

*A Proud Tradition*



*A Promising Future*

CITY OF PIEDMONT



Proposed Budget  
2011-2012

**PIEDMONT • RECREATION • DEPARTMENT**

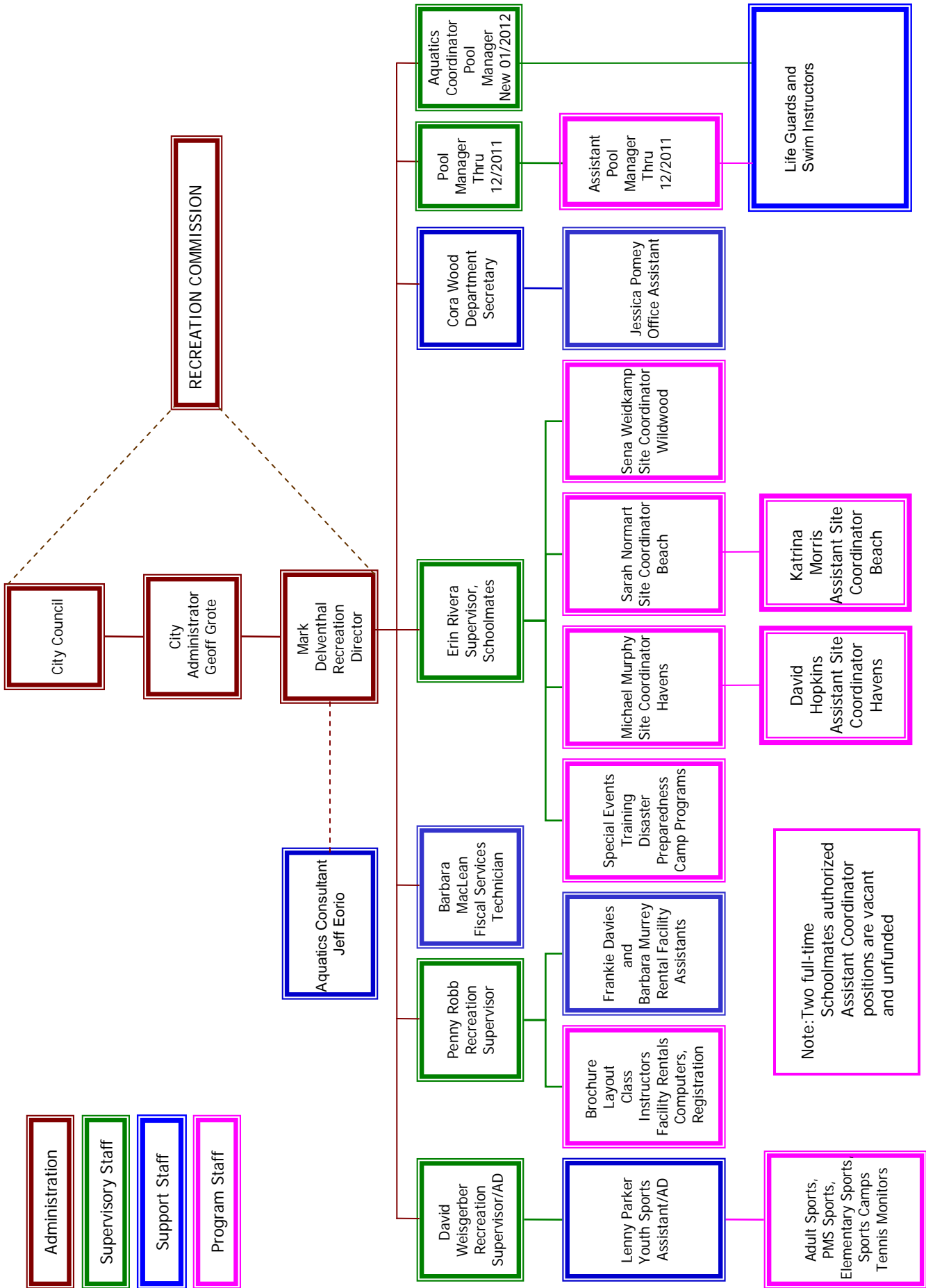
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**CITY OF PIEDMONT  
DEPARTMENT OF RECREATION  
2011-2012 BUDGET  
FUNCTIONAL DESCRIPTIONS**

The Recreation Department has the following functional responsibilities:

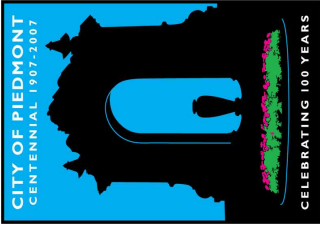
- Management of the Recreation Division including multiple recreation special interest classes, PMS sports and special events.
- Management of the Schoolmates Program.
- Management of the city's two rental facilities, the Veterans' Building and the Community Hall.
- Preparation and distribution of the comprehensive quarterly program brochure.
- Organization and support of approximately 20,000 transactions (rentals, registrations, reservations, phone registrations, credit cards) per year.
- Provide staff support to the Recreation Commission.
- Coordinate all field use, reservations, allocations.
- Management of the building maintenance function for all city buildings (excludes corp yard facilities).
- Personnel management (department level) including training, management, payroll, record keeping, evaluation.
- Management of the Piedmont Seniors Especially for Singles Program.
- Management of the city's tennis program including maintenance, decals, reservations, rules and signage.
- Review, audit, and preparation of all accounts payables and payroll.
- Management and operation of the Piedmont Community Pool.

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City of Piedmont Recreation Department Organization Chart (04/11)

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## Management Goals & Objectives Review

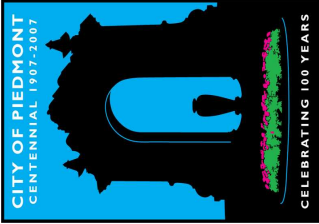
**Employee**      Mark Delventhal

**Period**              July 2010 - June 2011

Goals and Objectives	Budget	Target Date	Results
1. Manage Recreation Division net expenses to limit general fund subsidy to 2% or less of the total city operating budget (not CIP) Not to exceed \$420,000.			Goal achieved. Subsidy estimated to be in the range of \$240,000.
2. Manage Schoolmates Program expenses to be less than program revenue.			Goal not achieved. Expenses estimated to exceed revenue by \$45,825. Note - this amount is inclusive of \$55,125 subsidy from Schoolmates to the General Fund. Exclusive of this subsidy, Schoolmates is estimated to be "in the black" by \$9,300 for 10-11.
3. Successfully manage Havens Schoolmates return to facility/classroom at the new Havens School.			Project successful. Return (move in) to new Havens facility done in time for start of school (8/10).
4. Successfully manage Wildwood Schoolmates for 2010-11 school year at Beach School during Wildwood School construction.			Project successful.
5. Continue careful and thorough management of Coaches Field Synthetic turf/lighting and Blair Park Fields EIR process with full and proper notice.			Project ongoing. Full and proper notice.

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# Management Goals & Objectives

Employee Mark Delventhal

Period July 2011 - June 2012

Goals and Objectives	Budget	Target Date
1. Manage Recreation Division expenses to limit general fund subsidy to 2% or less of the total city operating budget (not CIP).		06-30-12
2. Manage Schoolmates Program expenses to be less than program revenue.		06-30-12
3. Continue thorough, careful and transparent management of Moraga Canyon Sports Field Project as assigned by City Administrator to include proper notice with full information disclosure.		Ongoing
4. Effectively manage transition of Piedmont pool from private to public institution through a full public process to achieve: <ul style="list-style-type: none"> <li>• A Safe, well managed facility</li> <li>• A sound, effective and efficient management structure</li> <li>• A robust community swim program</li> <li>• A General Fund subsidy no greater than \$400,000 in year 1</li> <li>• The establishment of a master pool use schedule and corresponding fee schedule that is logical, reasonable, fair to the clients and competitive with "our market"</li> </ul>		06-30-12

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**City of Piedmont**  
**DEPARTMENT OF RECREATION**

**2011-2012 Proposed Fee Schedule**

<b>FEE DESCRIPTION</b>	<b>Current</b>	<b>Proposed FY 2011-2012</b>	<b>LAST ADJUSTMENT</b>
<b>Recreation Department</b>			
Adult Tennis Decal	40.00	40.00	07-01-10
Youth Tennis Decal	20.00	20.00	07-01-10
Weekday Tennis Court	5.00 /hr	5.00 /hr	07-01-10
Weekend Tennis Court	7.00 /hr	7.00 /hr	07-01-10
Weekend Tennis Court - Youth	3.00 /hr	3.00 /hr	07-01-04
Weekday Tennis Court - Youth	0.00 /hr	0.00 /hr	07-01-94
Community Non-Profit	N/A	7.00 /hr	N/A
Annual Tennis Team Fee	150.00	150.00	07-01-09
<b>City Recreation Facilities</b>			
Piedmont Resident	125.00	125.00	07-01-07
Piedmont Non-Profit	100.00	100.00	07-01-07
Piedmont Resident - Business Use	250.00	250.00	07-01-02
<b>Community Hall</b>			
Weekday - Resident (2 hours)	250.00	250.00	07-01-08
Weekday - Non Resident (2 hours)	300.00	300.00	07-01-08
Mon.-Thurs. Piedmont Non Profit (6 hours)	350.00	350.00	07-01-08
Mon.-Thurs. Non Resident Non Profit (6 hours)	425.00	425.00	07-01-08
Weekday - Resident (4 hours)	450.00	450.00	07-01-08
Weekday - Non Resident (4 hours)	600.00	600.00	07-01-06
Friday and Sunday - Resident (7 hours)			
May - October	2,200.00	2,200.00	07-01-10
November - April	1,800.00	1,800.00	07-01-10
Friday and Sunday - Non Resident (7 hours)			
May - October	2,700.00	2,700.00	07-01-08
November -April	2,400.00	2,400.00	07-01-10
Saturday - Resident (8 hours)			
May - October	2,500.00	2,500.00	07-01-10
November -April	2,150.00	2,150.00	07-01-10
Saturday - Non Resident (8 hours)			
May - October	3,500.00	3,500.00	07-01-08
November -April	2,600.00	2,600.00	07-01-08
Deposit	1,000.00	1,000.00	07-01-08
Deposit (Seminars/Meetings/Scouts)	400.00	400.00	NA
Additional Hours	250.00	250.00	07-01-08
Tea House w/Community Hall Rental	175.00	350.00	07-01-08
Tea House (3 hours)	500.00	500.00	07-01-10

<b>FEE DESCRIPTION</b>	<b>Current</b>	<b>Proposed FY 2011-2012</b>	<b>LAST ADJUSTMENT</b>
<b>Veterans' Hall</b>			
Weekday - Resident (2 hours)	250.00	250.00	07-01-08
Weekday - Non Resident (2 hours)	300.00	300.00	07-01-08
Mon.-Thurs. Piedmont Non Profit (6 hours)	350.00	350.00	07-01-08
Mon.-Thurs. Non Resident Non Profit (6 hours)	425.00	425.00	07-01-08
Weekday - Resident (4 hours)	450.00	450.00	07-01-08
Weekday - Non Resident (4 hours)	600.00	600.00	07-01-06
Weekend - Resident (7 hours)	1,295.00	1,295.00	07-01-08
Weekend - Non Resident (7 hours)	1,650.00	1,650.00	07-01-08
Deposit	1,000.00	1,000.00	07-01-08
Additional Hours	250.00 /hr	250.00 /hr	07-01-08
<b>Excedra Plaza</b>			
With Hall Rental - Weekend Resident	375.00	375.00	07-01-08
With Hall Rental - Weekend Non-Resident	575.00	575.00	07-01-08
With Hall Rental - Weekday Resident	300.00	300.00	07-01-06
With Hall Rental - Weekday Non-Resident	400.00	400.00	05-05-03
Without Hall Rental - Weekend	N/A	750.00	N/A
Without Hall Rental - Weekday Resident	425.00	425.00	05-05-03
Without Hall Rental - Weekday Non-Resident	525.00	525.00	05-05-03
<b>Schoolmates Program</b>			
Drop In	8.75 /hr	8.75 /hr	09-01-10
Drop In Card	8.00 /hr	8.00 /hr	09-01-10
Pre-Registered Monthly	6.25 /hr	6.25 /hr	09-01-10
Aggregate Discount for Monthly Users	6.00 /hr	6.00 /hr	09-01-10
Scholarship	5.75 /hr	5.75 /hr	09-01-10
<b>Piedmont Community Pool Fees</b>			
To Be Determined			

<b>Recreation</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>10/11</b>	<b>10/11</b>	<b>11/12</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	404-010-001	442,000	437,500	442,000	0.00%
Part Time Salaries	404-010-002	810,000	690,000	710,000	-12.35%
Overtime Salaries	404-010-003	3,000	3,000	3,000	0.00%
<b>Object Total</b>	<b>404-010</b>	<b>1,255,000</b>	<b>1,130,500</b>	<b>1,155,000</b>	<b>-7.97%</b>
<b>Health Insurance</b>					
Medical Insurance	404-011-001	74,730	74,700	79,900	6.92%
Dental Insurance	404-011-002	8,860	8,800	8,860	0.00%
Vision Plan	404-011-003	2,100	2,050	2,100	0.02%
<b>Object Total</b>	<b>404-011</b>	<b>85,690</b>	<b>85,550</b>	<b>90,860</b>	<b>6.03%</b>
<b>Retirement</b>					
PERS	404-012-001	147,000	142,400	155,400	5.71%
FICA	404-012-002	75,900	68,200	68,600	-9.62%
<b>Object Total</b>	<b>404-012</b>	<b>222,900</b>	<b>210,600</b>	<b>224,000</b>	<b>0.49%</b>
<b>Other Benefits</b>					
Life Insurance	404-013-001	3,800	3,400	2,100	-44.73%
Disability Insurance	404-013-002	2,500	2,200	1,600	-36.00%
Medicare Insurance	404-013-005	18,600	16,400	16,800	-9.68%
<b>Object Total</b>	<b>404-013</b>	<b>24,900</b>	<b>22,000</b>	<b>20,500</b>	<b>-17.67%</b>
<b>Membership/conf/training</b>					
Membership/conf/training	404-031-001	4,000	4,000	4,000	0.00%
Auto Expense	404-031-002	12,000	12,000	12,000	0.00%
<b>Object Total</b>	<b>404-031</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>0.00%</b>
<b>Department Supplies</b>					
Office Supplies	404-051-001	10,000	7,910	10,000	0.00%
Commission/Concerts	404-051-002	750	590	750	0.00%
<b>Object Total</b>	<b>404-051</b>	<b>10,750</b>	<b>8,500</b>	<b>10,750</b>	<b>0.00%</b>
<b>Utilities/Telephone/Radio</b>					
Recreation Utilities	404-052-001	13,260	12,000	12,250	-7.62%
City Hall/Fire Utilities	404-052-002	32,640	30,000	30,600	-6.25%
Police Utilities	404-052-003	12,750	12,000	12,250	-3.92%
801 Magnolia Utilities	404-052-004	775	750	775	0.00%
<b>Object Total</b>	<b>404-052</b>	<b>59,425</b>	<b>54,750</b>	<b>55,875</b>	<b>-5.97%</b>
<b>Contract Services</b>					
Recreation Contract Services	404-054-001	23,000	23,000	23,000	0.00%
City Contract Services	404-054-002	85,000	85,000	85,000	0.00%
Skatepark Contract Services	404-054-011	3,000	3,000	3,000	0.00%
<b>Object Total</b>	<b>404-054</b>	<b>111,000</b>	<b>111,000</b>	<b>111,000</b>	<b>0.00%</b>
<b>Building &amp; Ground Maintenance</b>					
<b>Building &amp; Ground Maintenance</b>	<b>404-055-003</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0.00%</b>
<b>Other Expenses</b>					
Self-Support	404-056-001	575,000	540,000	565,000	-1.74%
Miscellaneous	404-056-002	0	0		0.00%
Fourth of July	404-056-003	12,000	14,568	14,000	16.67%
Harvest Festival	404-056-008	5,000	9,896	10,000	100.00%
<b>Object Total</b>	<b>404-056</b>	<b>592,000</b>	<b>564,464</b>	<b>589,000</b>	<b>-0.51%</b>

<b>Recreation</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>10/11</b>	<b>10/11</b>	<b>11/12</b>	<b>% Change</b>
<b>Information Services</b>					
Hardware	404-060-001	500	250	500	0.00%
Labor	404-060-003	2,500	750	2,500	0.00%
<b>Object Total</b>	<b>404-060</b>	<b>3,000</b>	<b>1,000</b>	<b>3,000</b>	<b>0.00%</b>
<b>Capital Outlay</b>					
<b>Object Total</b>	<b>404-081</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Recreation</b>		<b>2,410,665</b>	<b>2,234,364</b>	<b>2,305,986</b>	<b>-4.34%</b>

**CITY OF PIEDMONT**  
2011-2012 Proposed Budget

**RECREATION DEPARTMENT**

General Recreation Division  
BUDGET NARRATIVE

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<b><u>Memberships/Training/Auto Expense</u></b>	101-0404-031
2010-2011 Budgeted Amount	\$16,000
2010-2011 12 Month Estimate	\$16,000
2011-2012 Proposed	\$16,000

This account funds memberships, conferences and training (\$4,000) as well as vehicle repair and maintenance (\$12,000) for the four department vehicles (Director's sedan, 3 vans). No increase proposed.

Memberships and training includes professional memberships, affiliations and training sessions and conferences.

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<b><u>Department Supplies</u></b>	101-0404-051
2010-2011 Budgeted Amount	\$10,750
2010-2011 12 Month Estimate	\$ 8,500
2011-2012 Proposed	\$10,750

Basic office supplies and materials including copy and computer supplies. Also includes budget for Recreation Commission expenses. Office supplies includes stationary, envelopes, printed forms, cash register tapes and ribbons, labels, binders, graphic/signage supplies and filing supplies. No increase proposed.

**2011-2012 Estimated Expense Breakdown:**

Office Supplies	\$ 10,000
Recreation Commission	\$ 750
Total	\$ 10,750

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<b><u>Utilities</u></b>	101-0404-052
2010-2011 Budgeted Amount	\$59,425
2010-2011 12 Month Estimate	\$54,750
2011-2012 Proposed	\$55,875

This account funds utilities for the Recreation Department, City Hall, Fire Department and Police Department.

<u>Expense Breakdown:</u>	<u>10-11 Estimated</u>	<u>11-12 Proposed</u>
Recreation Department	\$12,000	\$12,250
City Hall/Fire Department	\$30,000	\$30,600
801 Magnolia Avenue	\$ 750	\$ 775
Police Department	\$12,000	\$12,250
Total	\$54,750	\$55,875

<b><u>Contract Services</u></b>	101-0404-054
2010-2011 Budgeted Amount	\$111,000
2010-2011 12 Month Estimate	\$111,000
2011-2012 Proposed	\$111,000

Account covers contract services including janitorial services, copier contract, HVAC maintenance, fire alarm monitoring/service, fire extinguishers, rodent control, carpet/window cleaning, contract security guards for the skate park as needed and weekend restroom services.

	<u>2010-2011 Budgeted</u>	<u>2010-2011 Estimated</u>	<u>2011-2012 Proposed</u>
Recreation	\$ 23,000	\$ 23,000	\$ 23,000
Skate Park Security Services	\$ 3,000	\$ 3,000	\$ 3,000
City (Non-recreation)	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>
Total	\$ 111,000	\$111,000	\$111,000

<b><u>Buildings and Grounds Maintenance</u></b>	101-0404-055
2010-2011 Budgeted Amount	\$30,000
2010-2011 12 Month Estimate	\$30,000
2011-2012 Proposed	\$30,000

Funds building and ground maintenance (except city parks and corporation yard) including cleaning supplies and materials, paint, carpentry, plumbing, electrical, floor products and maintenance interior painting for the City Hall, Police Department and Recreation Building. No increase proposed.

<b><u>Other Expenses</u></b>	101-0404-056
2010-2011 Budgeted Amount	\$592,000
2010-2011 12 Month Estimate	\$564,464
2011-2012 Proposed	\$589,000

Account funds July 4<sup>th</sup> Parade and Celebration which includes live musical performance and sound system. This account also funds self-support expenses which include all supplies, equipment, uniforms, class materials and specialty items for all department classes, events and programs (over 100 programs). All self-support expenses are 100% recovered through fee revenue except Harvest Festival and July 4<sup>th</sup>.



	2010-2011	2010-2011	2011-2012
	<u>Budgeted</u>	<u>Estimated</u>	<u>Proposed</u>
Self Support Equipment/Supplies	\$ 575,000	\$ 540,000	\$ 565,000
July 4 <sup>th</sup>	\$ 12,000	\$ 14,568	\$ 14,000
Harvest Festival	\$ 5,000	\$ 9,896	\$ 10,000
Total	\$ 592,000	\$ 564,464	\$ 589,000

Note: Harvest Festival proceeds cover all festival expenses in excess of \$3,000. The net cost to the city is and has been limited to \$3,000 per year.

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<u>Information Services</u>	101-0404-060
2010-2011 Budgeted Amount	\$ 3,000
2010-2011 12 Month Estimate	\$ 1,000
2011-2012 Proposed	\$ 3,000

This account consolidates IT/Computer associated departmental expenses.

2011-2012 Estimated Expense Breakdown:

Hardware	\$ 500
Software	\$ 0
Contract Services (Labor)	\$ 2,500
Total	\$ 3,000

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<u>Capital Outlay</u>	101-0404-081
2010-2011 Budgeted Amount	\$ 0
2010-2011 12 Month Estimate	\$ 0
2011-2012 Proposed	\$ 0

None proposed for 2011-2012.

Recreation Department Cost Recovery											
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimated
	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Estimated	Estimated	Estimated
	2010-11	2011-12									
Expenditures											
Recreation: 404	1,531,044	1,661,192	1,907,570	2,077,349	2,138,904	2,299,343	2,235,526	2,296,440	2,231,994	2,305,986	
Less: City Hall/Police/Fire Utilities	(49,434)	(47,385)	(50,959)	(51,701)	(50,726)	(49,716)	(43,050)	(46,656)	(42,000)	(42,850)	
Less: Ground Maintenance	(58,691)	(54,680)	(61,643)	(56,354)	(51,108)	(53,176)	(29,074)	(32,368)	(30,000)	(30,000)	
Less: Contract Services*		(26,861)	(36,869)	(97,269)	(87,492)	(109,465)	(112,591)	(107,005)	(85,000)	(85,000)	
Less: 4th of July	(13,751)	(8,681)	(12,899)	(11,279)	(18,816)	(11,000)	(11,875)	(13,246)	(14,568)	(14,000)	
Less: Hampton Field Monitor	(10,366)	(12,284)	(10,838)	(10,613)	(11,701)	(11,800)	(6,231)	0	0	0	
Less: Skateboard Monitor	(27,187)	(23,346)	(21,290)	(19,815)	(18,511)	(19,131)	(21,370)	(16,105)	(10,000)	(10,000)	
Less: Harvest Festival	(7,205)	(6,727)	(6,590)	(8,026)	(9,240)	(9,299)	(11,035)	(12,650)	(9,896)	(10,000)	
Sub-total	(166,634)	(179,964)	(201,088)	(255,057)	(247,594)	(263,588)	(235,226)	(228,031)	(191,464)	(191,850)	
Net Recreation Budget	1,364,410	1,481,228	1,706,482	1,822,292	1,891,310	2,035,755	2,000,300	2,068,409	2,040,530	2,114,136	
Community Hall: 405	93,890	83,108	88,274	95,441	111,975	95,674	104,332	83,814	99,224	103,806	
Veterans' Hall: 406	47,520	55,597	52,234	52,270	61,905	52,813	51,661	43,094	65,605	63,039	
Total Expenditures	1,505,820	1,619,933	1,846,990	1,970,003	2,065,190	2,184,243	2,156,293	2,195,317	2,205,358	2,280,981	
Recreation Revenue	1,081,891	1,178,464	1,287,184	1,420,013	1,442,578	1,649,348	1,786,124	1,784,196	1,650,000	1,700,000	
Community Hall Revenue	171,897	204,035	206,277	199,703	197,270	171,443	244,922	222,566	215,000	220,000	
Veterans' Hall Revenue	63,448	65,189	71,102	74,331	72,398	75,795	76,856	54,832	50,000	50,000	
Schoolmates Subsidy	36,168	37,976	39,875	41,869	43,869	46,160	50,000	52,500	55,125	55,125	
Sub-total	1,353,404	1,485,664	1,604,438	1,735,916	1,756,115	1,942,745	2,157,902	2,114,095	1,970,125	1,970,000	
Net General Fund Subsidy	152,416	134,269	242,552	234,087	309,075	241,497	(1,610)	81,223	235,233	310,981	
* Contract Services for City Hall, Main Park Restroom Weekend Cleaning/ Opening and Closing (janitorial, fire alarm, rodent control, carpet cleaning, window cleaning)											

<b>Community Hall</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>10/11</b>	<b>10/11</b>	<b>11/12</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	405-010-001	11,200	11,000	11,000	-1.79%
Part Time Salaries	405-010-002	38,000	38,000	40,000	5.26%
<b>Object Total</b>	<b>405-010</b>	<b>49,200</b>	<b>49,000</b>	<b>51,000</b>	<b>3.66%</b>
<b>Health Insurance</b>					
Medical Insurance	405-011-001	1,000	1,000	1,100	10.03%
Dental Insurance	405-011-002	110	110	110	-0.27%
Vision Plan	405-011-003	30	32	30	0.00%
<b>Object Total</b>	<b>405-011</b>	<b>1,140</b>	<b>1,143</b>	<b>1,240</b>	<b>8.80%</b>
<b>Retirement</b>					
PERS	405-012-001	3,100	3,100	3,300	6.45%
FICA	405-012-002	3,100	3,100	3,200	3.23%
<b>Object Total</b>	<b>405-012</b>	<b>6,200</b>	<b>6,200</b>	<b>6,500</b>	<b>4.84%</b>
<b>Other Benefits</b>					
Life Insurance	405-013-001	80	80	50	-36.95%
Disability Insurance	405-013-002	50	50	35	-29.73%
Medicare Insurance	405-013-005	800	750	780	-2.47%
<b>Object Total</b>	<b>405-013</b>	<b>930</b>	<b>881</b>	<b>866</b>	<b>-6.90%</b>
<b>Supplies</b>	<b>405-051-001</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>
<b>Utilities</b>	<b>405-052-001</b>	<b>8,500</b>	<b>8,500</b>	<b>8,700</b>	<b>2.35%</b>
<b>Contract Services</b>	<b>405-054-001</b>	<b>24,000</b>	<b>24,000</b>	<b>26,000</b>	<b>8.33%</b>
<b>Capital Outlay</b>					
Tables and Chairs	405-081-054	2,000	2,000	2,000	0.00%
<b>Object Total</b>	<b>405-081</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0.00%</b>
<b>Total Community Hall</b>		<b>99,470</b>	<b>99,224</b>	<b>103,806</b>	<b>4.36%</b>

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**CITY OF PIEDMONT**  
2011-2012 Proposed Budget

**RECREATION DEPARTMENT**  
**COMMUNITY HALL DIVISION**

BUDGET NARRATIVE

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<b><u>Department Supplies</u></b>	101-0405-051
2010-2011 Budgeted Amount	\$ 7,500
2010-2011 12 Month Estimate	\$ 7,500
2011-2012 Proposed	\$ 7,500

All cleaning and maintenance supplies for Community Hall (upstairs only) rental facility operation. Proper maintenance and cleanliness are essential for the beautiful facility. Expenses recovered 100% through revenue. No increase proposed.

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<b><u>Utilities</u></b>	101-0405-052
2010-2011 Budgeted Amount	\$ 8,500
2010-2011 12 Month Estimate	\$ 8,500
2011-2012 Proposed	\$ 8,700

Utility expense for Community Hall upper level. A 2% increase over 2010-2011 twelve month estimate is proposed. Expense recovered 100% through fee revenue.

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<b><u>Contract Services</u></b>	101-0405-054
2010-2011 Budgeted Amount	\$24,000
2010-2011 12 Month Estimate	\$24,000
2011-2012 Proposed	\$26,000

This funds contract janitorial services for the Community Hall which is augmented by city staff. Funds heavy cleaning and floor buffing on a weekly basis. Expense 100% recovered through fee revenue. No increase proposed.

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<b><u>Capital Outlay</u></b>	101-0405-081
2010-2011 Budgeted Amount	\$ 2,000
2010-2011 12 Month Estimate	\$ 2,000
2011-2012 Proposed	\$ 2,000

This will fund the purchase of new tables and new chairs. This furniture replaces dilapidated and worn out units. This expense is 100% recovered through fee revenue.

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<b>Veterans' Hall</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>10/11</b>	<b>10/11</b>	<b>11/12</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	406-010-001	7,500	7,200	7,400	-1.33%
Part Time Salaries	406-010-002	20,000	25,000	22,000	10.00%
<b>Object Total</b>	<b>406-010</b>	<b>27,500</b>	<b>32,200</b>	<b>29,400</b>	<b>6.91%</b>
<b>Health Insurance</b>					
Medical Insurance	406-011-001	700	700	720	2.79%
Dental Insurance	406-011-002	75	75	75	-0.45%
Vision Plan	406-011-003	20	20	20	0.00%
<b>Object Total</b>	<b>406-011</b>	<b>795</b>	<b>794</b>	<b>814</b>	<b>2.38%</b>
<b>Retirement</b>					
PERS	406-012-001	2,100	2,050	2,200	4.78%
FICA	406-012-002	1,900	2,000	2,000	5.26%
<b>Object Total</b>	<b>406-012</b>	<b>4,000</b>	<b>4,050</b>	<b>4,200</b>	<b>5.01%</b>
<b>Other Benefits</b>					
Life Insurance	406-013-001	60	50	40	-33.39%
Disability Insurance	406-013-002	40	40	25	-37.28%
Medicare Insurance	406-013-005	500	470	460	-8.00%
<b>Object Total</b>	<b>406-013</b>	<b>600</b>	<b>560</b>	<b>525</b>	<b>-12.48%</b>
<b>Supplies</b>	<b>406-051-001</b>	<b>3,000</b>	<b>4,000</b>	<b>4,000</b>	<b>33.33%</b>
<b>Utilities</b>	<b>406-052-001</b>	<b>3,700</b>	<b>4,000</b>	<b>4,100</b>	<b>10.81%</b>
<b>Contract Services</b>	<b>406-054-001</b>	<b>12,000</b>	<b>18,000</b>	<b>18,000</b>	<b>50.00%</b>
<b>Capital Outlay</b>					
Tables and Chairs	406-081-014	2,000	2,000	2,000	0.00%
<b>Object Total</b>	<b>406-081</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0.00%</b>
<b>Total Veterans' Hall</b>		<b>53,595</b>	<b>65,605</b>	<b>63,039</b>	<b>17.62%</b>
<b>Grand Total: 404,405,406</b>		<b>2,563,730</b>	<b>2,396,822</b>	<b>2,472,831</b>	<b>-3.55%</b>

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**CITY OF PIEDMONT**  
2011-2012 Proposed Budget

**RECREATION DEPARTMENT**  
**VETERANS' HALL DIVISION**

BUDGET NARRATIVE

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<b><u>Department Supplies</u></b>	101-0406-051
2010-2011 Budgeted Amount	\$ 3,000
2010-2011 12 Month Estimate	\$ 4,000
2011-2012 Proposed	\$ 4,000

All cleaning and maintenance supplies for Veterans' Hall operation. Expenses recovered 100% through revenue. No increase proposed.

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<b><u>Utilities</u></b>	101-0406-052
2010-2011 Budgeted Amount	\$ 3,700
2010-2011 12 Month Estimate	\$ 4,000
2011-2012 Proposed	\$ 4,100

Utility expense for second floor (rental facility) of Veterans' Hall. A 2% increase over 2010-2011 twelve month estimate is proposed. Expense recovered 100% through fee revenue.

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<b><u>Contract Services</u></b>	101-0406-054
2010-2011 Budgeted Amount	\$12,000
2010-2011 12 Month Estimate	\$18,000
2011-2012 Proposed	\$18,000

This funds non city staff maintenance and janitorial services and kitchen equipment service as required. Expense 100% recovered through fee revenue. A janitorial service contractor augments city building staff. No increase proposed.

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<b><u>Capital Outlay</u></b>	101-0406-081
2010-2011 Budgeted Amount	\$ 2,000
2010-2011 12 Month Estimate	\$ 2,000
2011-2012 Proposed	\$ 2,000

This will fund the purchase of new tables and new chairs. This furniture replaces dilapidated and worn out units. This expense is 100% recovered through fee revenue.

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<b>Schoolmates</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>10/11</b>	<b>10/11</b>	<b>11/12</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	415-010-001	289,000	284,000	291,000	0.69%
Part Time Salaries	415-010-002	216,320	160,000	170,000	-21.41%
Overtime Salaries	415-010-003	6,000	6,000	6,000	0.00%
<b>Object Total</b>	<b>415-010</b>	<b>511,320</b>	<b>450,000</b>	<b>467,000</b>	<b>-8.67%</b>
<b>Health Insurance</b>					
Medical Insurance	415-011-001	53,000	53,000	68,000	28.30%
Dental Insurance	415-011-002	6,500	6,300	8,000	23.07%
Vision Plan	415-011-003	1,500	1,500	1,800	20.02%
<b>Object Total</b>	<b>415-011</b>	<b>61,000</b>	<b>60,800</b>	<b>77,800</b>	<b>27.54%</b>
<b>Retirement</b>					
PERS	415-012-001	81,500	81,500	87,250	7.06%
FICA	415-012-002	31,700	26,800	28,950	-8.68%
<b>Object Total</b>	<b>415-012</b>	<b>113,200</b>	<b>108,300</b>	<b>116,200</b>	<b>2.65%</b>
<b>Other Benefits</b>					
Life Insurance	415-013-001	2,100	2,050	1,250	-40.48%
Disability Insurance	415-013-002	1,400	1,300	1,000	-28.54%
Medicare Insurance	415-013-005	7,500	6,500	6,800	-9.33%
<b>Object Total</b>	<b>415-013</b>	<b>11,000</b>	<b>9,850</b>	<b>9,050</b>	<b>-17.72%</b>
<b>Department Supplies</b>					
Supplies	415-051-001	36,000	26,500	28,000	-22.22%
Nutrition	415-051-002	15,000	12,500	13,000	-13.33%
Breakfast/Lunch Program	415-051-003	5,000	3,000	4,000	-20.00%
<b>Object Total</b>	<b>415-051</b>	<b>56,000</b>	<b>42,000</b>	<b>45,000</b>	<b>-19.64%</b>
<b>Utilities</b>	<b>415-052-001</b>	<b>4,600</b>	<b>3,200</b>	<b>3,400</b>	<b>-26.09%</b>
<b>Contract Services</b>	<b>415-054-001</b>	<b>20,000</b>	<b>22,000</b>	<b>22,000</b>	<b>10.00%</b>
<b>Capital Outlay</b>					
Equipment	415-081-031	15,000	7,500	7,500	-50.00%
<b>Object Total</b>	<b>415-081</b>	<b>15,000</b>	<b>7,500</b>	<b>7,500</b>	<b>-50.00%</b>
<b>Total Schoolmates</b>		<b>792,120</b>	<b>703,650</b>	<b>747,952</b>	<b>-5.58%</b>

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**CITY OF PIEDMONT**  
2011-2012 Proposed Budget

**RECREATION DEPARTMENT**  
**SCHOOLMATES DIVISION**

BUDGET NARRATIVE

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<b><u>Department Supplies</u></b>	114-0415-051
2010-2011 Budgeted Amount	\$56,000
2010-2011 12 Month Estimate	\$42,000
2011-2012 Proposed	\$45,000

This account funds supplies and materials as well as nutrition which as a licensed program is required by state law. This account also funds the Kindergarten meal program. This once per week program has become extremely popular with the Kindergartners. Parents are especially appreciative of this program. These expenses are recovered 100% through fee revenue.

2011-2012 Proposed:

Supplies and Materials	\$28,000
Nutrition	\$13,000
Kindergarten Meal Program	<u>\$ 4,000</u>
Total	\$45,000

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<b><u>Utilities</u></b>	114-0415-052
2010-2011 Budgeted Amount	\$ 4,600
2010-2011 12 Month Estimate	\$ 3,200
2011-2012 Proposed	\$ 3,400

Utility expense for the three Schoolmates sites. A modest increase over 2010-2011 twelve month estimate is proposed. Expense recovered 100% through fee revenue.

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<b><u>Contract Services</u></b>	114-0415-054
2010-2011 Budgeted Amount	\$20,000
2010-2011 12 Month Estimate	\$22,000
2011-2012 Proposed	\$22,000

This funds contract janitorial services for the Schoolmates sites including carpet cleaning. Expense 100% recovered through fee revenue.

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**Capital Outlay**

2010-2011 Budgeted Amount  
2010-2011 12 Month Estimate  
2011-2012 Proposed

114-0415-081  
\$15,000  
\$ 7,500  
\$ 7,500

Proposed 2011-2012 Capital Outlay Budget for Schoolmates provides \$7,500 for equipment expenditures as the Schoolmates Program Supervisor and Site Coordinators deem appropriate with Department Head approval.

**DEPARTMENT OF RECREATION**  
City of Piedmont  
**SCHOOLMATES PROGRAM FINANCIAL PROJECTION REPORT**

FY 01/02 Through FY 10/11

	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimated	Estimated
	4.50 per hr	5.00 per hr		5.25 per hr	5.25 per hr	5.50 per hr	5.50 per hr	5.50 per hr	6.00 per hr	6.00 per hr
<b>Revenue</b>										
Schoolmates Fees	504,226	565,697	605,745	672,795	720,628	686,396	763,067	720,349	700,000	680,000
Interest	8,991	6,491	10,278	18,835	25,553	22,639	10,553	2,918	2,000	2,000
<b>Total Revenue</b>	<b>513,217</b>	<b>572,188</b>	<b>616,023</b>	<b>691,630</b>	<b>746,181</b>	<b>709,035</b>	<b>773,620</b>	<b>723,267</b>	<b>702,000</b>	<b>682,000</b>
<b>Expenditures</b>										
Regular Salaries	200,780	200,946	213,146	225,607	241,933	253,556	283,135	285,705	290,000	297,000
Part-time Salaries	113,791	119,862	134,341	148,544	177,685	169,684	194,801	170,890	153,000	163,000
Part-time Custodial	15,379	16,534	17,893	18,787	19,727	22,134	22,664	6,015	7,000	7,000
Medical/Dental Benefits	29,982	34,417	37,235	39,327	45,118	51,010	55,307	58,606	60,800	77,800
Retirement Benefits	33,871	53,463	72,387	84,027	94,154	102,119	110,366	113,143	101,500	116,200
Other Benefits	7,593	7,102	7,597	8,002	8,856	9,559	10,471	10,190	9,650	9,050
Supplies	37,140	26,904	31,521	34,417	36,866	29,725	45,103	35,522	39,000	41,000
Nutrition & Breakfast/Lunch	9,205	12,329	14,228	13,924	14,462	14,839	14,399	18,741	3,000	4,000
Utilities	5,978	4,993	5,310	5,297	5,689	5,549	5,152	4,149	3,200	3,400
Contract Services	5,534	8,321	7,566	9,288	8,817	9,908	11,271	16,240	22,000	22,000
Capital Outlay	9,966	2,248	5,799	28,790	38,921	41,010	6,313	0	7,500	7,500
<b>Total Expenditures</b>	<b>469,219</b>	<b>487,119</b>	<b>547,022</b>	<b>616,010</b>	<b>692,228</b>	<b>709,093</b>	<b>758,982</b>	<b>719,201</b>	<b>696,650</b>	<b>747,952</b>
<b>Transfer Out</b>										
General Fund*	36,168	37,976	39,875	41,869	43,869	46,160	50,000	52,500	55,125	0
CIP	0	0	0	0	0	0	0	0	150,000	0
<b>Total Transfers</b>	<b>40,666</b>	<b>38,976</b>	<b>39,875</b>	<b>41,869</b>	<b>43,869</b>	<b>46,160</b>	<b>50,000</b>	<b>52,500</b>	<b>205,125</b>	<b>0</b>
<b>Total Expenditures/Transfers</b>	<b>509,885</b>	<b>526,096</b>	<b>586,897</b>	<b>657,879</b>	<b>736,097</b>	<b>755,253</b>	<b>808,982</b>	<b>771,701</b>	<b>901,775</b>	<b>747,952</b>
<b>Excess of Revenue over Expenditures/Transfers</b>	<b>3,332</b>	<b>46,092</b>	<b>29,125</b>	<b>33,751</b>	<b>10,084</b>	<b>(46,218)</b>	<b>(35,361)</b>	<b>(48,434)</b>	<b>(199,775)</b>	<b>(65,952)</b>
<b>Fund Balance</b>										
Beginning of year	400,991	404,323	450,415	479,540	513,291	523,375	477,157	441,796	393,361	193,586
End of year	404,323	450,415	479,540	513,291	523,375	477,157	441,796	393,361	193,586	127,635
<b>Building Fund Reserve</b>	<b>280,000</b>	<b>310,000</b>	<b>340,000</b>	<b>370,000</b>	<b>400,000</b>	<b>377,157</b>	<b>341,796</b>	<b>293,361</b>	<b>93,586</b>	<b>27,635</b>
<b>Unreserved Fund Balance</b>	<b>124,323</b>	<b>140,415</b>	<b>139,540</b>	<b>143,291</b>	<b>123,375</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total Fund Balance</b>	<b>404,323</b>	<b>450,415</b>	<b>479,540</b>	<b>513,291</b>	<b>523,375</b>	<b>477,157</b>	<b>441,796</b>	<b>393,361</b>	<b>193,586</b>	<b>127,635</b>

\*Salary, Fringe Allocation for Department Head, Secretary, Maintenance Worker

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<b>Aquatics</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>10/11</b>	<b>10/11</b>	<b>11/12</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	417-010-001	0	0	28,440	
Part Time Salaries	417-010-002	0	0	350,500	
<b>Object Total</b>	<b>417-010</b>	<b>0</b>	<b>0</b>	<b>378,940</b>	
<b>Health Insurance</b>					
Medical Insurance	417-011-001	0	0	13,600	
Dental Insurance	417-011-002	0	0	1,800	
Vision Plan	417-011-003	0	0	400	
<b>Object Total</b>	<b>417-011</b>	<b>0</b>	<b>0</b>	<b>15,800</b>	
<b>Retirement</b>					
PERS	417-012-001	0	0	13,600	
FICA	417-012-002	0	0	23,500	
<b>Object Total</b>	<b>417-012</b>	<b>0</b>	<b>0</b>	<b>37,100</b>	
<b>Other Benefits</b>					
Life Insurance	417-013-001	0	0	200	
Disability Insurance	417-013-002	0	0	100	
Medicare Insurance	417-013-005	0	0	5,500	
<b>Object Total</b>	<b>417-013</b>	<b>0</b>	<b>0</b>	<b>5,800</b>	
<b>Department Supplies</b>					
Pool Chemicals	417-051-001	0	0	25,000	
Pool Equipment	417-051-002	0	0	15,000	
Misc. Repair Supplies	417-051-003	0	0	5,000	
Office Supplies and Materials	417-051-004	0	0	5,000	
Printing/Graphics	417-051-005	5,000	5,000	5,000	0.00%
Postage	417-051-006	3,000	3,000	3,000	0.00%
Other	417-051-007	5,000	5,000	5,000	0.00%
<b>Object Total</b>	<b>417-051</b>	<b>13,000</b>	<b>13,000</b>	<b>63,000</b>	<b>384.62%</b>
<b>Utilities</b>	<b>417-052</b>	<b>0</b>	<b>0</b>	<b>78,000</b>	
<b>Contract Services</b>	<b>417-054</b>	<b>20,000</b>	<b>20,000</b>	<b>145,500</b>	<b>627.50%</b>
<b>Other Expenses</b>	<b>417-056</b>	<b>50,000</b>	<b>50,000</b>	<b>10,000</b>	<b>-80.00%</b>
<b>Capital Outlay</b>					
ADA Ramp 24'-1:12 Slope	417-081-001	25,000	25,000	13,000	-48.00%
Replacement Shed-Baby Pool	417-081-002	0	0	10,000	
<b>Object Total</b>	<b>417-081</b>	<b>25,000</b>	<b>25,000</b>	<b>23,000</b>	<b>-8.00%</b>
<b>Total Aquatics</b>		<b>108,000</b>	<b>108,000</b>	<b>757,140</b>	<b>601.06%</b>

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**CITY OF PIEDMONT**  
2011-2012 Proposed Budget

**RECREATION DEPARTMENT**  
**AQUATICS DIVISION 117**

BUDGET NARRATIVE

<b><u>Salaries</u></b>	117-0417-010	
2010-2011 Budgeted Amount	\$	0
2010-2011 12 Month Estimate	\$	0
2011-2012 Proposed	\$	378,940
	<u>2010-2011</u>	<u>2011-2012</u>
	<u>Estimated</u>	<u>Proposed</u>
001 Part-Time Regular	\$	0
003 Overtime	\$	0
004 Part-Time Life Guards	\$	0
005 Part-Time Lessons	\$	0
007 Assistant Manager-Clerical Staff	\$	0
008 Manager	\$	0
Total		<u>\$ 378,940</u>

\*New Full Time Position Recreation Aquatics Coordinator/Pool Manager projected to be filled January 1, 2012 - expense January-June 2012

<b><u>Department Supplies</u></b>	117-0417-051
2010-2011 Budgeted Amount	\$
2010-2011 12 Month Estimate	\$
2011-2012 Proposed	\$

This account funds supplies and materials required to operate the swimming pool, associated buildings and grounds.

	<u>2010-2011</u>	<u>2011-2012</u>
	<u>Estimated</u>	<u>Proposed</u>
001 Pool Chemicals	\$	0
002 Pool Equipment	\$	0
003 Misc. Pool/Locker Room Repair Supplies	\$	0
004 Office Supplies and Materials	\$	0
005 Printing/Graphics	\$	5,000
006 Postage	\$	3,000
007 Other	\$	5,000
Total	<u>\$ 13,000</u>	<u>\$ 63,000</u>

<b><u>Utilities</u></b>	117-0417-052
2010-2011 Budgeted Amount	\$ 0
2010-2011 12 Month Estimate	\$ 0
2011-2012 Proposed	\$ 78,000

Utility expense for the swimming pool, associated buildings and grounds.

	2010-2011 <u>Estimated</u>	2011-2012 <u>Proposed</u>
001 PG & E Gas	\$ 0	\$ 35,000
002 PG & E Electric	\$ 0	\$ 22,500
003 EBMUD	\$ 0	\$ 7,500
004 Phone	\$ 0	\$ 3,000
005 Garbage	\$ 0	\$ 0
006 Internet	\$ 0	\$ 5,000
007 Other	\$ 0	\$ 5,000
Total	\$ 0	\$ 78,000

<b><u>Contract Services</u></b>	117-0417-054
2010-2011 Budgeted Amount	\$ 0
2010-2011 12 Month Estimate	\$ 20,000
2011-2012 Proposed	\$ 145,500

This funds all contract services for the operation of the swimming pool, associated buildings and grounds.

	2010-2011 <u>Estimated</u>	2011-2012 <u>Proposed</u>
001 Pool Manager	\$ 0	\$ 36,000*
002 Pool Asst. Manager	\$ 0	\$ 27,000**
003 Pool Maintenance	\$ 0	\$ 12,000
004 Plumbing	\$ 0	\$ 4,000
005 Electrical	\$ 0	\$ 4,000
006 Gardening/Landscaping	\$ 0	\$ 6,000
007 Janitorial	\$ 0	\$ 12,000
008 Training/Certifications	\$ 0	\$ 4,000
009 Web Master	\$ 0	\$ 7,200
010 Bookkeeper	\$ 0	\$ 4,800
011 Marketing/Promotions	\$ 0	\$ 5,000
012 Inspections	\$ 0	\$ 2,500
013 Management Consulting	\$ 20,000	\$ 20,000
014 Alarm Monitoring	\$ 0	\$ 1,000
Total	\$ 20,000	\$ 145,500

\*Interim Pool Manager position on contract basis July 1, 2011 - December 31, 2011

\*\* Interim Assistant Pool Manager position on contract basis July 1, 2011 - December 31, 2011

**Other Expenses**

2010-2011 Budgeted Amount  
2010-2011 12 Month Estimate  
2011-2012 Proposed

117-0417-056  
\$ 0  
\$ 50,000  
\$ 10,000

	2010-2011 <u>Estimated</u>	2011-2012 <u>Proposed</u>
001 Piedmont Swim Club General	\$ 15,000	\$ 0
002 Piedmont Swim Club General Equipment Purchase	\$ 10,000	\$ 0
003 Other	\$ 25,000	\$ 10,000
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 10,000</b>

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**Capital Outlay**

2010-2011 Budgeted Amount  
2010-2011 12 Month Estimate  
2011-2012 Proposed

117-0417-081  
\$ 0  
\$ 25,000  
\$ 23,000

	2010-2011 <u>Estimated</u>	2011-2012 <u>Proposed</u>
001 ADA Ramp 24' – 1:12 Slope	\$ 25,000	\$ 13,000
002 Replacement Shed – Baby Pool Mechanical	\$ 0	\$ 10,000
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 23,000</b>

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