050	43,452	34,973	42,110	24,464	24,464
52242 Small Tools & Supplies	5,415	3,053	1,205	3,515	3,340	3,340
52243 Travel & Training	1,053	1,609	1,499	1,903	1,265	1,265
52244 Utilities	174,262	172,135	166,080	140,450	144,200	144,200
Total Services & Supplies	337,408	321,532	329,249	289,385	292,598	292,598
OTHER						
54500 Depreciation	(2,240,903)	310,598	316,487	292,446	317,000	317,000
Total Other	(2,240,903)	310,598	316,487	292,446	317,000	317,000
FIXED ASSETS						
53100 Improvements	39,916	6,000	0	0	28,400	28,400
53300 Equipment	0	0	(8,054)	0	6,000	0
Total Fixed Assets	39,916	6,000	(8,054)	0	34,400	28,400
EXPENDITURE TRANSFERS						
54250 Indirect Costs	224,354	257,367	252,848	215,764	245,860	254,540
Total Expenditure Transfers	224,354	257,367	252,848	215,764	245,860	254,540
TOTAL BUDGET	(1,006,536)	1,637,225	1,618,417	1,595,147	1,726,244	1,747,073

Department/Division: 5008 Aquatics Park and Recreation Fund
Fund 550

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget
SALARIES						
51101 Salaries	49,714	80,169	81,459	88,218	83,903	83,583
51201 Part-time Salaries	127,224	149,865	170,878	122,536	174,579	174,579
51301 Overtime	338	150	563	1,000	750	750
Total Salaries	177,276	230,184	252,900	211,754	259,232	258,912
BENEFITS						
51502 City Pers Contribution	4,850	13,046	13,441	12,529	14,096	16,884
51506 Life Insurance	190	301	264	405	405	405
51507 Medicare Tax	2,591	3,491	3,668	3,056	3,748	3,743
51508 Social Security Tax	7,577	9,629	9,419	7,597	10,824	10,824
51509 Flexible Benefits	3,840	5,163	5,591	16,940	7,704	8,475
51510 Retiree Health	0	0	-	-	-	-
51511 Long-Term Disability	369	597	522	718	683	680
51602 Dental Insurance	703	1,133	1,143	1,140	1,140	1,140
51603 Vision Insurance	260	418	422	512	538	564
51605 Employee Assistance Program	30	47	39	125	40	40
51704 Auto Allowance	0	0	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-
51706 Phone Allowance	16	0	-	420	-	-
Total Benefits	20,426	33,826	34,509	43,442	39,178	42,766
INSURANCE						
51800 Liability Insurance	9,276	9,276	10,223	10,223	16,756	18,549
51810 Worker's Compensation	7,957	7,957	8,768	8,768	14,954	16,884
Total Insurance	17,233	17,233	18,991	18,991	31,710	35,433
SERVICES AND SUPPLIES						
52200 Safety Clothing	987	2,726	1,157	1,859	1,859	1,859
52221 Communications	1,488	1,890	1,710	1,779	1,779	1,779
52231 Equipment Maintenance	0	0	-	-	-	-
52232 Maint. Structures/Improvement.Grounds	0	0	9,129	-	17,622	17,622
52233 Memberships	0	0	25	-	-	-
52234 Office Expense	1,783	2,274	974	950	950	950
52235 Professional Services	8,304	12,591	17,374	11,020	11,020	11,020
52236 Equipment Rental	0	0	-	-	-	-
52240 Rental of Real Property	0	0	-	-	-	-
52241 Special Department Expense	27,820	26,228	29,127	23,012	5,350	5,350
52242 Small Tools & Supplies	5,415	3,053	1,205	3,040	3,040	3,040
52243 Travel & Training	439	125	939	665	665	665
52244 Utilities	59,262	55,181	49,552	65,400	64,200	64,200
Total Services & Supplies	105,498	104,068	111,192	107,725	106,485	106,485
OTHER						
54500 Depreciation	72,177	76,092	76,931	76,092	77,000	77,000
Total Other	72,177	76,092	76,931	76,092	77,000	77,000
FIXED ASSETS						
53300 Equipment			(8,054)		6,000	
Total Fixed Assets	0	0	(8,054)	-	6,000	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	91,824	103,385	92,653	72,999	93,709	97,147
Total Expenditure Transfers	91,824	103,385	92,653	72,999	93,709	97,147
TOTAL BUDGET	484,434	564,788	579,122	531,003	613,313	617,731

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>
Total	1,805	1,779	1,779	1,779

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	285	285	285	285
Total	950	950	950	950

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>
Total	11,020	11,020	11,020	11,020

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>
Total	23,400	23,012	5,350	5,350

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	665

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>
Total	63,000	64,200	64,200	64,200

53300 Equipment

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

Department/Division: 5040 Marina Park and Recreation Fund

Account and Title:	Fund 550					
	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget
SALARIES						
51101 Salaries	203,632	221,808	185,314	248,647	189,686	188,962
51201 Part-time Salaries	111,301	124,672	131,688	137,764	190,524	190,524
51301 Overtime	561	0	138	1,000	500	500
Total Salaries	315,493	346,480	317,139	387,411	380,710	379,986
BENEFITS						
51502 City Pers Contribution	21,074	34,311	32,444	35,313	31,867	38,170
51503 Employee Paid Pers Contribution	6,217	0	-	-	-	-
51506 Life Insurance	770	778	505	1,127	747	746
51507 Medicare Tax	4,679	5,131	4,710	5,803	5,513	5,503
51508 Social Security Tax	6,006	6,503	5,099	8,541	11,813	11,813
51509 Flexible Benefits	23,930	25,329	15,437	32,414	15,973	17,570
51510 Retiree Health	0	0	-	-	-	-
51511 Long-Term Disability	1,497	1,606	1,107	2,024	1,544	1,538
51602 Dental Insurance	3,449	3,401	2,494	3,420	2,280	2,280
51603 Vision Insurance	1,274	1,256	904	1,536	1,075	1,129
51605 Employee Assistance Program	128	136	73	376	80	80
51704 Auto Allowance	3,628	3,578	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,000	3,000	3,000
51706 Phone Allowance	423	417	421	420	420	420
Total Benefits	76,097	85,428	69,812	97,374	77,813	85,849
INSURANCE						
51800 Liability Insurance	14,084	15,383	18,590	20,767	24,647	27,266
51810 Worker's Compensation	12,080	13,194	15,945	17,813	21,997	24,334
Total Insurance	26,164	28,577	34,535	38,580	46,644	51,600
SERVICES AND SUPPLIES						
52200 Safety Clothing	567	605	519	950	950	950
52221 Communications	7,198	4,258	3,325	2,850	2,850	2,850
52231 Equipment Maintenance	5,316	3,938	8,907	5,493	5,493	5,493
52232 Maint. Structures/Improvement.Grounds	44,245	38,073	40,264	40,870	40,870	40,870
52233 Memberships	275	0	275	275	275	275
52234 Office Expense	36,877	31,551	34,763	28,661	28,661	28,661
52235 Professional Services	590	3,375	7,071	6,700	7,000	7,000
52236 Equipment Rental	0	0	-	-	-	-
52241 Special Department Expense	21,230	17,224	5,846	19,098	19,114	19,114
52242 Small Tools & Supplies	0	0	-	475	300	300
52243 Travel & Training	613	1,484	560	1,238	600	600
52244 Utilities	115,000	116,955	116,528	75,050	80,000	80,000
Total Services & Supplies	231,910	217,464	218,058	181,660	186,113	186,113
OTHER						
54500 Depreciation	(2,313,080)	234,506	239,555	216,354	240,000	240,000
Total Other	(2,313,080)	234,506	239,555	216,354	240,000	240,000
FIXED ASSETS						
53100 Improvements	39,916	6,000	-	-	28,400	28,400
53300 Equipment	-	-	-	-	-	-
Total Fixed Assets	39,916	6,000	-	-	28,400	28,400
EXPENDITURE TRANSFERS						
54250 Indirect Costs	132,530	153,982	160,195	142,765	152,152	157,393
Total Expenditure Transfers	132,530	153,982	160,195	142,765	152,152	157,393
TOTAL BUDGET	(1,490,870)	1,072,437	1,039,294	1,064,144	1,111,931	1,129,342

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	712	712	282	582
Total	5,493	5,493	5,493	5,493

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>
Total	40,870	40,870	40,870	40,870

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>
Total	28,661	28,661	28,661	28,661

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>
Total	6,700	6,700	7,000	7,000

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>
Total	19,098	19,098	19,114	19,114

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	400
Mileage for staff	<u>760</u>	<u>760</u>	<u>200</u>	<u>200</u>
Total	1,235	1,235	600	600

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>
Total	0	0	28,400	28,400