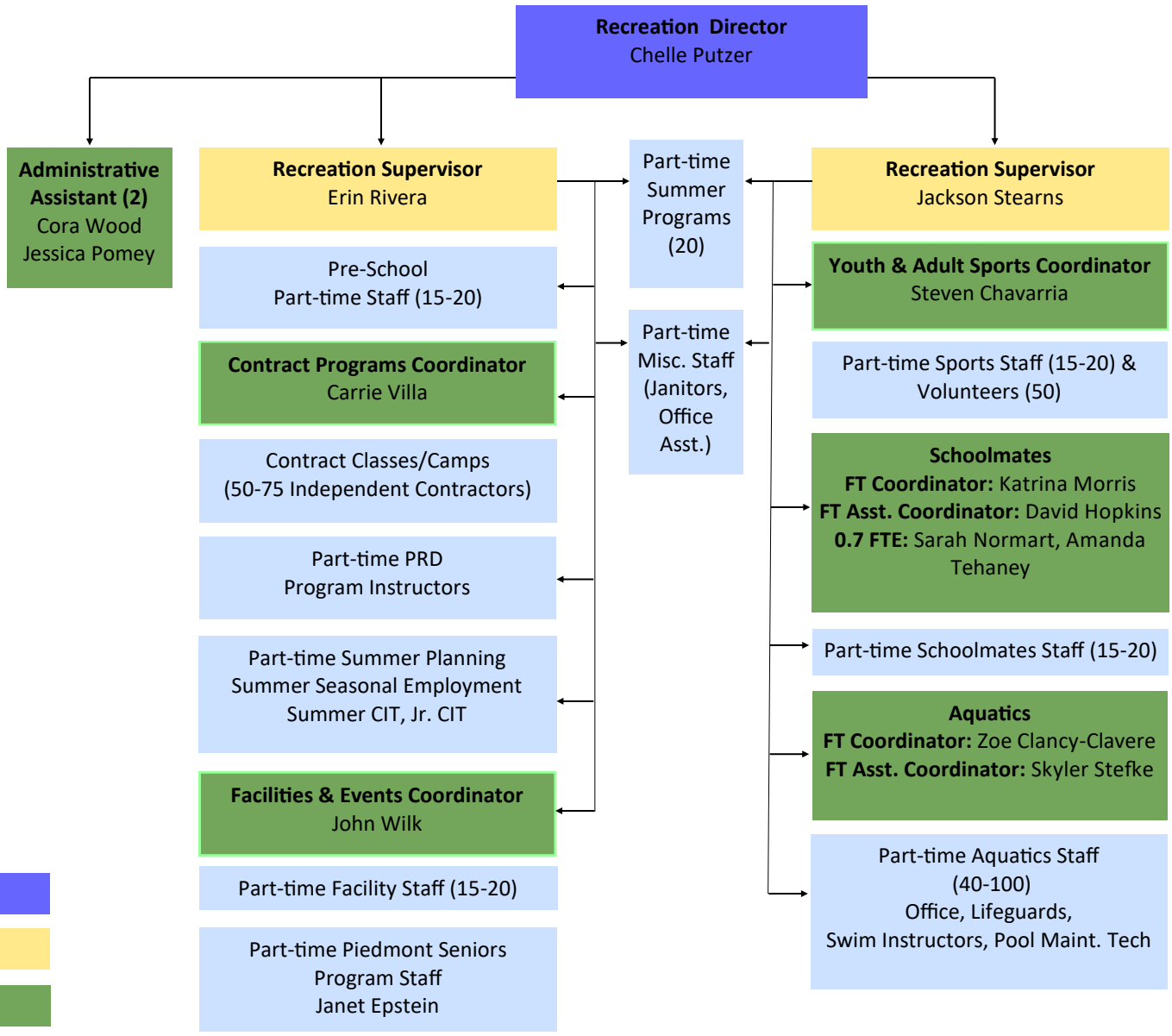


Recreation



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PIEDMONT RECREATION DEPARTMENT
Organizational Chart
2020



- Administration
- Supervisory Staff
- 0.5-1.0 FTE Staff
- < 0.5 FTE Staff

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FUNCTIONAL DESCRIPTION

The Recreation Department has the following functional responsibilities:

- Management of the Recreation Division including many recreation special interest classes and camps, PMS sports, pre-schools and special events
- Management of the Schoolmates Program
- Management and operation of the Piedmont Community Pool
- Management of the city's rental facilities (Veterans' Building, Community Hall, Japanese Tea House, Exedra Plaza)
- Preparation and distribution of comprehensive program activity guides
- Organization and support of more than 40,000 transactions (rentals, registrations, reservations, phone registrations, credit cards) per year
- Provide staff support to the Recreation Commission
- Coordinate all field use, reservations and allocations
- Personnel management (department level) including training, management, payroll, record keeping, evaluation
- Management of the Piedmont Seniors Program
- Management of the city's tennis and pickleball programs and facilities
- Review, audit, and preparation of all accounts payables and payroll

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RECREATION

2019/20 ACCOMPLISHMENTS

- Launched *Camp Everything*, a new four week camp for kids ages 5-11 years old, designed to maximize utilization of the renovated Hampton Park
- Re-introduced and expanded the annual Halloween Haunted House and Carnival
- Successfully hosted the 54th annual 4th of July parade the 21st annual Harvest Festival
- Implemented new Pickleball play at Beach, Hampton and Piedmont Middle School
- Expanded the Skipping Stones pre-school program
- Created a quality virtual preschool during the COVID-19 SIP, with 60 families regularly participating
- Maintained a safe and operational Piedmont Community Pool facility while integrating new managers and staff at all levels of operation
- Developed new Schoolmates staff on-boarding policies to improve staff performance and operations
- Continued to provide high quality after-school care, as demonstrated by increased Schoolmates program enrollment and revenue over the past 2 years
- Researched and selected new recreation registration software

2020/21 PRIORITIES

- Develop procedures to comply with new COVID-19 guidelines for childcare, mass gatherings, camps, sports, classes, pool operations, etc.
- Continue to expand and improve upon staff training and development opportunities
- Implement a new recreation registration software that will reduce fees, expand capabilities (online tennis reservations, better user experience) and integrate with the City's new financial software
- Continue to expand online classes and program offerings
- Expand programming for Adults & Seniors
- Implement the new AB 379 Concussion & Sudden Cardiac Arrest Protocol
- Expand Pickleball program to include league/tournament play and class offerings
- Provide new community events (pending COVID-19 guidelines) including Noon Year's Eve, Food Truck nights, and events in the Park (Shakespeare, Piedmont Orchestra)
- Expand current preschool programs to include extended care options and holiday camps
- Develop a plan for full-day licensed preschool program
- Examine pool operations to maximize efficiency of use, maintenance operations and reduce staff costs
- Examine efficacy of licensure within the Schoolmates Program and determine how to increase the number of participants to meet the needs of the community

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| |
|------------|
| RECREATION |
| 2020-21 |

BUDGET SUMMARY FOR RECREATION

| | Approved Budget 19/20 | Estimated Expenditures 19/20 | Proposed Budget 20/21 | Budget % Change |
|----------------------|-----------------------------|------------------------------------|-----------------------------|-----------------------|
| SALARIES | \$ 2,377,000 | \$ 2,258,121 | \$ 2,565,812 | 7.9% |
| FRINGE BENEFITS | 639,900 | 576,569 | 583,418 | -8.8% |
| PERSONNEL EXPENSES | 25,500 | 27,017 | 23,000 | -9.8% |
| SUPPLIES & SERVICES | 1,820,800 | 1,336,750 | 1,668,800 | -8.3% |
| CAPITAL EXPENDITURES | 34,500 | 33,500 | 16,000 | -53.6% |
| TOTAL | \$ 4,897,700 | \$ 4,231,957 | \$ 4,857,030 | -0.8% |

| STAFF | | | |
|---|-------------|---------------|--------------|
| | Employees | First Step | Last Step |
| MANAGEMENT | | | |
| Recreation Director | 1 | - | 15,374 |
| PROFESSIONAL/TECHNICAL/ SUP. | | | |
| Recreation Supervisor | 2 | 6,236 | 7,584 |
| CHILDCARE | | | |
| Assistant Childcare Program Coordinator | 1 | 3,871 | 5,182 |
| Aquatics Coordinator | 1 | 4,480 | 6,003 |
| Childcare Program Coordinator | 1 | 4,480 | 6,003 |
| Recreation Coordinator | 3 | 3,871 | 5,182 |
| CONFIDENTIAL | | | |
| Administrative Assistant | 2 | 5,536 | 6,732 |
| Fiscal Services Technician w/ 2% EDU | 0.6 | 6,164 | 7,489 |
| Total | 11.6 | | |

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EXPENDITURES

City of Piedmont
Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|----------------------------|--------------------|------------------|----------------|------------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Recreation | | | | | |
| Salaries | | | | | |
| Regular Salaries | 404-010-001 | 578,000 | 514,219 | 566,696 | -2% |
| Part Time Salaries | 404-010-002 | 374,000 | 371,508 | 384,713 | 3% |
| Overtime Salaries | 404-010-003 | 3,000 | 5,143 | 2,207 | -26% |
| Object Total | 404-010 | 955,000 | 890,870 | 953,616 | 0% |
| Health Insurance | | | | | |
| Medical Insurance | 404-011-001 | 100,000 | 78,716 | 78,662 | -21% |
| Dental Insurance | 404-011-002 | 12,200 | 9,880 | 9,997 | -18% |
| Vision Plan | 404-011-003 | 1,700 | 1,541 | 1,434 | -16% |
| Object Total | 404-011 | 113,900 | 90,137 | 90,093 | -21% |
| Retirement | | | | | |
| PERS: Normal Cost | 404-012-001 | 60,400 | 57,400 | 57,800 | -4% |
| PERS: UAL Payment | 404-012-003 | 50,900 | 51,100 | 48,200 | -5% |
| PERS: Cost Share | 404-012-004 | (25,700) | (25,500) | (24,000) | -7% |
| Object Total | 404-012 | 85,600 | 83,000 | 82,000 | -4% |
| Other Benefits | | | | | |
| FICA | 404-013-009 | 59,700 | 51,944 | 59,677 | 0% |
| Life Insurance | 404-013-001 | 2,300 | 2,409 | 2,231 | -3% |
| Disability Insurance | 404-013-002 | 1,800 | 1,826 | 1,693 | -6% |
| Medicare Insurance | 404-013-005 | 14,000 | 12,487 | 13,957 | 0% |
| Concern EAP Program | 404-013-006 | 900 | 858 | 806 | -10% |
| Auto Allowance | 404-013-007 | 5,000 | 5,001 | 5,001 | 0% |
| Object Total | 404-013 | 83,700 | 74,525 | 83,365 | 0% |
| Personnel Expenses | | | | | |
| Memberships/conf/training | 404-031-001 | 6,000 | 6,000 | 6,000 | 0% |
| Auto Expense | 404-031-003 | 3,000 | 7,000 | 3,000 | 0% |
| Object Total | 404-031 | 9,000 | 13,000 | 9,000 | 0% |
| Department Supplies | | | | | |
| Office Supplies | 404-051-001 | 12,500 | 12,500 | 12,000 | -4% |
| Commission | 404-051-002 | 1,000 | 1,000 | 1,000 | 0% |
| Object Total | 404-051 | 13,500 | 13,500 | 13,000 | -4% |
| Utilities | | | | | |
| Recreation Utilities | 404-052-001 | 16,000 | 16,000 | 16,000 | 0% |
| Object Total | 404-052 | 16,000 | 16,000 | 16,000 | 0% |
| Contract Services | 404-054-001 | 10,000 | 11,000 | 10,000 | 0% |
| Other Expenses | | | | | |
| Contract Programs | 404-056-001 | 1,200,000 | 775,000 | 1,070,000 | -11% |
| Fourth of July | 404-056-003 | 20,000 | 18,266 | 20,000 | 0% |
| Harvest Festival | 404-056-008 | 8,500 | 8,303 | 9,000 | 6% |
| Object Total | 404-056 | 1,228,500 | 801,569 | 1,099,000 | -11% |

EXPENDITURES

City of Piedmont

Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|------------------------------------|------------------|------------------|------------------|------------------|-----------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Recreation | | | | | |
| Capital Outlay | | | | | |
| Second Floor Furniture | 404-081-009 | 5,000 | 3,000 | 3,000 | -40% |
| Tables and Chairs | 404-081-008 | 2,000 | 2,000 | - | -100% |
| Pickleball Equipment | 404-081-010 | 1,000 | 2,000 | - | -100% |
| Capital Outlay Object Total | 404-081 | 8,000 | 7,000 | 3,000 | -63% |
| | | | | | |
| Total Recreation | | 2,523,200 | 2,000,601 | 2,359,074 | -7% |

RECREATION

PERSONNEL EXPENSES

Memberships/Conferences/Training

101-0404-031-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 6,000 |
| 2019-20 12-Month Estimate | \$ 6,000 |
| 2020-21 Proposed | \$ 6,000 |

This account funds professional development which includes memberships, conferences and training.

Auto Expense

101-0404-031-003

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 3,000 |
| 2019-20 12-Month Estimate | \$ 7,000 |
| 2020-21 Proposed | \$ 3,000 |

This account funds vehicle repair and maintenance for department vehicles. (1 van).

DEPARTMENT SUPPLIES

Office Supplies

101-0404-051-001

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 12,500 |
| 2019-20 12-Month Estimate | \$ 12,500 |
| 2020-21 Proposed | \$ 12,000 |

Basic office supplies and materials including copier and disposable computer supplies. Office supplies include stationary, envelopes, printed forms, labels, binders, graphic/signage supplies, filing supplies and toner. Also included here are supplies for 801 Magnolia East Wing.

Commission Expense

101-0404-051-002

Betty C. Howard Award plaques and related expense are covered by this account. Expenses related to their term (Commission binders) are also funded by this account.

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 1,000 |
| 2019-20 12-Month Estimate | \$ 1,000 |
| 2020-21 Proposed | \$ 1,000 |

UTILITIES

101-0404-052

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 16,000 |
| 2019-20 12-Month Estimate | \$ 16,000 |
| 2020-21 Proposed | \$ 16,000 |

This account funds utilities for the Recreation Department, Tennis Courts at Vista and Bonita, Coaches Field and 801 Magnolia Avenue East Wing.

CONTRACT SERVICES

101-0404-054-001

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 10,000 |
| 2019-20 12-Month Estimate | \$ 11,000 |
| 2020-21 Proposed | \$ 10,000 |

Account covers contract services such as the copier contract, drinking water filtering service, laundry service for door mats, document shredding service as well as Janitorial services at 801 East Wing

OTHER EXPENSES

101-0404-056

| | |
|---------------------------|--------------|
| 2019-20 Budgeted Amount | \$ 1,228,500 |
| 2019-20 12-Month Estimate | \$ 801,569 |
| 2020-21 Proposed | \$ 1,099,000 |

This account funds expenses for all Department classes, events and programs (except pre-school). Expenses include all supplies, equipment, uniforms, class materials, specialty items, marketing, promotions and independent contractor payments. Increased expenses are the result of increased program offerings which are offset by associated revenues. This account also funds the July 4th Parade and Celebration as well as the Harvest Festival.

| | <u>2019-20 Budgeted</u> | <u>2019-20 Estimated</u> | <u>2020-21 Proposed</u> |
|----------------------|-----------------------------|------------------------------|-----------------------------|
| Programs & Classes | \$ 1,200,000 | \$ 775,000 | \$ 1,070,000 |
| July 4 th | \$ 20,000 | \$ 18,266 | \$ 20,000 |
| Harvest Festival | <u>\$ 8,500</u> | <u>\$ 8,303</u> | <u>\$ 9,000</u> |
| Total | \$ 1,228,500 | \$ 801,569 | \$ 1,099,000 |

CAPITAL OUTLAY

101-0404-081

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 8,000 |
| 2019-20 12-Month Estimate | \$ 7,000 |
| 2020-21 Proposed | \$ 3,000 |

This will fund the purchase of Recreation Department 2nd floor lobby furniture.

City of Piedmont
Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|--------------------------------|--------------------|----------------|----------------|----------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Community Hall | | | | | |
| Salaries | | | | | |
| Regular Salaries | 405-010-001 | 37,000 | 36,222 | 37,308 | 1% |
| Part Time Salaries | 405-010-002 | 56,000 | 55,708 | 57,379 | 2% |
| Object Total | 405-010 | 93,000 | 91,930 | 94,687 | 2% |
| Health Insurance | | | | | |
| Medical Insurance | 405-011-001 | 14,000 | 13,445 | 13,788 | -2% |
| Dental Insurance | 405-011-002 | 1,500 | 1,418 | 1,453 | -3% |
| Vision Plan | 405-011-003 | 200 | 143 | 141 | -30% |
| Object Total | 405-011 | 15,700 | 15,006 | 15,382 | -2% |
| Retirement | | | | | |
| PERS: Normal Cost | 405-012-001 | 2,600 | 2,900 | 3,300 | 27% |
| PERS: UAL Payment | 405-012-003 | 100 | 100 | 100 | 0% |
| Object Total | 405-012 | 2,700 | 3,000 | 3,400 | 26% |
| Other Benefits | | | | | |
| FICA | 405-013-009 | 5,800 | 5,716 | 5,886 | 1% |
| Life Insurance | 405-013-001 | 200 | 147 | 151 | -25% |
| Disability Insurance | 405-013-002 | 200 | 109 | 112 | -44% |
| Medicare Insurance | 405-013-005 | 1,400 | 1,337 | 1,377 | -2% |
| Object Total | 405-013 | 7,600 | 7,309 | 7,526 | -1% |
| Supplies | 405-051-001 | 5,000 | 5,000 | 5,000 | 0% |
| Utilities | 405-052-001 | 9,000 | 6,500 | 9,000 | 0% |
| Contract Services | 405-054 | 8,000 | 8,000 | 8,000 | 0% |
| Buildings/Ground Maint. | | | | | |
| Janitorial Service | 405-055-005 | 29,000 | 28,000 | 26,000 | -10% |
| Other Maintenance | 405-055-007 | 14,000 | 14,000 | 13,000 | -7% |
| Object Total | 405-055 | 43,000 | 42,000 | 39,000 | -9% |
| Capital Outlay | | | | | |
| Tables and Chairs | 405-081-054 | 5,000 | 5,000 | 2,500 | -50% |
| Capital Outlay Total | 405-081 | 5,000 | 5,000 | 2,500 | -50% |
| Total Community Hall | | 189,000 | 183,745 | 184,495 | -2% |

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RECREATION COMMUNITY HALL DIVISION

DEPARTMENT SUPPLIES

101-0405-051-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 5,000 |
| 2019-20 12-Month Estimate | \$ 5,000 |
| 2020-21 Proposed | \$ 5,000 |

All cleaning and maintenance supplies for Community Hall (upper level only) rental facility operation. Proper maintenance and cleanliness are essential for this beautiful facility.

UTILITIES

101-0405-052-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 9,000 |
| 2019-20 12-Month Estimate | \$ 6,500 |
| 2020-21 Proposed | \$ 9,000 |

Utility expense for Community Hall.

CONTRACT SERVICES

101-0405-054-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 8,000 |
| 2019-20 12-Month Estimate | \$ 8,000 |
| 2020-21 Proposed | \$ 8,000 |

This funds the maintenance and cleaning of the Community Hall including deep cleaning of the kitchen, as well as floor maintenance.

BUILDING & GROUND MAINTENANCE

101-0405-055

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 43,000 |
| 2019-20 12-month Estimate | \$ 42,000 |
| 2020-21 Proposed Amount | \$ 39,000 |

This account provides for costs related to the recurring janitorial services and routine maintenance provided by outside contractors.

CAPITAL OUTLAY

101-0405-081

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 5,000 |
| 2019-20 12-Month Estimate | \$ 5,000 |
| 2020-21 Proposed | \$ 2,500 |

This will fund the purchase of new tables and new chairs which need to be replaced on a regular rotational basis.

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City of Piedmont
Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|--------------------------------|--------------------|---------------|---------------|---------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Veterans' Hall | | | | | |
| Salaries | | | | | |
| Regular Salaries | 406-010-001 | 10,000 | 9,055 | 9,327 | -7% |
| Part Time Salaries | 406-010-002 | 17,000 | 18,070 | 16,552 | -3% |
| Object Total | 406-010 | 27,000 | 27,125 | 25,879 | -4% |
| Health Insurance | | | | | |
| Medical Insurance | 406-011-001 | 4,000 | 3,362 | 3,447 | -14% |
| Dental Insurance | 406-011-002 | 400 | 355 | 364 | -9% |
| Vision Plan | 406-011-003 | 100 | 36 | 36 | -64% |
| Object Total | 406-011 | 4,500 | 3,753 | 3,847 | -15% |
| Retirement | | | | | |
| PERS: Normal Cost | 406-012-001 | 700 | 800 | 900 | 29% |
| PERS: UAL Payment | 406-012-003 | 100 | 100 | 100 | 0% |
| Object Total | 406-012 | 800 | 900 | 1,000 | 25% |
| Other Benefits | | | | | |
| FICA | 406-013-009 | 1,600 | 1,562 | 1,609 | 1% |
| Life Insurance | 406-013-001 | 100 | 43 | 44 | -56% |
| Disability Insurance | 406-013-002 | 100 | 27 | 28 | -72% |
| Medicare Insurance | 406-013-005 | 400 | 365 | 376 | -6% |
| Object Total | 406-013 | 2,200 | 1,997 | 2,057 | -7% |
| Supplies | 406-051-001 | 4,000 | 4,000 | 4,000 | 0% |
| Utilities | 406-052-001 | 4,000 | 3,000 | 4,000 | 0% |
| Contract Services | 406-054-001 | 4,000 | 4,000 | 4,000 | 0% |
| Buildings/Ground Maint. | | | | | |
| Janitorial Service | 406-055-005 | 15,000 | 15,000 | 15,000 | 0% |
| Other Maintenance | 406-055-007 | 2,000 | 2,000 | 2,000 | 0% |
| Object Total | 406-055 | 17,000 | 17,000 | 17,000 | 0% |
| Capital Outlay | | | | | |
| Tables and Chairs | 406-081-014 | 4,000 | 4,000 | 2,500 | -38% |
| Capital Outlay Total | 406-081 | 4,000 | 4,000 | 2,500 | -38% |
| Total Veterans' Hall | | 67,500 | 65,775 | 64,283 | -5% |

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RECREATION VETERANS' HALL DIVISION

DEPARTMENT SUPPLIES

101-0406-051-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 4,000 |
| 2019-20 12-Month Estimate | \$ 4,000 |
| 2020-21 Proposed | \$ 4,000 |

All cleaning and maintenance supplies for Veterans' Hall operation.

UTILITIES

101-0406-052-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 4,000 |
| 2019-20 12-Month Estimate | \$ 3,000 |
| 2020-21 Proposed | \$ 4,000 |

Utility expense for second floor (rental facility) of Veterans' Hall.

CONTRACT SERVICES

101-0406-054-001

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 4,000 |
| 2019-20 12-Month Estimate | \$ 4,000 |
| 2020-21 Proposed | \$ 4,000 |

This fund covers kitchen equipment service as required.

BUILDING & GROUND MAINTENANCE

101-0406-055

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 17,000 |
| 2019-20 12-month Estimate | \$ 17,000 |
| 2020-21 Proposed Amount | \$ 17,000 |

This account provides for costs related to the recurring janitorial services and routine maintenance provided by outside contractors.

CAPITAL OUTLAY

101-0406-081

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 4,000 |
| 2019-20 12-Month Estimate | \$ 4,000 |
| 2020-21 Proposed | \$ 2,500 |

This will fund the purchase of new tables and new chairs which need to be replaced on a regular rotational basis.

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EXPENDITURES

City of Piedmont
Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|-------------------------------------|--------------------|------------------|------------------|------------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Pre-School Division | | | | | |
| Salaries | | | | | |
| Regular Salaries | 407-010-001 | 58,000 | 78,798 | 48,368 | -17% |
| Part Time Salaries | 407-010-002 | 304,000 | 288,178 | 437,934 | 44% |
| Object Total | 407-010 | 362,000 | 366,976 | 486,302 | 34% |
| Health Insurance | | | | | |
| Medical Insurance | 407-011-001 | 17,000 | 14,653 | 11,490 | -32% |
| Dental Insurance | 407-011-002 | 1,800 | 1,473 | 1,211 | -33% |
| Vision Plan | 407-011-003 | 200 | 166 | 118 | -41% |
| Object Total | 407-011 | 19,000 | 16,292 | 12,819 | -33% |
| Retirement | | | | | |
| PERS: Normal Cost | 407-012-001 | 7,400 | 9,300 | 6,500 | -12% |
| PERS: UAL Payment | 407-012-003 | 8,900 | 14,500 | 10,500 | 18% |
| PERS: Cost Share | 407-012-004 | (4,500) | (7,400) | (5,300) | 18% |
| Object Total | 407-012 | 11,800 | 16,400 | 11,700 | -1% |
| Other Benefits | | | | | |
| FICA | 407-013-009 | 22,500 | 23,717 | 30,172 | 34% |
| Life Insurance | 407-013-001 | 300 | 318 | 194 | -35% |
| Disability Insurance | 407-013-002 | 200 | 237 | 145 | -28% |
| Medicare Insurance | 407-013-005 | 5,300 | 5,547 | 7,056 | 33% |
| Object Total | 407-013 | 28,300 | 29,819 | 37,567 | 33% |
| Personnel Expenses | | | | | |
| Memberships/conf/training | 407-031-001 | 4,000 | 3,017 | 4,000 | 0% |
| Object Total | 407-031 | 4,000 | 3,017 | 4,000 | 0% |
| Supplies | 407-051-001 | 25,000 | 25,000 | 30,000 | 20% |
| Contract Services | 407-054-001 | 20,000 | 20,000 | 10,000 | -50% |
| Buildings/Ground Maint. | | | | | |
| Janitorial Service | 407-055-005 | 12,000 | 12,000 | 8,000 | -33% |
| Other Maintenance | 407-055-007 | 1,000 | 1,000 | 1,000 | 0% |
| Object Total | 407-055 | 13,000 | 13,000 | 9,000 | -31% |
| Capital Outlay | | | | | |
| Tables and Chairs | 407-081-001 | 5,000 | 5,000 | 2,500 | -50% |
| LLCH Bathroom Floors | | | | | |
| Capital Outlay Total | 407-081 | 5,000 | 5,000 | 2,500 | -50% |
| Total Pre-School Division | | 488,100 | 495,504 | 603,888 | 24% |
| Grand Total: 404,405,406,407 | | 3,267,800 | 2,745,625 | 3,211,740 | -2% |

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RECREATION PRE-SCHOOL DIVISION

MEMBERSHIPS/TRAINING/CONFERENCES **101-0407-031-001**

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 4,000 |
| 2019-20 12-Month Estimate | \$ 3,017 |
| 2020-21 Proposed | \$ 4,000 |

This account funds memberships and trainings for the Pre-School programs.

DEPARTMENT SUPPLIES **101-0407-051-001**

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 25,000 |
| 2019-20 12-Month Estimate | \$ 25,000 |
| 2020-21 Proposed | \$ 30,000 |

All supplies for the operation of the Pre-School division are funded by this account.

CONTRACT SERVICES **101-0407-054-001**

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 20,000 |
| 2019-20 12-Month Estimate | \$ 20,000 |
| 2020-21 Proposed | \$ 10,000 |

This funds non-city staff programs used to supplement class activities and brochures, as well as, pre-school specific marketing brochures and posters

BUILDING & GROUND MAINTENANCE **101-0407-055**

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 13,000 |
| 2019-20 12-month Estimate | \$ 13,000 |
| 2020-21 Proposed Amount | \$ 9,000 |

This account provides for costs related to the recurring janitorial services and routine maintenance provided by outside contractors.

CAPITAL OUTLAY **101-0407-081**

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 5,000 |
| 2019-20 12-Month Estimate | \$ 5,000 |
| 2020-21 Proposed | \$ 2,500 |

This will fund the purchase of additional and replacement furniture (tables, chairs, cubby storage units) which need to be replaced on a regular rotational basis.

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EXPENDITURES

City of Piedmont
Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|---------------------------------|--------------------|----------------|----------------|----------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Schoolmates | | | | | |
| Salaries | | | | | |
| Regular Salaries | 415-010-001 | 324,000 | 329,813 | 173,088 | -47% |
| Part Time Salaries | 415-010-002 | 128,000 | 127,720 | 354,822 | 177% |
| Overtime Salaries | 415-010-003 | 2,000 | 1,071 | 1,103 | -45% |
| Object Total | 415-010 | 454,000 | 458,604 | 529,013 | 17% |
| Health Insurance | | | | | |
| Medical Insurance | 415-011-001 | 82,000 | 78,864 | 52,588 | -36% |
| Dental Insurance | 415-011-002 | 8,600 | 8,122 | 5,055 | -41% |
| Vision Plan | 415-011-003 | 1,200 | 1,031 | 1,023 | -15% |
| Object Total | 415-011 | 91,800 | 88,017 | 58,666 | -36% |
| Retirement | | | | | |
| PERS: Normal Cost | 415-012-001 | 30,400 | 28,400 | 37,000 | 22% |
| PERS: UAL Payment | 415-012-003 | 35,000 | 40,100 | 30,800 | -12% |
| PERS: Cost Share | 415-012-004 | (17,800) | (20,300) | (15,600) | -12% |
| Object Total | 415-012 | 47,600 | 48,200 | 52,200 | 10% |
| Other Benefits | | | | | |
| FICA | 415-013-009 | 28,200 | 28,560 | 32,927 | 17% |
| Life Insurance | 415-013-001 | 1,100 | 1,036 | 1,068 | -3% |
| Disability Insurance | 415-013-002 | 1,000 | 989 | 1,019 | 2% |
| Medicare Insurance | 415-013-005 | 6,600 | 6,681 | 7,701 | 17% |
| Concern EAP Program | 415-013-006 | 1,000 | 971 | 971 | -3% |
| Object Total | 415-013 | 37,900 | 38,237 | 43,686 | 15% |
| Personnel Expenses | | | | | |
| Memberships/conf/training | 415-031-001 | 6,000 | 6,000 | 5,000 | -17% |
| Object Total | 415-031 | 6,000 | 6,000 | 5,000 | -17% |
| Department Supplies | | | | | |
| Supplies | 415-051-001 | 26,500 | 24,500 | 30,000 | 13% |
| Nutrition | 415-051-002 | 20,000 | 20,000 | 21,000 | 5% |
| Kids Night Out | 415-051-004 | 2,000 | 2,000 | 1,500 | -25% |
| Mini Mate Supplies | 415-051-005 | 3,500 | 3,500 | 3,000 | -14% |
| Object Total | 415-051 | 52,000 | 50,000 | 55,500 | 7% |
| Utilities | 415-052-001 | 4,000 | 3,181 | 4,000 | 0% |
| Contract Services | 415-054-001 | 5,000 | 28,000 | 5,500 | 10% |
| Buildings/Ground Maint. | | | | | |
| Janitorial Service | 415-055-005 | 27,000 | 26,000 | 28,000 | 4% |
| Other Maintenance | 415-055-007 | 3,000 | 3,000 | 3,000 | 0% |
| Object Total | 415-055 | 30,000 | 29,000 | 31,000 | 3% |
| Merchant Processing Fees | 415-056-008 | 12,000 | 9,000 | 15,000 | 25% |
| Capital Outlay | | | | | |
| Equipment | 415-081-031 | 5,000 | 5,000 | 2,500 | -50% |
| Capital Outlay Total | 415-081 | 5,000 | 5,000 | 2,500 | -50% |
| Total Schoolmates | | 745,300 | 763,239 | 802,065 | 8% |

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RECREATION SCHOOLMATES DIVISION

MEMBERSHIPS/TRAINING/CONFERENCES **114-0415-031-001**

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 6,000 |
| 2019-20 12-Month Estimate | \$ 6,000 |
| 2020-21 Proposed | \$ 5,000 |

This account funds memberships and trainings for Schoolmates staff.

DEPARTMENT SUPPLIES **114-0415-051-001**

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 52,000 |
| 2019-20 12-Month Estimate | \$ 50,000 |
| 2020-21 Proposed | \$ 55,500 |

This account funds supplies and materials, as well as, nutrition which as a licensed program is required by state law.

UTILITIES **114-0415-052-001**

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 4,000 |
| 2019-20 12-Month Estimate | \$ 3,181 |
| 2020-21 Proposed | \$ 4,000 |

Utility expense for Schoolmates sites.

CONTRACT SERVICES **114-0415-054-001**

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 5,000 |
| 2019-20 12-Month Estimate | \$ 28,000 |
| 2020-21 Proposed | \$ 5,500 |

This funds Schoolmates registration software monthly costs.

BUILDING & GROUND MAINTENANCE **114-0415-055**

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 30,000 |
| 2019-20 12-month Estimate | \$ 29,000 |
| 2020-21 Proposed Amount | \$ 31,000 |

This account provides for costs related to the recurring janitorial services and routine maintenance provided by outside contractors.

MERCHANT PROCESSING FEES

114-0415-056-008

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 12,000 |
| 2019-20 12-Month Estimate | \$ 9,000 |
| 2020-21 Proposed | \$ 15,000 |

Fees paid for processing credit and debit card transactions. Approximately 3.5% of revenue.

CAPITAL OUTLAY

114-0415-081

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 5,000 |
| 2019-20 12-Month Estimate | \$ 5,000 |
| 2020-21 Proposed | \$ 2,500 |

This account typically funds the purchase of additional and replacement furniture (tables, chairs, appliances) which need to be replaced on a regular rotational basis.

City of Piedmont
Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|-------------------------------|----------------|----------------|----------------|----------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Aquatics | | | | | |
| Salaries | | | | | |
| Regular Salaries | 417-010-001 | 118,000 | 135,359 | 139,240 | 18% |
| Part Time Salaries | 417-010-002 | 366,000 | 285,650 | 335,420 | -8% |
| Overtime Salaries | 417-010-003 | 2,000 | 1,607 | 1,655 | -17% |
| Object Total | 417-010 | 486,000 | 422,616 | 476,315 | -2% |
| | | | | | |
| Health Insurance | | | | | |
| Medical Insurance | 417-011-001 | 35,000 | 12,995 | 25,632 | -27% |
| Dental Insurance | 417-011-002 | 3,600 | 3,360 | 3,443 | -4% |
| Vision Plan | 417-011-003 | 600 | 546 | 541 | -10% |
| Object Total | 417-011 | 39,200 | 16,901 | 29,616 | -24% |
| | | | | | |
| Retirement | | | | | |
| PERS: Normal Cost | 417-012-001 | 8,800 | 9,000 | 10,400 | 18% |
| PERS: UAL Payment | 417-012-003 | 200 | 300 | 300 | 50% |
| Object Total | 417-012 | 9,000 | 9,300 | 10,700 | 19% |
| | | | | | |
| Other Benefits | | | | | |
| FICA | 417-013-009 | 30,200 | 27,221 | 29,593 | -2% |
| Life Insurance | 417-013-001 | 500 | 544 | 558 | 12% |
| Disability Insurance | 417-013-002 | 400 | 406 | 418 | 5% |
| Medicare Insurance | 417-013-005 | 7,100 | 5,301 | 6,921 | -3% |
| Concern EAP Program | 417-013-006 | 400 | 304 | 304 | -24% |
| Object Total | 417-013 | 38,600 | 33,776 | 37,794 | -2% |
| | | | | | |
| Personnel Expenses | | | | | |
| Memberships/conf/training | 417-031-001 | 6,500 | 5,000 | 5,000 | -23% |
| Object Total | 417-031 | 6,500 | 5,000 | 5,000 | -23% |
| | | | | | |
| Department Supplies | | | | | |
| Pool Chemicals | 417-051-001 | 25,000 | 20,000 | 27,000 | 8% |
| Pool Equipment | 417-051-002 | 6,000 | 11,000 | 15,000 | 150% |
| Misc. Repair Supplies | 417-051-003 | 5,000 | 5,000 | 5,000 | 0% |
| Office Supplies and Materials | 417-051-004 | 1,300 | 500 | 1,300 | 0% |
| Printing/Graphics | 417-051-005 | 6,000 | 500 | 2,000 | -67% |
| Postage | 417-051-006 | 5,000 | - | - | -100% |
| Other | 417-051-007 | 2,500 | 2,000 | 1,500 | -40% |
| Concessions | 417-051-008 | 10,000 | 3,000 | 6,000 | -40% |
| Janitorial | 417-051-009 | 6,000 | 3,000 | 5,000 | -17% |
| Health and Safety Classes | 417-051-010 | 3,000 | 500 | 2,000 | -33% |
| Swim Lessons | 417-051-011 | 1,500 | 1,000 | 1,500 | 0% |
| Camps | 417-051-012 | 2,000 | 1,000 | 1,000 | -50% |
| Adult/Masters Program | 417-051-013 | 1,000 | 500 | 1,000 | 0% |
| Uniform | 417-051-014 | 7,500 | 7,500 | 7,500 | 0% |
| Special Events | 417-051-015 | 3,500 | 1,000 | 2,500 | -29% |
| Site Furnishings | 417-051-016 | 2,500 | 500 | 2,500 | 0% |
| Object Total | 417-051 | 87,800 | 57,000 | 80,800 | -8% |
| | | | | | |
| Utilities | 417-052 | 60,000 | 58,000 | 55,000 | -8% |

City of Piedmont

Proposed 2020 - 21 Budget

| | | Approved | Estimated | Proposed | Budget |
|--|----------------|----------------|----------------|----------------|-------------|
| Description | Account # | 19/20 | 19/20 | 20/21 | % Change |
| Aquatics | | | | | |
| Contract Services | 417-054 | 90,000 | 63,000 | 85,000 | -6% |
| Building & Ground Maintenance | 417-055 | 60,000 | 50,000 | 60,000 | 0% |
| Capital Outlay | | | | | |
| Site Furnishings | 417-081-005 | 3,000 | 3,000 | 3,000 | 0% |
| Plumbing Repair/Women's Locker R | 417-081-006 | 2,000 | 2,000 | - | -100% |
| Recreational Equipment | 417-081-018 | 2,500 | 2,500 | - | -100% |
| Capital Outlay Total | 417-081 | 7,500 | 7,500 | 3,000 | -60% |
| | | | | | |
| Total Aquatics | | 884,600 | 723,093 | 843,225 | -5% |

RECREATION AQUATICS DIVISION

MEMBERSHIPS/TRAINING/CONFERENCES AND CERTIFICATIONS

117-0417-031

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 6,500 |
| 2019-20 12-Month Estimate | \$ 5,000 |
| 2020-21 Proposed | \$ 5,000 |

This account funds trainings and memberships and certifications for Aquatics Coordinator and staff. Includes California Park & Recreation Society, Bay Area Public Pool Operators Group, Red Cross and California Aquatics Management School. "Training and Certifications" expenses previously reflected in Contract Services (117-0417-054-008) have been consolidated here.

DEPARTMENT SUPPLIES

117-0417-051

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 87,800 |
| 2019-20 12-Month Estimate | \$ 57,000 |
| 2020-21 Proposed | \$ 80,800 |

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

| | 2019-20 <u>Estimated</u> | 2020-21 <u>Proposed</u> |
|--|-----------------------------|----------------------------|
| 001 Pool Chemicals | \$ 20,000 | \$ 27,000 |
| 002 Pool Equipment | \$ 11,000 | \$ 15,000 |
| 003 Misc. Pool/Locker Room Repair Supplies | \$ 5,000 | \$ 5,000 |
| 004 Office Supplies and Materials | \$ 500 | \$ 1,300 |
| 005 Printing/Graphics | \$ 500 | \$ 2,000 |
| 006 Postage | \$ 0 | \$ 0 |
| 007 Other | \$ 2,000 | \$ 1,500 |
| 008 Concessions | \$ 3,000 | \$ 6,000 |
| 009 Janitorial Supplies | \$ 3,000 | \$ 5,000 |
| 010 Health and Safety Class Supplies | \$ 500 | \$ 2,000 |
| 011 Swim Lesson Equipment | \$ 1,000 | \$ 1,500 |
| 012 Camp – Summer (includes snack) | \$ 1,000 | \$ 1,000 |
| 013 Adult/Masters Program | \$ 500 | \$ 1,000 |
| 014 Uniforms-Staff | \$ 7,500 | \$ 7,500 |
| 015 Special Events | \$ 1,000 | \$ 2,500 |
| 016 Site Furnishings * | <u>\$ 500</u> | <u>\$ 2,500</u> |
| Total | \$ 57,000 | \$ 80,800 |

*Site furnishings need to be replaced on a regular rotational basis

UTILITIES

117-0417-052-001

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 60,000 |
| 2019-20 12-Month Estimate | \$ 58,000 |
| 2020-21 Proposed | \$ 55,000 |

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

CONTRACT SERVICES

117-0417-054

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 90,000 |
| 2019-20 12-Month Estimate | \$ 63,000 |
| 2020-21 Proposed | \$ 85,000 |

This funds all contract services for the operation of the swimming pool. Janitorial costs have increased time needed to properly service the locker rooms.

| | <u>2019-20</u> <u>Estimated</u> | <u>2020-21</u> <u>Proposed</u> |
|--------------------------|------------------------------------|-----------------------------------|
| 003 Pool Maintenance | \$ 30,000 | \$ 50,000 |
| 004 Plumbing | \$ 900 | \$ 2,000 |
| 005 Electrical | \$ 2,000 | \$ 2,000 |
| 007 Janitorial | \$ 28,500 | \$ 26,800 |
| 011 Marketing/Promotions | \$ 300 | \$ 0 |
| 012 Inspections | \$ 1,000 | \$ 3,000 |
| 014 Alarm Monitoring | <u>\$ 300</u> | <u>\$ 1,200</u> |
| Total | \$ 63,000 | \$ 85,000 |

BUILDING & GROUND MAINTENANCE

117-0417-055

| | |
|---------------------------|-----------|
| 2019-20 Budgeted Amount | \$ 60,000 |
| 2019-20 12-Month Estimate | \$ 50,000 |
| 2020-21 Proposed | \$ 60,000 |

This funds all contract services for the maintenance of associated buildings and grounds surrounding the pool. These expenses have been covered in the Public Works budget in recent years.

CAPITAL OUTLAY

117-0417-081

| | |
|---------------------------|----------|
| 2019-20 Budgeted Amount | \$ 7,500 |
| 2019-20 12-Month Estimate | \$ 7,500 |
| 2020-21 Proposed | \$ 3,000 |

| | <u>2019-20</u> <u>Estimated</u> | <u>2020-21</u> <u>Proposed</u> |
|---|------------------------------------|-----------------------------------|
| 005 Site Furnishings | \$ 3,000 | \$ 3,000 |
| 006 Plumbing Repair/Women's Locker Room | \$ 2,000 | \$ 0 |
| 018 Recreational Equipment | <u>\$ 2,500</u> | <u>\$ 0</u> |
| Total | \$ 7,500 | \$ 3,000 |

**DEPARTMENT OF RECREATION
COST RECOVERY**

| | Recreation | Community Hall | Veterans Hall | Pre-School | Recreation | School-mates | Aquatics | Total |
|-------------------------------|---------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|
| ACTUAL 2018-19 | | | | | | | | |
| Revenues | \$ 1,776,189 | \$ 449,482 | \$ 95,023 | \$ 510,462 | \$ 2,831,156 | \$ 772,007 | \$ 504,142 | \$ 4,107,305 |
| Expenses: | | | | | | | | |
| Salary & Benefits | 1,119,192 | 165,344 | 54,713 | 367,882 | 1,707,130 | 559,124 | 434,903 | 2,701,156 |
| Other | 1,157,079 | 23,950 | 8,053 | 35,391 | 1,224,473 | 143,850 | 254,239 | 1,622,561 |
| Less: July 4th & Harvest | (26,568) | | | | (26,568) | | | (26,568) |
| Total Expenses | 2,249,702 | 189,293 | 62,765 | 403,273 | 2,905,034 | 702,973 | 689,142 | 4,297,149 |
| Revenues less Expenses | \$ (473,513) | \$ 260,189 | \$ 32,258 | \$ 107,189 | \$ (73,878) | \$ 69,034 | \$ (185,000) | \$ (189,844) |
| Cost Recovery % | 79% | 237% | 151% | 127% | 97% | 110% | 73% | 96% |
| PROJECTED 2019-20 | | | | | | | | |
| Revenues | \$ 1,160,000 | \$ 170,000 | \$ 49,000 | \$ 440,000 | \$ 1,819,000 | \$ 641,000 | \$ 343,000 | \$ 2,803,000 |
| Expenses: | | | | | | | | |
| Salary & Benefits | 1,138,532 | 117,245 | 33,775 | 429,487 | 1,719,039 | 633,058 | 482,593 | 2,834,690 |
| Other | 862,069 | 66,500 | 32,000 | 66,017 | 1,026,586 | 130,181 | 240,500 | 1,397,267 |
| Less: July 4th & Harvest | (26,569) | | | | (26,569) | | | (26,569) |
| Total Expenses | 1,974,032 | 183,745 | 65,775 | 495,504 | 2,719,056 | 763,239 | 723,093 | 4,205,388 |
| Revenues less Expenses | \$ (814,032) | \$ (13,745) | \$ (16,775) | \$ (55,504) | \$ (900,056) | \$ (122,239) | \$ (380,093) | \$ (1,402,388) |
| Cost Recovery % | 59% | 93% | 74% | 89% | 67% | 84% | 47% | 67% |
| BUDGET 2020-21 | | | | | | | | |
| Revenues | \$ 1,748,000 | \$ 380,000 | \$ 80,000 | \$ 652,000 | \$ 2,860,000 | \$ 850,000 | \$ 475,000 | \$ 4,185,000 |
| Expenses: | | | | | | | | |
| Salary & Benefits | 1,209,074 | 120,995 | 32,783 | 548,388 | 1,911,240 | 683,565 | 554,425 | 3,149,230 |
| Other | 1,150,000 | 63,500 | 31,500 | 55,500 | 1,300,500 | 118,500 | 288,800 | 1,707,800 |
| Less: July 4th & Harvest | (29,000) | | | | (29,000) | | | (29,000) |
| Total Expenses | 2,330,074 | 184,495 | 64,283 | 603,888 | 3,182,740 | 802,065 | 843,225 | 4,828,030 |
| Revenues less Expenses | \$ (582,074) | \$ 195,505 | \$ 15,717 | \$ 48,112 | \$ (322,740) | \$ 47,935 | \$ (368,225) | \$ (643,030) |
| Cost Recovery % | 75% | 206% | 124% | 108% | 90% | 106% | 56% | 87% |

| | | |
|--------------------------------|-------------------|-------------------|
| Balance - June 30, 2018 | 301,049 | 199,446 |
| Revenue | 772,007 | 504,142 |
| Expenses | (702,973) | (689,142) |
| (To) / From GF | | 250,000 |
| Balance - June 30, 2019 | \$ 370,083 | \$ 264,446 |
| Revenue | 641,000 | 343,000 |
| Expenses | (763,239) | (723,093) |
| (To) / From GF | | 250,000 |
| Balance - June 30, 2020 | \$ 247,844 | \$ 134,353 |
| Revenue | 850,000 | 475,000 |
| Expenses | (802,065) | (843,225) |
| (To) / From GF | | 300,000 |
| Balance - June 30, 2021 | \$ 295,779 | \$ 66,128 |

END OF RECREATION BUDGET