

City of Piedmont  
**Recreation  
Department**



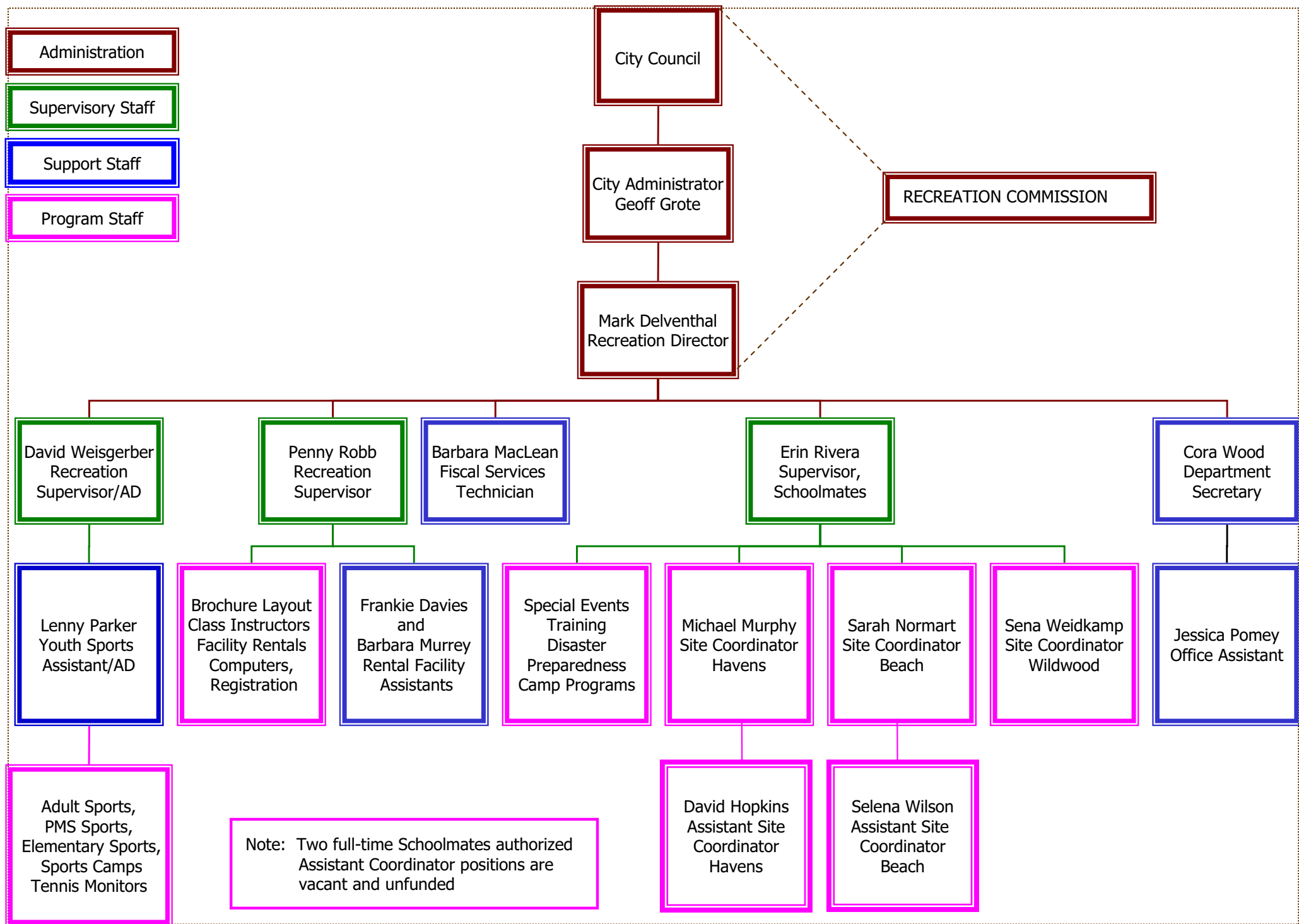
Proposed  
**BUDGET**  
2010-2011



**CITY OF PIEDMONT  
DEPARTMENT OF RECREATION  
2010-2011 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.



City of Piedmont Recreation Department Organization Chart (03/10)



## Management Goals & Objectives Review

**Employee**        **Mark Delventhal**

**Period**            **July 2009 - June 2010**

	<b>Goals and Objectives</b>	<b>Budget</b>	<b>Target Date</b>	<b>Results</b>
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		06-30-10	Goal achieved. Subsidy estimated to be \$197,948
2.	Manage Schoolmates Program expenses to be less than program revenue		06-30-10	Goal not achieved. Expenses estimated to exceed revenue by \$30,260 - 3.9%
3.	Successfully manage Havens Schoolmates during 09-10 school year when new Havens School is constructed, including public process for determination on temporary site location.		06-30-10	Process for site determination, although controversial, successfully completed for start of school, August 2009. Program running smoothly and effectively, including coordination with student busing to and from Emeryville.
4.	Successfully complete City Hall/Fire Department HVAC Project		06-30-10	Project deferred by City Council.
5.	Coordinate efforts with Department of Public Works in support of ETF programs and initiatives		06-30-09	Coordinated with DPW, attended several ETF Meetings
6.	Successfully manage Coaches Field Synthetic turf/listing and Blair Park Fields EIR process with full and proper notice, full transparency and information disclosure.		06-30-09	DEIR delayed due to the need for further architectural design and study. Additional work completed with private funding. DEIR scheduled for release in May, 2010. All Meetings fully noticed to neighborhood and community throughout process.
7.	Provide thorough and comprehensive orientation and training for new Recreation Supervisor (David Weisgerber hired on 03-16-09)		06-30-09	Successful. Mr. Weisgerber has been a welcome addition and has "hit the ground running"



## Management Goals & Objectives

**Employee**        **Mark Delventhal**

**Period**            **July 2010 - June 2011**

	<b>Goals and Objectives</b>	<b>Budget</b>	<b>Target Date</b>
1.	Manage Recreation Division expenses to limit general fund subsidy to 2% or less of the total city operating budget (not CIP) Not to exceed \$420,000 (+ , -)		06-30-11
2.	Manage Schoolmates Program expenses to be less than program revenue		06-30-11
3.	Successfully manage Havens Schoolmates return to facility/classroom at the new Havens School.		09-30-10
4.	Successfully manage Wildwood Schoolmates for 2010-2011 school year at Beach School during Wildwood School construction.		06-30-11
5.	Continue careful and thorough management of Coaches Field Synthetic turf/lighting and Blair Park Fields EIR process with full and proper notice, full transparency and information disclosure.		12-31-10

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

**2010-2011 Proposed Fee Schedule**

<b>FEE DESCRIPTION</b>	<b>Current</b>	<b>Proposed FY 2010-2011</b>	<b>LAST ADJUSTMENT</b>
<b>Recreation Department</b>			
Adult Tennis Decal	35.00	40.00	07-01-04
Youth Tennis Decal	10.00	10.00	07-01-94
Weekday Tennis Court	4.00 /hr	4.00 /hr	07-01-04
Weekend Tennis Court	5.00 /hr	5.00 /hr	07-01-04
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
Annual Tennis Team Fee	125.00	125.00	07-01-00
<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)			
April - October	2,100.00	2,100.00	07-01-08
November - March	1,675.00	1,800.00	07-01-08
Friday and Sunday - Non Resident (7 hours)			
April - October	2,700.00	2,700.00	07-01-08
November - March	2,200.00	2,400.00	07-01-08
Saturday - Resident (8 hours)			
April - October	2,400.00	2,400.00	07-01-08
November - March	1,950.00	1,950.00	07-01-08
Saturday - Non Resident (8 hours)			
April - October	3,500.00	3,500.00	07-01-08
November - March	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	175.00	07-01-08
Tea House (3 hours)	500.00	500.00	07-01-08

<b>FEE DESCRIPTION</b>	<b>Current</b>	<b>Proposed FY 2010-2011</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	7.75 /hr	8.50 /hr	09-01-08
Drop In Card	7.00 /hr	7.70 /hr	09-01-08
Pre-Registered Monthly	5.75 /hr	6.25 /hr	09-01-08
Aggregate Discount for Monthly Users	5.50 /hr	6.00 /hr	09-01-08
Scholarship	5.25 /hr	5.75 /hr	09-01-08

<b>Recreation</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>09/10</b>	<b>09/10</b>	<b>10/11</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	404-010-001	442,000	434,000	442,000	0.00%
Part Time Salaries	404-010-002	822,500	772,500	810,000	-1.52%
Overtime Salaries	404-010-003	8,800	2,500	3,000	-65.91%
<b>Object Total</b>	<b>404-010</b>	<b>1,273,300</b>	<b>1,209,000</b>	<b>1,255,000</b>	<b>-1.44%</b>
<b>Health Insurance</b>					
Medical Insurance	404-011-001	66,500	61,600	74,730	12.38%
Dental Insurance	404-011-002	7,937	7,600	8,860	11.62%
Vision Plan	404-011-003	1,940	1,900	2,100	8.25%
<b>Object Total</b>	<b>404-011</b>	<b>76,377</b>	<b>71,100</b>	<b>85,690</b>	<b>12.19%</b>
<b>Retirement</b>					
PERS	404-012-001	152,400	138,900	147,000	-3.54%
FICA	404-012-002	77,300	76,000	75,900	-1.81%
<b>Object Total</b>	<b>404-012</b>	<b>229,700</b>	<b>214,900</b>	<b>222,900</b>	<b>-2.96%</b>
<b>Other Benefits</b>					
Life Insurance	404-013-001	3,800	3,700	3,800	0.01%
Disability Insurance	404-013-002	2,500	2,300	2,500	-0.01%
Medicare Insurance	404-013-005	18,600	18,500	18,600	0.00%
<b>Object Total</b>	<b>404-013</b>	<b>24,900</b>	<b>24,500</b>	<b>24,899</b>	<b>0.00%</b>
Membership/conf/training	404-031-001	3,000	3,000	4,000	33.33%
Auto Expense	404-031-002	13,000	13,000	12,000	-7.69%
<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	8,000	10,000	0.00%
Commission/Concerts	404-051-002	750	500	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	18,360	13,000	13,260	-27.78%
City Hall/Fire Utilities	404-052-002	30,600	32,000	32,640	6.67%
Police Utilities	404-052-003	12,750	12,500	12,750	0.00%
801 Magnolia Utilities	404-052-004	1,020	750	775	-24.02%
<b>Object Total</b>	<b>404-052</b>	<b>62,730</b>	<b>58,250</b>	<b>59,425</b>	<b>-5.27%</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>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	519,800	519,800	575,000	10.62%
Fourth of July	404-056-003	10,100	14,000	12,000	18.81%
Harvest Festival	404-056-008	10,100	11,600	8,000	-20.79%
<b>Object Total</b>	<b>404-056</b>	<b>540,000</b>	<b>545,400</b>	<b>595,000</b>	<b>10.19%</b>



<b>Recreation</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>09/10</b>	<b>09/10</b>	<b>10/11</b>	<b>% Change</b>
<b>Information Services</b>					
Hardware	404-060-001	500	0	500	0.00%
Labor	404-060-003	2,500	1,000	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>2,377,757</b>	<b>2,289,650</b>	<b>2,413,666</b>	<b>1.51%</b>

**CITY OF PIEDMONT**  
2010-2011 Proposed Budget

**RECREATION DEPARTMENT**

**BUDGET NARRATIVE**

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<b><u>Memberships/Training/Auto Expense</u></b>	101-0404-031
2009-2010 Budgeted Amount	\$16,000
2009-2010 12 Month Estimate	\$16,000
2010-2011 Proposed	\$16,000

This account funds memberships, conferences and training (\$4000) 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
2009-2010 Budgeted Amount	\$10,750
2009-2010 12 Month Estimate	\$ 8,500
2010-2011 Proposed	\$10,750

Basic office supplies and material 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.

**2010-2011 Estimated Expense Breakdown:**

Office Supplies	\$ 10,000
Recreation Commission	\$ 750
Concert in the Park (Summer Kick Off)	\$ 0
Total	\$ 10,750

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<b><u>Utilities</u></b>	101-0404-052
2009-2010 Budgeted Amount	\$62,730
2009-2010 12 Month Estimate	\$58,250
2010-2011 Proposed	\$59,425

This account funds utilities for the Recreation Department, City Hall, Fire Department and Police Department. A 2% increase over 2009-2010 12 month estimate is proposed.

<u>Expense Breakdown:</u>	<u>09-10 Estimated</u>	<u>10-11 Proposed</u>
Recreation Department	\$13,000	\$13,260
City Hall/Fire Department	\$32,000	\$32,640
801 Magnolia Avenue	\$ 750	\$ 775
Police Department	\$12,500	\$12,750
Total	\$58,250	\$59,425

<b><u>Contract Services</u></b>	101-0404-054
2009-2010 Budgeted Amount	\$111,000
2009-2010 12 Month Estimate	\$111,000
2010-2011 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>2009-2010</u>	<u>2009-2010</u>	<u>2010-2011</u>
	<u>Budgeted</u>	<u>Estimated</u>	<u>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
2009-2010 Budgeted Amount	\$30,000
2009-2010 12 Month Estimate	\$30,000
2010-2011 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
2009-2010 Budgeted Amount	\$540,000
2009-2010 12 Month Estimate	\$545,000
2010-2011 Proposed	\$595,000

Account funds July 4<sup>th</sup> Parade and Celebration which includes live musical performance. 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>.

	2009-2010 <u>Budgeted</u>	2009-2010 <u>Estimated</u>	2010-2011 <u>Proposed</u>
Self Support Equipment/Supplies	\$ 519,800	\$ 519,800	\$ 575,000
July 4 <sup>th</sup>	\$ 10,100	\$ 14,000	\$ 12,000
Harvest Festival	<u>\$ 10,100</u>	<u>\$ 11,600</u>	<u>\$ 8,000</u>
Total	\$ 540,000	\$ 545,400	\$ 595,000

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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<b><u>Information Services</u></b>	101-0404-060
2009-2010 Budgeted Amount	\$ 3,000
2009-2010 12 Month Estimate	\$ 1,000
2010-2011 Proposed	\$ 3,000

This account consolidates IT/Computer associated departmental expenses.

**2010-2011 Estimated Expense Breakdown:**

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

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<b><u>Capital Outlay</u></b>	101-0404-081
2009-2010 Budgeted Amount	\$ 0
2009-2010 12 Month Estimate	\$ 0
2010-2011 Proposed	\$ 0

None proposed for 2010-2011.



Recreation Department Cost Recovery										
	Actual 2001-02	Actual 2002-03	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimated 2009-10	Estimated 2010-11
Expenditures										
Recreation: 404	1,405,506	1,531,044	1,661,192	1,907,570	2,077,349	2,138,904	2,299,343	2,235,526	2,289,650	2,413,666
Less: City Hall/Police/Fire Utilities	(43,969)	(49,434)	(47,385)	(50,959)	(51,701)	(50,726)	(49,716)	(43,050)	(44,500)	(45,390)
Less: Ground Maintenance	(61,320)	(58,691)	(54,680)	(61,643)	(56,354)	(51,108)	(53,176)	(29,074)	(30,000)	(30,000)
Less: Contract Services*			(26,861)	(36,869)	(97,269)	(87,492)	(109,465)	(112,591)	(85,000)	(85,000)
Less: 4th of July	(8,217)	(13,751)	(8,681)	(12,899)	(11,279)	(18,816)	(11,000)	(11,875)	(14,000)	(12,000)
Less: Hampton Field Monitor	(9,852)	(10,366)	(12,284)	(10,838)	(10,613)	(11,701)	(11,800)	(6,231)	0	0
Less: Skateboard Monitor	(23,106)	(27,187)	(23,346)	(21,290)	(19,815)	(18,511)	(19,131)	(21,370)	(12,500)	(12,500)
Less: Harvest Festival	(8,674)	(7,205)	(6,727)	(6,590)	(8,026)	(9,240)	(9,299)	(11,035)	(11,600)	(8,000)
Sub-total	(155,138)	(166,634)	(179,964)	(201,088)	(255,057)	(247,594)	(263,588)	(235,226)	(197,600)	(192,890)
Net Recreation Budget	1,250,368	1,364,410	1,481,228	1,706,482	1,822,292	1,891,310	2,035,755	2,000,300	2,092,050	2,220,776
Community Hall: 405	93,489	93,890	83,108	88,274	95,441	111,975	95,674	104,332	91,075	99,470
Veterans' Hall: 406	39,987	47,520	55,597	52,234	52,270	61,905	52,813	51,661	47,324	53,595
Total Expenditures	<b>1,383,844</b>	<b>1,505,820</b>	<b>1,619,933</b>	<b>1,846,990</b>	<b>1,970,003</b>	<b>2,065,190</b>	<b>2,184,243</b>	<b>2,156,293</b>	<b>2,230,448</b>	<b>2,373,841</b>
Recreation Revenue	871,582	1,081,891	1,178,464	1,287,184	1,420,013	1,442,578	1,649,348	1,786,124	1,700,000	1,800,000
Community Hall Revenue	192,848	171,897	204,035	206,277	199,703	197,270	171,443	244,922	220,000	220,000
Veterans' Hall Revenue	52,527	63,448	65,189	71,102	74,331	72,398	75,795	76,856	60,000	60,000
Schoolmates Subsidy	34,447	36,168	37,976	39,875	41,869	43,869	46,160	50,000	52,500	55,125
Sub-total	<b>1,151,404</b>	<b>1,353,404</b>	<b>1,485,664</b>	<b>1,604,438</b>	<b>1,735,916</b>	<b>1,756,115</b>	<b>1,942,745</b>	<b>2,157,902</b>	<b>2,032,500</b>	<b>2,135,125</b>
Net General Fund Subsidy	<b>232,440</b>	<b>152,416</b>	<b>134,269</b>	<b>242,552</b>	<b>234,087</b>	<b>309,075</b>	<b>241,497</b>	<b>(1,610)</b>	<b>197,948</b>	<b>238,716</b>
* 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>09/10</b>	<b>09/10</b>	<b>10/11</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	405-010-001	11,200	11,200	11,200	0.00%
Part Time Salaries	405-010-002	44,000	36,000	38,000	-13.64%
<b>Object Total</b>	<b>405-010</b>	<b>55,200</b>	<b>47,200</b>	<b>49,200</b>	<b>-10.87%</b>
<b>Health Insurance</b>					
Medical Insurance	405-011-001	1,000	1,000	1,000	-0.03%
Dental Insurance	405-011-002	110	110	110	0.27%
Vision Plan	405-011-003	30	30	30	0.00%
<b>Object Total</b>	<b>405-011</b>	<b>1,140</b>	<b>1,140</b>	<b>1,140</b>	<b>-0.03%</b>
<b>Retirement</b>					
PERS	405-012-001	3,100	3,100	3,100	0.01%
FICA	405-012-002	3,400	3,648	3,100	-8.82%
<b>Object Total</b>	<b>405-012</b>	<b>6,500</b>	<b>6,747</b>	<b>6,200</b>	<b>-4.61%</b>
<b>Other Benefits</b>					
Life Insurance	405-013-001	80	80	80	-0.01%
Disability Insurance	405-013-002	50	50	50	0.05%
Medicare Insurance	405-013-005	800	858	800	0.03%
<b>Object Total</b>	<b>405-013</b>	<b>930</b>	<b>988</b>	<b>930</b>	<b>0.03%</b>
<b>Supplies</b>	<b>405-051-001</b>	<b>7,500</b>	<b>5,000</b>	<b>7,500</b>	<b>0.00%</b>
<b>Utilities</b>	<b>405-052-001</b>	<b>10,200</b>	<b>8,000</b>	<b>8,500</b>	<b>-16.67%</b>
<b>Contract Services</b>	<b>405-054-001</b>	<b>32,500</b>	<b>22,000</b>	<b>24,000</b>	<b>-26.15%</b>
<b>Capital Outlay</b>					
Tables and Chairs	405-081-054	0	0	2,000	
<b>Object Total</b>	<b>405-081</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	
<b>Total Community Hall</b>		<b>113,970</b>	<b>91,075</b>	<b>99,470</b>	<b>-12.72%</b>

**CITY OF PIEDMONT**  
2010-2011 Proposed Budget

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

BUDGET NARRATIVE

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<b><u>Department Supplies</u></b>	101-0405-051
2009-2010 Budgeted Amount	\$ 7,500
2009-2010 12 Month Estimate	\$ 5,000
2010-2011 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
2009-2010 Budgeted Amount	\$10,200
2009-2010 12 Month Estimate	\$ 8,000
2010-2011 Proposed	\$ 8,500

Utility expense for Community Hall upper level. A 2% increase over 2009-2010 12 month estimate is proposed. Expense recovered 100% through fee revenue.

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<b><u>Contract Services</u></b>	101-0405-054
2009-2010 Budgeted Amount	\$32,500
2009-2010 12 Month Estimate	\$22,000
2010-2011 Proposed	\$24,000

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
2009-2010 Budgeted Amount	\$ 0
2009-2010 12 Month Estimate	\$ 0
2010-2011 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.

<b>Veterans' Hall</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>09/10</b>	<b>09/10</b>	<b>10/11</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	406-010-001	7,500	7,500	7,500	0.00%
Part Time Salaries	406-010-002	25,000	18,000	20,000	-20.00%
<b>Object Total</b>	<b>406-010</b>	<b>32,500</b>	<b>25,500</b>	<b>27,500</b>	<b>-15.38%</b>
<b>Health Insurance</b>					
Medical Insurance	406-011-001	700	700	700	-0.02%
Dental Insurance	406-011-002	75	75	75	-0.36%
Vision Plan	406-011-003	20	20	20	0.00%
<b>Object Total</b>	<b>406-011</b>	<b>795</b>	<b>795</b>	<b>795</b>	<b>-0.03%</b>
<b>Retirement</b>					
PERS	406-012-001	2,100	2,100	2,100	-0.02%
FICA	406-012-002	2,100	2,210	1,900	-9.50%
<b>Object Total</b>	<b>406-012</b>	<b>4,200</b>	<b>4,310</b>	<b>4,000</b>	<b>-4.76%</b>
<b>Other Benefits</b>					
Life Insurance	406-013-001	60	60	60	0.00%
Disability Insurance	406-013-002	35	35	40	13.38%
Medicare Insurance	406-013-005	500	523	500	0.00%
<b>Object Total</b>	<b>406-013</b>	<b>595</b>	<b>619</b>	<b>600</b>	<b>0.79%</b>
<b>Supplies</b>	<b>406-051-001</b>	<b>5,000</b>	<b>2,500</b>	<b>3,000</b>	<b>-40.00%</b>
<b>Utilities</b>	<b>406-052-001</b>	<b>4,080</b>	<b>3,600</b>	<b>3,700</b>	<b>-9.31%</b>
<b>Contract Services</b>	<b>406-054-001</b>	<b>20,000</b>	<b>10,000</b>	<b>12,000</b>	<b>-40.00%</b>
<b>Capital Outlay</b>					
Tables and Chairs	406-081-014	0	0	2,000	
<b>Object Total</b>	<b>406-081</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	
<b>Total Veterans' Hall</b>		<b>67,170</b>	<b>47,324</b>	<b>53,595</b>	<b>-20.21%</b>
<b>Grand Total: 404,405,406</b>		<b>2,558,897</b>	<b>2,428,048</b>	<b>2,566,731</b>	<b>0.31%</b>



**CITY OF PIEDMONT**  
2010-2011 Proposed Budget

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

BUDGET NARRATIVE

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<b><u>Department Supplies</u></b>	101-0406-051
2009-2010 Budgeted Amount	\$ 5,000
2009-2010 12 Month Estimate	\$ 2,500
2010-2011 Proposed	\$ 3,000

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
2009-2010 Budgeted Amount	\$ 4,080
2009-2010 12 Month Estimate	\$ 3,600
2010-2011 Proposed	\$ 3,700

Utility expense for second floor (rental facility) of Veterans' Hall. A 2% increase over 2009-2010 12 month estimate is proposed. Expense recovered 100% through fee revenue.

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<b><u>Contract Services</u></b>	101-0406-054
2009-2010 Budgeted Amount	\$20,000
2009-2010 12 Month Estimate	\$10,000
2010-2011 Proposed	\$12,000

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
2009-2010 Budgeted Amount	\$ 0
2009-2010 12 Month Estimate	\$ 0
2010-2011 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.

<b>Schoolmates</b>		<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
<b>Description</b>	<b>Account #</b>	<b>09/10</b>	<b>09/10</b>	<b>10/11</b>	<b>% Change</b>
<b>Salaries</b>					
Regular Salaries	415-010-001	283,000	287,300	289,000	2.12%
Part Time Salaries	415-010-002	208,000	208,000	216,320	4.00%
Overtime Salaries	415-010-003	6,000	6,000	6,000	0.00%
<b>Object Total</b>	<b>415-010</b>	<b>497,000</b>	<b>501,300</b>	<b>511,320</b>	<b>2.88%</b>
<b>Health Insurance</b>					
Medical Insurance	415-011-001	48,900	49,500	53,000	8.38%
Dental Insurance	415-011-002	6,000	6,120	6,500	8.33%
Vision Plan	415-011-003	1,500	1,500	1,500	0.01%
<b>Object Total</b>	<b>415-011</b>	<b>56,400</b>	<b>57,121</b>	<b>61,000</b>	<b>8.16%</b>
<b>Retirement</b>					
PERS	415-012-001	80,300	81,190	81,500	1.49%
FICA	415-012-002	30,900	30,425	31,700	2.59%
<b>Object Total</b>	<b>415-012</b>	<b>111,200</b>	<b>111,615</b>	<b>113,200</b>	<b>1.80%</b>
<b>Other Benefits</b>					
Life Insurance	415-013-001	2,000	2,020	2,100	4.98%
Disability Insurance	415-013-002	1,300	1,300	1,400	7.71%
Medicare Insurance	415-013-005	7,200	8,906	7,500	4.17%
<b>Object Total</b>	<b>415-013</b>	<b>10,500</b>	<b>12,225</b>	<b>11,000</b>	<b>4.76%</b>
<b>Department Supplies</b>					
Supplies	415-051-001	36,000	36,000	36,000	0.00%
Nutrition	415-051-002	15,000	15,000	15,000	0.00%
Breakfast/Lunch Program	415-051-003	5,000	5,000	5,000	0.00%
<b>Object Total</b>	<b>415-051</b>	<b>56,000</b>	<b>56,000</b>	<b>56,000</b>	<b>0.00%</b>
<b>Utilities</b>	<b>415-052-001</b>	<b>4,500</b>	<b>4,500</b>	<b>4,600</b>	<b>2.22%</b>
<b>Contract Services</b>	<b>415-054-001</b>	<b>17,000</b>	<b>20,000</b>	<b>20,000</b>	<b>17.65%</b>
<b>Capital Outlay</b>					
Equipment	415-081-031	0	0	15,000	
<b>Object Total</b>	<b>415-081</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	
<b>Total Schoolmates</b>		<b>752,600</b>	<b>762,760</b>	<b>792,120</b>	<b>5.25%</b>

**CITY OF PIEDMONT**  
2010-2011 Proposed Budget

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

BUDGET NARRATIVE

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<b><u>Department Supplies</u></b>	114-0415-051
2009-2010 Budgeted Amount	\$56,000
2009-2010 12 Month Estimate	\$56,000
2010-2011 Proposed	\$56,000

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.

2010-2011 Proposed:

Supplies and Materials	\$36,000
Nutrition	\$15,000
Kindergarten Meal Program	<u>\$ 5,000</u>
Total	\$56,000

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<b><u>Utilities</u></b>	114-0415-052
2009-2010 Budgeted Amount	\$ 4,500
2009-2010 12 Month Estimate	\$ 4,500
2010-2011 Proposed	\$ 4,600

Utility expense for the three Schoolmates sites. A 2% increase over 2009-2010 12 month estimate is proposed. Expense recovered 100% through fee revenue.

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<b><u>Contract Services</u></b>	114-0415-054
2009-2010 Budgeted Amount	\$17,000
2009-2010 12 Month Estimate	\$20,000
2010-2011 Proposed	\$20,000

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

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**Capital Outlay**

2009-2010 Budgeted Amount  
2009-2010 12 Month Estimate  
2010-2011 Proposed

114-0415-081  
\$ 0  
\$ 0  
\$15,000

Proposed 2010-2011 Capital Outlay Budget for Schoolmates provides \$15,000 for equipment expenditures as the Schoolmates Program Supervisor and Site Coordinators deem appropriate with Department Head approval.  
Detail needed.



DEPARTMENT OF RECREATION  
City of Piedmont  
SCHOOLMATES PROGRAM FINANCIAL PROJECTION REPORT  
FY 99/00 Through FY 09/10

	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimated	Estimated
	4.00 per hr		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
<b>Revenue</b>											
Schoolmates Fees	507,701	485,349	504,226	565,697	605,745	672,795	720,628	686,396	763,067	780,000	840,000
Interest	27,252	14,222	8,991	6,491	10,278	18,835	25,553	22,639	10,553	5,000	5,000
<b>Total Revenue</b>	<b>534,953</b>	<b>499,571</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>785,000</b>	<b>845,000</b>
<b>Expenditures</b>											
Regular Salaries	185,596	187,192	200,780	200,946	213,146	225,607	241,933	253,556	283,135	293,300	295,000
Part-time Salaries	105,298	119,092	113,791	119,862	134,341	148,544	177,685	169,684	194,801	188,000	196,320
Part-time Custodial	10,696	11,338	15,379	16,534	17,893	18,787	19,727	22,134	22,664	20,000	20,000
Medical/Dental Benefits	25,480	26,744	29,982	34,417	37,235	39,327	45,118	51,010	55,307	57,121	61,000
Retirement Benefits	31,359	32,451	33,871	53,463	72,387	84,027	94,154	102,119	110,366	111,615	113,200
Other Benefits	7,684	7,648	7,593	7,102	7,597	8,002	8,856	9,559	10,471	12,225	11,000
Supplies	46,648	36,991	37,140	26,904	31,521	34,417	36,866	29,725	45,103	36,000	36,000
Nutrition & Breakfast/Lunch	10,730	9,903	9,205	12,329	14,228	13,924	14,462	14,839	14,399	20,000	20,000
Utilities	6,037	5,965	5,978	4,993	5,310	5,297	5,689	5,549	5,152	4,500	4,600
Contract Services	6,610	5,013	5,534	8,321	7,566	9,288	8,817	9,908	11,271	20,000	20,000
Capital Outlay	17,752	0	9,966	2,248	5,799	28,790	38,921	41,010	6,313	0	15,000
<b>Total Expenditures</b>	<b>453,890</b>	<b>442,337</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>762,760</b>	<b>792,120</b>
<b>Transfer Out</b>											
General Fund*	32,807	34,447	36,168	37,976	39,875	41,869	43,869	46,160	50,000	52,500	55,125
CIP	0	0	0	0	0	0	0	0	0	0	150,000
<b>Total Transfers</b>	<b>53,661</b>	<b>44,393</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>Total Expenditures/Transfers</b>	<b>507,551</b>	<b>486,730</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>815,260</b>	<b>997,245</b>
<b>Excess of Revenue over</b>											
Expenditures/Transfers	27,402	12,841	3,332	46,092	29,125	33,751	10,084	(46,218)	(35,361)	(30,260)	(152,245)
<b>Fund Balance</b>											
Beginning of year	360,748	388,150	400,991	404,323	450,415	479,540	513,291	523,375	477,157	441,796	411,536
End of year	388,150	400,991	404,323	450,415	479,540	513,291	523,375	477,157	441,796	411,536	259,290
<b>Building Fund Reserve</b>	<b>220,000</b>	<b>250,000</b>	<b>280,000</b>	<b>310,000</b>	<b>340,000</b>	<b>370,000</b>	<b>400,000</b>	<b>430,000</b>	<b>460,000</b>	<b>460,000</b>	<b>460,000</b>
<b>Unreserved Fund Balance</b>	<b>168,150</b>	<b>150,991</b>	<b>124,323</b>	<b>140,415</b>	<b>139,540</b>	<b>143,291</b>	<b>123,375</b>	<b>47,157</b>	<b>-18,204</b>	<b>-48,464</b>	<b>-200,710</b>
<b>Total Fund Balance</b>	<b>388,150</b>	<b>400,991</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>411,536</b>	<b>259,290</b>

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