

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
REVENUE					
100	General Fund				
40100	Current Secured Tax	Taxes levied on property	2,334,000	2,272,500	2,347,500
40120	Current Unsecured Tax	Taxes levied on liens	132,000	115,700	120,000
40200	HOPTR	Home Owners Property Tax Relief	32,000	31,200	33,000
40300	ERAF Relief	Educational Revenue Augmentation Fund Relief			
		Total Property Tax	2,498,000	2,419,400	2,500,500
41300	City of Pleasant Hill	Shared Senior Nutrition Program	13,500	13,600	14,000
41350	Redevelopment	City of PH & County Mandatory Pass-through Payments	110,000	203,000	205,000
41500	Federal Grants	No current Federal Grants			
41600	State Grants	State Park Bond			
41800	CCC Block Grant	Contra Costa Community Grant Program for the Care Manager Program at Senior Center	10,000	10,000	10,000
41900	Interfund Transfers	Transfers between District Funds for Measure E Capital Projects			
		Total Other Governmental Agencies	133,500	226,600	229,000
42450	Project Funding	Projects completed utilizing other available monies including EBRPD WW Measure, Parkland Dedication, etc.	-		62,000
42500	Interest Earned	Fees & Charges invested in LAIF (Local Agency Investment Fund)	6,500	6,000	7,500
42555	Misc. Revenue	Revenue from miscellaneous & minor sources	1,000	2,000	3,000
42600	Insurance Dividends	Dividends received from CAPRI (Liability & Worker's Compensation) Programs	32,000	19,300	25,000
42700	Fundraising Activities	Monies utilized to pay for fundraising expenses-Campaign Consultant & Campaign Coordinator	52,000	18,600	20,000
		Total Miscellaneous Revenue	91,500	45,900	117,500
49600	ADA	Registration surcharge (\$1 class) & rental revenue (5%) for American with Disabilities Act improvements	19,000	15,000	21,000
49700	Registration Surcharge	Registration Fee	13,000	13,500	16,000
49750	Registration Surcharge- Facilities	\$1 Registration Fee for Facility Fund	13,000	13,500	16,000
		Total	45,000	42,000	53,000
		TOTAL NON RECREATION REVENUE	2,768,000	2,733,900	2,900,000

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REVENUE					
12100	Recreation Administration				
44100	On-line Classes	Revenue generated through On-line computer classes	2,500	3,600	3,700
		Total On-Line Classes	2,500	3,600	3,700
12200	Seniors				
44100	Senior Classes	Revenue generated through classes & activities for Seniors	58,000	52,000	65,000
		Total Senior Classes	58,000	52,000	65,000
43700	Center Rentals	Rental of Senior Center Building	42,000	35,000	90,000
49200	Senior Programs	Educational and Social Programs	3,650	4,250	8,000
49250	Care Manager Funds	Revenue produced to pay for Senior Care Manager Program	19,000	19,000	19,000
49630	Senior Trips	Senior Trip Program	272,000	215,000	272,000
		Total Senior Revenue	336,650	273,250	389,000
		Total Seniors	394,650	325,250	454,000
12300	Winslow Center Rental				
43300	Winslow Center	Rental of Winslow Center Facility & Property	38,000	30,000	28,000
		Total Winslow Center Rental	38,000	30,000	28,000
12330	Rodgers Ranch				
45100	Rodgers Ranch Activities	Classes and activities	-		
43700	Rodgers Ranch Rental	Rental of Rodgers Ranch Facility & Property - Picnic rentals	2,000	200	2,000
		Total Rodgers Ranch Rental	2,000	200	2,000
12310	Center Rental				
43700	Community Center	Rental of Community Center facility for weddings, dinner/dances, meetings & events	-		120,000
		Total Community Center Rental	0	0	120,000

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REVENUE					
12400	Adult, Cultural Arts, & Summer School				
44100	Adult Classes	Recreational and Enrichment Classes & Activities for adults	110,000	111,000	112,000
44200	Summer School	1st - 8th grade Summer Recreation Program	82,000	66,000	62,000
44300	Arts Commission	Revenue generated through programs for the Arts			
		Total Adult Activities	192,000	177,000	174,000
12500	Athletics & Youth Sports				
45050	Youth Sports	Elementary & Middle School Sports Programs including flag football & basketball	20,000	19,000	20,000
45150	Recreation General	Adult sports league fees for soccer, volleyball, bocce, Kidz Love Soccer, flag football, & kickball	114,000	114,000	121,000
45200	Softball	Adult softball seasons	153,000	147,000	148,000
45250	Basketball	5 on 5 and 3 on 3 Basketball Seasons	77,000	66,000	66,000
45300	Drop-In Sports	Basketball, Volleyball, & Badminton Programs	16,000	17,000	20,000
45350	Recreation Facility Use	Park rentals, picnic kits, courts, & field rentals	27,000	45,000	42,000
45360	Athletic/Teen Field Use Fees	Use of fields by Soccer and Baseball Associations	55,000	55,000	70,000
45500	Athletics & Fitness	Tennis, golf, & bowling classes	21,500	16,000	15,000
45600	Bus Rental	Utilization of bus for District programs	1,000		500
		Total Athletics & Youth	484,500	479,000	502,500
12550	Teens				
43700	Teen Center Rentals	Rental of the Teen Center	8,000	15,000	22,500
45100	Teen Activities	All Teen activities, classes, excursions, camps, after-school program	70,000	49,000	87,000
45200	Snack Shack	Snack Shack Concession	5,000	4,200	6,800
45450	Teen Special Events	All Teen events	3,000	5,500	5,200
		Total Teens	86,000	73,700	121,500

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REVENUE					
		TOTAL RECREATION REVENUE	2,351,000	2,179,200	2,533,400
		TOTAL NON RECREATION REVENUE	2,768,000	2,733,900	2,900,000
		TOTAL PARKS: LANDSCAPE & LIGHTING ASSESSMENT DISTRICT #6	659,000	659,000	659,000
		UNRESERVED FUND BALANCE	8,460	8,460	10,000
		TOTAL REVENUE	5,786,460	5,580,560	6,102,400

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EXPENDITURES					
11000	Administration				
50001	Salary General Manager	Salary divided among all divisions - 35% of allocation	44,440	44,000	45,300
50002	Salary Office Staff	FT Executive Secretary/Office Manager - salary divided among all divisions - 35% of allocation	20,200	20,200	20,800
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 35% of allocation	42,740	42,740	44,000
50010	Salary Fundraising Coordinator	PT Fundraising Campaign Coordinator	30,000	9,500	12,500
		Total Salaries	137,380	116,440	122,600
55150	Employer FICA/Medicare	Social Security & Medicare payments	8,200	8,200	8,440
55250	PERS - Employer Share	Public Employees Retirement System Program	16,100	16,300	14,750
55300	Health Coverage	Health Plans	26,000	28,800	31,680
55310	Delta Dental	Dental Plan	3,400	2,400	2,520
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,000	950	1,000
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	600	300	1,000
55400	Workers Compensation	Board & Administration Staff coverage through CAPRI	1,300	1,300	1,500
55450	Unemployment Insurance	Based on actual unemployment claims			
		Total Benefits	56,600	58,250	60,890
60100	Board Compensation	Directors receive \$100 per meeting, maximum \$200/month	12,200	11,300	12,200
60200	Board Conference & Travel	Conference & Travel for Board Members to attend trainings & seminars	2,000	850	1,500
60300	Staff Conference & Travel	Conference & Travel for Admin. Staff such as CPRS, CARPD, CSDA	500	500	1,200
60350	Mileage	Reimbursement for travel expenses	4,500	4,600	4,600
60370	Staff Training	Seminars & Workshops	200	50	200
		Total Board Compensation, Training & Administrative Staff Training	19,400	17,300	19,700
65365	Telephone	Shared expense at Administration Office (50%)	2,000	2,400	2,400
		Total Utilities	2,000	2,400	2,400
70000	Professional Services	Annual audit, attorney fees, unemployment service	31,000	45,000	30,000
		Long Range Planning Master Plan	-		
		Fundraising Campaign Consultant	-		
		Total Professional Services	31,000	45,000	30,000

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EXPENDITURES					
	Administration (Con't)				
73310	Elections	Election expenses for November Election of Board Members	20,000	400	-
73320	Insurance	Liability Insurance coverage (CAPRI)	18,500	20,000	21,000
73330	Legal Advertising	Budgets, bids, public notices	800	800	800
73335	Memberships	Memberships & subscriptions such as CSDA, CPRS, CARPD, LERN	8,000	8,200	8,200
73340	Administrative Fees	Active, Bank and County fees	40,000	45,000	56,700
		Total Administrative Expenses	87,300	74,400	86,700
75350	Postage	Stamps and rental of postage meter	4,500	3,000	3,000
75500	Office Supplies	Office supplies including paper, envelopes, printed forms, Purchase Orders, checks, receipts	7,000	5,900	5,000
		Total Supplies	11,500	8,900	8,000
		Total Administration Expenses	345,180	322,690	330,290

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EXPENDITURES					
12100	Recreation Administration				
50001	Salary General Manager	Salary divided among all divisions - 6% of allocation	7,550	7,780	8,000
50002	Salary Office Staff	FT Secretary/Office Manager - 6% of allocation	3,500	3,460	3,560
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 6% of allocation	7,370	7,440	7,660
50100	Salary Rental Coordinator	Position responsible for promoting and handling rentals for the Senior, Teen, Winslow & Community Centers		2,000	40,000
50110	Office Staff Full time	Administrative Assistant Position	45,900	47,100	48,500
50120	Office Staff Part time	PT Office staff, customer service staff	40,800	51,400	38,000
50190	PT Custodian	PT Custodial/Maintenance Staff	4,000	4,000	4,000
		Total Salaries	109,120	123,180	149,720
55150	Employer FICA/Medicare	Social Security & Medicare payments	7,070	7,740	8,250
55250	PERS - Employer Share	Public Employees Retirement System Program	13,700	14,600	12,500
55300	Health Coverage	Health Plans	25,000	20,500	31,400
55310	Delta Dental	Dental Plan	2,100	2,100	2,150
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	700	650	700
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	500	500	1,050
55400	Workers Compensation	Staff coverage through CAPRI	1,000	850	1,000
55450	Unemployment Insurance	Based on actual unemployment claims			
		Total Benefits	50,070	46,940	57,050
60300	Staff Conference & Travel	Conference & Travel for Admin. Staff such as CPRS, CARPD, CSDA, LERN			
60350	Mileage	Reimbursement for travel expenses	200	200	200
60370	Staff Training	Seminars & Workshops	200	200	200
60380	Employee Service	Service Awards, Employee Functions	2,000	820	1,000
		Total Staff Training	2,400	1,220	1,400
65365	Telephone	Shared expense at Administration Office (40%)	2,000	1,000	1,100
		Total Utilities	2,000	1,000	1,100

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EXPENDITURES					
Recreation Administration (Con't)					
70000	Professional Services	Annual audit, attorney fees, unemployment services	3,000	3,000	3,000
70005	Security Services	Security services for PH Park & other sites as needed			
Total Professional Services			3,000	3,000	3,000
73320	Insurance	Liability Insurance coverage (CAPRI)	3,300	3,500	3,600
73335	Memberships	Memberships & subscriptions such as CPRS, LERN			
73340	Administrative Fees	Active, Bank and County fees	6,000	6,000	7,590
Total Administrative Expenses			9,300	9,500	11,190
75350	Postage	Stamps and rental of postage meter	500	500	550
75504	Server at City Hall	Rental costs for servers and Internet fees at City of PH	24,000	24,000	24,000
75505	Computer Hardware	Workstations, routers, radios, & other computer networking equipment	8,000	6,500	6,000
75506	Computer Software	Server & computer software, accounting software, network software and all software support.	9,000	8,000	8,000
75507	Network Support	Network IT technicians, server and user support, Senior level technician support.	82,800	82,000	83,500
75509	Network Communication	DSL, network communication to servers, website fees, & marketing annual fees.	6,000	7,000	6,000
75510	Equipment Maintenance	Support services for copy machines and printer maintenance	6,000	8,000	6,000
75515	Supplies & Repairs	Custodial supplies, repairs, pest control & service contracts (HVAC)	7,000	3,700	4,000
75620	On-line Class Expense	Expenses related to on-line classes	1,800	1,800	2,200
75680	ADA Expenses	American with Disabilities Act Expenses, repairs and improvements			
Total Repairs & Supplies			145,100	141,500	140,250
TOTAL RECREATION ADMINISTRATION			320,990	326,340	363,710

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EXPENDITURES					
12200	Senior Center				
50001	Salary General Manager	Salary divided among all divisions 6% of allocation	7,550	7,780	8,050
50002	Salary Office Staff	FT Secretary/Office Manager - 6% of allocation	3,500	3,460	3,520
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 6% of allocation	7,370	7,440	7,670
50100	Salary Supervisor	Recreation Supervisor II Salary	71,760	72,480	74,660
50120	Senior Center Program Staff	Recreation Supervisor	73,120	73,550	53,950
50125	Salary Care Manager	Care Manager Salary, CDBG partial funding	23,500	19,000	22,000
50126	Salary Nutrition	Senior Center programs, events	-	2,400	3,000
50127	Salary Senior Trips	Trip Coordinator - (20 hours per week)			24,480
50128	Salary Clerical	PT Center & Trip Office Staff	22,700	23,000	23,500
50130	Salary Classes	Classes & Activities - Instructors	15,600	11,500	20,000
50185	Sr Center Custodial FT				
50190	Sr Center Custodial/Bldg PT	PT Custodial and Building Attendant staff - new facility Dec - June	52,000	37,000	108,000
		Total Salaries	277,100	257,610	348,830
55150	Employer FICA/Medicare	Social Security & Medicare payments	19,000	14,000	15,200
55250	PERS - Employer Share	Public Employees Retirement System Program	25,000	25,100	22,950
55300	Health Coverage	Health Plans	21,000	20,000	24,300
55310	Delta Dental	Dental Plan	3,300	3,050	3,400
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,560	1,560	1,600
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	3,700	2,500	4,500
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	4,430	8,400	11,500
55450	Unemployment Insurance	Based on actual unemployment claims	1,000	400	1,000
		Total Benefits	78,990	75,010	84,450
60350	Mileage	Reimbursement for travel expenses	450	450	400
60370	Staff Training	Seminars & Workshops	850	850	1,000
		Total Staff Training & Mileage	1,300	1,300	1,400

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EXPENDITURES					
	Senior Center (Con't)				
65365	Telephone	Monthly Service	4,000	2,950	2,450
65701	Electricity	Monthly Service	25,000	22,500	34,000
65705	Gas	Monthly Service	7,200	9,250	17,000
65720	Disposal Fees	Weekly Service	7,400	5,100	7,450
		Total Utilities	43,600	39,800	60,900
70000	Professional Services	Annual audit, attorney fees, unemployment service	5,000	5,000	5,000
		Total Professional Services	5,000	5,000	5,000
73320	Insurance	Liability Insurance coverage (CAPRI)	3,800	3,800	4,000
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	450	450	450
73340	Administrative Fees	Active, Bank and County fees	8,500	8,500	10,800
		Total Administrative Expenses	12,750	12,750	15,250
75250	Care Manager Expenses	Senior Care Manager Program, expenses for Laugh, Love & Learn	2,500	2,500	2,500
75350	Postage	Stamps and rental of postage meter	-		
75500	Office Supplies	Office Supplies	1,500	1,500	1,500
75515	SC Services & Supplies	Supplies & minor repairs including alarm, HVAC, pest control		20,500	40,000
75540	Repairs and Supplies	Senior Club expenses to be reimbursed	37,000	25,000	
75620	Senior Program Supplies	Contracted instructors for classes/activities and program supplies	21,500	17,300	16,680
75625	Senior Publicity	Promotional & advertisements for Senior Programs	300	300	500
75630	Senior Trip Expenses	Senior Trip Program	231,000	175,000	231,000
		Total Repairs & Supplies	293,800	242,100	292,180
		TOTAL SENIOR PROGRAM	712,540	633,570	808,010

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EXPENDITURES					
12300	Winslow Center				
50001	Salary General Manager	Salary divided among all divisions - 1% of allocation	1,280	1,300	1,340
50002	Salary Office Staff	FT Secretary/Office Manager - 1% of allocation	580	600	620
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 1% of allocation	1,230	1,200	1,240
50185	Custodial Full Time	Portion of FT Custodial position			
50190	Custodial Part Time	PT Custodial staff	16,000	16,000	16,500
		Total Salaries	19,090	19,100	19,700
55150	Employer FICA/Medicare	Social Security & Medicare payments	500	500	480
55250	PERS - Employer Share	Public Employees Retirement System Program	470	470	430
55300	Health Coverage	Health Plans	200	100	700
55310	Delta Dental	Dental Plan	110	80	100
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	60	30	30
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	400	400	440
55400	Workers Compensation	Staff coverage through CAPRI	1,200	1,100	1,200
55450	Unemployment Insurance	Based on actual unemployment claims			
		Total Benefits	2,940	2,680	3,380
60370	Staff Training	Seminars & Workshops	100	50	100
		Total Staff Training	100	50	100
65365	Telephone	Monthly Service	2,800	2,800	2,900
65701	Electricity	Monthly Service	8,000	7,800	8,000
65705	Gas	Monthly Service	1,200	900	1,000
65720	Disposal Fees	Weekly Service	2,500	2,500	2,600
		Total Utilities	14,500	14,000	14,500

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EXPENDITURES					
12310	Community Center				
50001	Salary General Manager	Salary divided among all divisions - 7% of allocation	9,200	9,100	9,450
50002	Salary Office Staff	FT Secretary/Office Manager - 7% of allocation	4,000	4,000	4,120
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 7% of allocation	8,600	8,600	8,860
50100	Salary Director	Recreation Supervisor II Salary	76,120	76,980	78,400
50110	Salary CC Office Staff	Administrative support for Community Center	0		20,000
50120	Community Center Staff	PT Office Staff, Customer Service, Receptionists, Admin. Ass't	-		17,000
50185	Custodial Full Time	Building Maintenance Supervisor, Building Main. Wrker. Now in Building Maintenance Account	-		
50190	Custodial Part Time	PT Custodial/Maintenance staff	-		50,000
		Total Salaries	97,920	98,680	187,830
55150	Employer FICA/Medicare	Social Security & Medicare payments	7,600	7,500	10,350
55250	PERS - Employer Share	Public Employees Retirement System Program	15,000	15,000	16,300
55300	Health Coverage	Health Plans	18,000	26,300	31,800
55310	Delta Dental	Dental Plan	2,000	3,100	3,200
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,100	900	1,000
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	-		1,250
55400	Workers Compensation	Staff coverage through CAPRI	1,500	1,320	1,750
55450	Unemployment Insurance	Based on actual unemployment claims	2,000		2,000
		Total Benefits	47,200	54,120	67,650
60350	Mileage	Reimbursement for travel expenses	450	400	500
60370	Staff Training	Seminars & Workshops	500	500	800
		Total Staff Training	950	900	1,300
65365	Telephone	Monthly Service	1,400	420	1,750
65701	Electricity	Monthly Service	3,500		18,000
65705	Gas	Monthly Service	2,500		10,500

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EXPENDITURES					
Community Center (Con't)					
65720	Disposal Fees	Weekly Service	-		3,200
65730	Universal Waste Fees	Fees for all District Facilities to dispose of batteries, ballasts, flourescent lamps, etc.	-	200	600
Total Utilities			7,400	620	34,050
70000	Professional Services	Annual audit, attorney fees, unemployment service	3,600	3,600	4,400
Total Professional Services			3,600	3,600	4,400
73320	Insurance	Liability Insurance coverage (CAPRI)	5,000	5,000	6,000
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	300	700	800
73340	Administrative Fees	Active, Bank and County fees	5,000	5,000	6,350
Total Administrative Expenses			10,300	10,700	13,150
75350	Postage	Stamps and rental of postage meter	-	500	500
75500	Office Supplies	Paper, envelopes, forms, office supplies, & equipment contracts	-		3,000
75515	Services and Supplies	Minor repairs, replacement parts, supplies, service contracts for HVAC, fire extinguishers, pest control, etc.	-		28,000
75625	Center Publicity	Promotional & informational material for Community Center	-		2,000
75750	Major Repairs	Major Repairs	-		3,000
Total Repairs & Supplies			0	500	36,500
TOTAL COMMUNITY CENTER			167,370	169,120	344,880
EXPENDITURES					
123200 School House					
65365	Telephone	Monthly Service			
65701	Electricity	Monthly Service	300	260	300
65705	Gas	Monthly Service	1,600	700	700
65720	Disposal Fees	Monthly Service	-		
75515	Services & Supplies	Minor repairs and supplies, service contracts, alarm service	1,400	800	1,600
75750	Major Repairs		-		
TOTAL SCHOOL HOUSE			3,300	1,760	2,600
EXPENDITURES					
12330 Rodgers Ranch					
65701	Gas & Electricity	Monthly Service	1,000	400	500
65705	Water	Monthly Service	1,000	700	800
65720	Disposal Fees	Monthly Service	-	120	200
75515	Services & Supplies	Minor repairs and supplies, service contracts, alarm service	1,500	800	1,000
75750	Major Repairs				
TOTAL RODGERS RANCH			3,500	2,020	2,500

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12400	Adult, Cultural Arts, & Summer School				
50001	Salary General Manager	Salary divided among all divisions - 5% of allocation	6,400	6,400	6,600
50002	Salary Office Staff	FT Secretary/Office Manager - 5% of allocation	2,870	2,870	2,960
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 5% of allocation	6,000	6,000	6,180
50150	Salaries Program	PT Instructors, teachers, and staff	45,000	34,000	37,000
50160	Salaries Summer School	PT Instructors & staff for Recreation Summer School	29,000	28,000	25,000
		Total Salaries	89,270	77,270	77,740
55150	Employer FICA/Medicare	Social Security & Medicare payments	3,800	2,200	2,120
55250	PERS - Employer Share	Public Employees Retirement System Program	2,500	2,500	2,200
55300	Health Coverage	Health Plans	3,500	3,600	3,900
55310	Delta Dental	Dental Plan	1,000	400	1,000
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	200	150	200
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,500	1,500	1,650
55400	Workers Compensation	Staff coverage through CAPRI	1,850	1,850	1,550
55450	Unemployment Insurance	Based on actual unemployment claims	2,000	500	1,200
		Total Benefits	16,350	12,700	13,820
60350	Mileage	Reimbursement for travel expenses	100		100
60370	Staff Training	Seminars & Workshops	400		400
		Total Staff Training	500	0	500
65365	Telephone	Monthly Service	200	200	200
		Total Utilities	200	200	200

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
	Adult & Summer School (Con't)				
70000	Professional Services	Annual audit, attorney fees, unemployment service	2,560	2,560	3,000
		Total Professional Services	2,560	2,560	3,000
73320	Insurance	Liability Insurance coverage (CAPRI)	2,800	2,900	3,100
73340	Administrative Fees	Active, Bank and County fees	4,000	4,000	5,000
73410	Use of Premises	Rental of School facilities for Summer Recreation School	20,000	21,000	17,000
		Total Administrative Expenses	26,800	27,900	25,100
75350	Postage	Direct costs of mailing for promotion	600	600	600
75620	Program Supplies	Supplies for programs	10,500	8,000	9,000
75625	Publicity	Promotional expenses for Recreation Summer School	1,100	1,400	1,500
75660	Summer School Supplies	Supplies for Recreation Summer School	11,000	9,000	8,000
		Total Repairs & Supplies	23,200	19,000	19,100
		TOTAL ADULT, CULTURAL ARTS & SUMMER SCHOOL	158,880	139,630	139,460

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12500	Athletics & Youth Sports				
50001	Salary General Manager	Salary divided among all divisions - 9% of allocation	11,500	11,700	12,050
50002	Salary Office Staff	FT Secretary/Office Manager - 9 % of allocation	5,040	5,200	5,360
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 9 % of allocation	10,500	11,100	11,400
50010	Salary Supervisors	Recreation Supervisor II	72,500	73,310	75,500
50015	Rec Supervisor/Coordinator	Salary Sports Coordinator	36,500	35,400	36,500
50050	Salary Youth Sports	Elementary & Middle School Sports Program	3,400	2,200	3,200
50200	Salary Adult Sports	Basketball & Soccer Officials, League Coordinators, Site Coordinators & Scorekeepers	38,000	34,000	35,000
50300	Salaries Drop-In	Drop-in Basketball, Volleyball, Badminton	2,000	2,000	2,100
50500	Salaries Athletics	Tennis & bowling instruction	12,000	10,000	9,000
		Total Salaries	191,440	184,910	190,110
55150	Employer FICA/Medicare	Social Security & Medicare payments	10,200	10,400	11,650
55250	PERS - Employer Share	Public Employees Retirement System Program	20,850	20,600	19,000
55300	Health Coverage	Health Plans	32,000	33,300	35,200
55310	Delta Dental	Dental Plan	4,000	3,900	4,000
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,200	1,200	1,200
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,400	1,200	1,250
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	3,900	2,500	2,800
55450	Unemployment Insurance	Based on actual unemployment claims	1,000	1,000	1,000
		Total Benefits	74,550	74,100	76,100

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
Athletics & Youth Sports (Con't)					
60350	Mileage	Reimbursement for travel expenses	750	500	750
60370	Staff Training	Seminars & Workshops (CPRS & other Workshops & Trainings)	400		400
		Total Staff Training	1,150	500	1,150
65365	Telephone	Monthly Service for sports phone and cell phones	2,000	1,600	2,000
		Total Utilities	2,000	1,600	2,000
70000	Professional Services	Annual audit, attorney fees, unemployment service	4,370	4,370	5,000
		Total Professional Services	4,370	4,370	5,000
73320	Insurance	Liability Insurance coverage (CAPRI)	5,850	5,850	6,100
73335	Memberships	Memberships & subscriptions for CPRS, SANCRA, USTA	250	150	250
73340	Administrative Fees	Active, Bank and County fees	7,200	7,200	9,100
73410	Use of Premises	Rental of School facilities (PHEC Gym & school gyms) for recreation programs	38,000	38,000	37,000
		Total Administrative Expenses	51,300	51,200	52,450
75050	Youth Sports Supplies	Equipment for youth sports programs	5,750	5,400	5,500
75350	Postage	Direct costs of mailing information	1,400	1,000	1,200
75620	Rec. General Supplies	Sports equipment, athletic & picnic supplies, & Kidz Love Soccer Contract	40,000	52,000	50,000
75622	Contract Officials	Contract for Flag football, Kickball, Softball Officials	56,500	56,500	52,000
75625	Publicity	Direct costs of promotion and informational material	1,000	1,000	1,000
75628	Bus Expenses	Maintenance & repair of District bus & van	4,500	3,500	3,000
75670	Athletic Supplies	Contracts & Supplies for athletic programs including golf, tennis, bowling	2,100	1,000	200
		Total Repairs & Supplies	111,250	120,400	112,900
		TOTAL ATHLETICS & YOUTH	436,060	437,080	439,710

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12550	Teen Center				
50001	Salary General Manager	Salary divided among all divisions - 2% of allocation	2,600	2,600	2,760
50002	Salary Office Staff	FT Secretary/Office Manager - 2% of allocation	1,200	1,200	1,240
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 2% of allocation	2,500	2,500	2,580
50015	Salary Supervisor	Teen Recreation Supervisor	58,000	58,800	60,950
50120	Salary Teen Center Staff	All Teen Classes, Activities, and Excursions	35,000	35,000	55,000
50190	Teen Center Custodial/Bldg PT	PT Custodial and Building Attendant staff	8,000	8,000	10,000
50195	Teen Center Building Attendant	PT Attendant for rentals			6,200
		Total Salaries	107,300	108,100	138,730
55150	Employer FICA/Medicare	Social Security & Medicare payments	4,500	4,500	6,300
55250	PERS - Employer Share	Public Employees Retirement System Program	10,050	10,500	9,100
55300	Health Coverage	Health Plans	14,500	15,000	15,750
55310	Delta Dental	Dental Plan	1,530	1,600	1,800
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	500	600	600
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,000	1,000	1,800
55400	Workers Compensation	Staff coverage through CAPRI	1,200	1,500	1,700
55450	Unemployment Insurance	Based on actual unemployment claims			
		Total Benefits	33,280	34,700	37,050
60350	Mileage	Reimbursement for travel expenses	600	450	500
60370	Staff Training	Seminars & Workshops	1,000	600	1,000
		Total Staff Training	1,600	1,050	1,500
65365	Telephone	Monthly Service & cell phone	2,800	2,000	1,500
65701	Electricity	Monthly Service	5,000	6,500	8,000
65705	Gas	Monthly Service	2,000	2,500	3,400

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FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
	Teen Center (Con't)				
65720	Disposal Fees	Shared by Admin Office, Aquatic Center, & Teen Center		1,170	1,560
		Total Utilities	9,800	12,170	14,460
70000	Professional Services	Annual audit, attorney fees, unemployment service	1,300	1,300	1,500
		Total Professional Services	1,300	1,300	1,500
73320	Insurance	Liability Insurance coverage (CAPRI)	1,650	1,200	1,500
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	350	200	300
73340	Administrative Fees	Active, Bank and County fees	1,800	1,800	2,300
		Total Administrative Expenses	3,800	3,200	4,100
75350	Postage	Stamps and rental of postage meter	250	250	300
75500	Office Supplies	Paper, envelopes, forms, office supplies, & equipment contracts	500	800	750
75515	Services and Supplies	Minor repairs, supplies, service contracts for HVAC, fire extinguishers, pest control	14,000	8,500	10,000
75620	Snack Shack Supplies	Supplies for Snack Shack	3,000	3,000	3,200
75625	Teen Center Publicity	Promotional & informational material for Teen programs	500	500	800
75626	Teen Supplies	Supplies for all Teen Classes, Activities, & Excursions	25,000	25,000	25,500
75630	Teen Special Event expenses	Expenses associated with Teen special events	500	650	1,700
75627	Teen Website	Expenses for operation of website	1,500	400	500
75750	Major Repairs	Imminent repairs only			
		Total Repairs & Supplies	45,250	39,100	42,750
		TOTAL TEEN CENTER	202,330	199,620	240,090

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12600	Preschool, Youth & Special Events				
50001	Salary General Manager	Salary divided among all divisions - 3.5% of allocation(2013-14)	6,400	6,400	4,500
50002	Salary Office Staff	FT Secretary/Office Manager - 3.5% of allocation(2013-14)	3,860	2,870	2,080
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 3.5% of allocation(2013-14)	6,100	6,000	4,400
50050	Salary Supervisor	Recreation Supervisor I 50% of three quarters time	24,230	24,000	26,000
50100	Salary Elementary Program	Summer and school year programs	3,000	1,000	2,000
50150	Salary Special Events	10% of Teen Supervisor & staff for special events/family events	7,650	8,800	
50250	Salaries Preschool	Pre-school staff for classes & activities	28,000	24,000	25,000
50260	Salaries Priority PS	Staff for Priority Preschool classes	128,000	117,000	119,000
		Total Salaries	207,240	190,070	182,980
55150	Employer FICA/Medicare	Social Security & Medicare payments	12,240	11,000	11,300
55250	PERS - Employer Share	Public Employees Retirement System Program	20,500	20,500	18,500
55300	Health Coverage	Health Plans	4,500	5,150	6,000
55310	Delta Dental	Dental Plan	1,800	1,500	1,500
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	900	450	500
55370	501 A Plan	FICA Alternative Plan for Part Time Employees	1,700	1,100	1,300
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	3,800	2,700	3,000
55450	Unemployment Insurance	Based on actual unemployment claims	1,000	1,000	1,000
		Total Benefits	46,440	43,400	43,100
60350	Mileage	Reimbursement for travel expenses	200	200	200
60370	Staff Training	Seminars & Workshops	400	400	450
		Total Mileage & Staff Training	600	600	650
70000	Professional Services	Annual audit, attorney fees, unemployment service	2,500	2,500	3,000
		Total Professional Services	2,500	2,500	3,000

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
Preschool, Youth & Special Events (Con't)					
73320	Insurance	Liability Insurance coverage (CAPRI)	3,000	3,000	3,800
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	200	200	300
73340	Administrative Fees	Active, Bank and County fees	5,000	5,000	6,400
73410	Use of Premises	Rental of School facilities for recreation programs & Gregory Gardens Elementary	24,000	24,000	12,000
Total Administrative Expenses			32,200	32,200	22,500
75100	Elementary Supplies	Program supplies and equipment, contract instructor payments	9,500	17,000	18,000
75150	Special Event Supplies	Supplies and equipment for Special/ Family Events and Special Rec. Dances	21,000	18,500	
75155	Holiday Festival Supplies	Annual December Festival supplies	300	340	
75160	Blues & Brews Festival	Expenses for the Blues & Brews	33,000	34,000	
75225	License fees	Fingerprinting, staff physicals, fire inspections	300	200	300
75250	Preschool Supplies	Lab fees, supplies, & equipment	8,000	8,000	8,200
75260	Priority PS Supplies	Lab fees, supplies, & equipment	9,500	8,500	8,700
75350	Postage	Stamps & rental of postage meter	700	600	700
75520	Site Prep	Upgrades to Winslow Center New Building & Playground			2,000
75625	Publicity	Promotional and informational materials	1,000	200	500
Total Repairs & Supplies			83,300	87,340	38,400
TOTAL PRESCHOOL, YOUTH, AND SPECIAL EVENTS			372,280	356,110	290,630

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12650	Special Events	NEW Account starting 2013/14			
50001	Salary General Manager	Salary divided among all divisions - 1.5% of allocation			2,010
50002	Salary Office Staff	FT Secretary/Office Manager - 1.5% of allocation			930
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 1.5% of allocation			1,860
50050	Salary Supervisor	Recreation Supervisor I 10%			6,800
50150	Salary Special Events	Staff for special events/family events			2,400
		Total Salaries			11,060
55150	Employer FICA/Medicare	Social Security & Medicare payments			930
55250	PERS - Employer Share	Public Employees Retirement System Program			1,560
55300	Health Coverage	Health Plans			400
55310	Delta Dental	Dental Plan			50
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs			50
55370	501 A Plan	FICA Alternative Plan for Part Time Employees			120
55400	Workers Compensation	Staff and volunteer coverage through CAPRI			300
55450	Unemployment Insurance	Based on actual unemployment claims			200
		Total Benefits			3,610
60350	Mileage	Reimbursement for travel expenses			-
60370	Staff Training	Seminars & Workshops			-
		Total Mileage & Staff Training			0
70000	Professional Services	Annual audit, attorney fees, unemployment service			500
		Total Professional Services			500
12650	Special Events				
73320	Insurance	Liability Insurance coverage (CAPRI)			500
73340	Administrative Fees	Active, Bank and County fees			600
		Total Administrative Expenses			1,100
75150	Special Event Supplies	Supplies and equipment for Special/ Family Events and Special Rec. Dances			19,000
75155	Holiday Festival Supplies	Annual December Festival supplies			400
75160	Blues & Brews Festival	Expenses for the Blues & Brews			34,000
75350	Postage	Stamps & rental of postage meter			200
75625	Publicity	Promotional and informational materials			500
		Total Repairs & Supplies			54,100
		TOTAL SPECIAL EVENTS			70,370

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FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12700	Child Care				
50001	Salary General Manager	Salary divided among all divisions - 3% of allocation	3,780	3,900	4,020
50002	Salary Office Staff	FT Secretary/Office Manager - 3% of allocation	1,730	1,730	1,860
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 3% of allocation	3,700	3,700	3,720
50100	Director	Director Position	55,980	57,630	60,600
50110	Childcare Staff FT	Recreation Supervisor I - 50% of salary	24,230	23,900	24,200
50120	Childcare Staff PT	PT Childcare Staff	65,000	68,000	70,000
50190	Custodial Part Time	Custodial staff	5,600	5,000	6,500
		Total Salaries	160,020	163,860	170,900
55150	Employer FICA/Medicare	Social Security & Medicare payments	9,150	9,400	10,000
55250	PERS - Employer Share	Public Employees Retirement System Program	16,600	15,500	15,000
55300	Health Coverage	Health Plans	9,000	9,700	10,200
55310	Delta Dental	Dental Plan	2,800	2,100	2,200
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,000	850	1,000
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,300	1,600	1,650
55400	Workers Compensation	Staff coverage through CAPRI	3,000	3,000	3,150
55450	Unemployment Insurance	Based on actual unemployment claims	1,000		1,000
		Total Benefits	43,850	42,150	44,200
60350	Mileage	Reimbursement for travel expenses	200	300	300
60370	Staff Training	Seminars & Workshops	200	200	300
		Total Staff Training	400	500	600
65365	Telephone	Monthly Service	1,000	1,300	1,300
65700	Combined Utilities	Monthly Service Gas and Electricity billed by MDUSD	1,000	800	1,000
		Total Utilities	2,000	2,100	2,300

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FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
	Child Care (Con't)				
70000	Professional Services	Annual audit, attorney fees, unemployment service	1,400	1,400	1,700
		Total Professional Services	1,400	1,400	1,700
73320	Insurance	Liability Insurance coverage (CAPRI)	1,800	1,800	2,100
73335	Memberships	Memberships & subscriptions such as CSAC, CPRS, LERN	200	100	200
73340	Administrative Fees	Active, Bank and County fees	2,800	2,800	3,500
		Total Administrative Expenses	4,800	4,700	5,800
75515	Services and Supplies	Minor repairs, custodial supplies, alarm	3,000	2,200	2,500
75225	Licensing Fees	Licensing fees, fire inspections, fingerprinting, staff physicals	1,200	1,030	1,200
75250	KIDSTOP Supplies	Equipment & Program Supplies	23,000	25,000	24,000
75350	Postage	Direct mailing costs for program	400	400	450
75625	KIDSTOP Publicity	Monthly Enrollment Forms, employment advertisements, & promotional items	400	400	500
		Total Repairs & Supplies	28,000	29,030	28,650
		TOTAL CHILD CARE	240,470	243,740	254,150

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12800	Aquatics				
50001	Salary General Manager	Salary divided among all divisions - 7% of allocation	8,800	9,100	9,380
50002	Salary Office Staff	FT Secretary/Office Manager - 7% of allocation	4,000	4,000	4,120
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 7% of allocation	8,570	8,700	8,830
50100	Aquatics Supervisor	Recreation Supervisor II	72,650	73,350	75,000
50186	Salary Pool Full Time Staff	1 FT Staff - Pool Maintenance	52,000	51,500	56,000
50187	Salary Custodial Maint	Locker rooms, general clean-up	3,650	4,050	3,750
50188	Salary Aquatic Coordinator	Day-to-day Pool Supervision	55,200	59,520	61,000
50190	Salary Rec. Specialist	Pool Maintenance - Part-Time	9,500	6,000	6,500
50370	Salary Staff Training	In-House Staff Training	8,800	8,400	8,800
50481	Salary Water Exercise	Water Aerobics Classes	15,000	14,500	14,000
50482	Salary Dolins	Coaching Staff	28,000	32,800	34,500
50483	Salary Pool Cashier	Cashiers at PH Aquatic Park	3,500	3,500	3,600
50484	Salary Life Guard	Life Guard and Head Guard Staff	49,000	51,500	53,000
50485	Salary Instructor	Instructors for Learn to Swim Program	34,000	37,000	38,500
50486	Salary Pool Manager	Lesson Managers	7,600	8,200	8,900
50488	Salary PH Swim Club	Fall Swim Program Coaching Staff	4,200	3,300	4,000
50489	Salary Clinics	High School pre-season, Spring Clinics, & Comp Stroke Clinics	13,500	8,300	8,750
50490	Salary Aquatic Classes	Diving, Lifeguarding, Junior Guard, Water Polo, Water Walk & Zumba	23,000	25,500	26,000
		Total Salaries	400,970	409,220	424,630
55150	Employer FICA/Medicare	Social Security & Medicare payments	18,900	15,750	19,650
55250	PERS - Employer Share	Public Employees Retirement System Program	32,100	31,500	28,900
55300	Health Coverage	Health Plans	26,000	27,700	29,000
55310	Delta Dental	Dental Plan	5,800	5,600	5,900
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,850	1,850	1,950
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	4,800	5,100	5,200
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	9,500	9,450	9,850
55450	Unemployment Insurance	Based on actual unemployment claims	750		750
		Total Benefits	99,700	96,950	101,200

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FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
	Aquatics (Con't)				
60350	Mileage	Reimbursement for travel expenses	1,000	850	850
60370	Staff Training	Seminars, Workshops, Certification Classes, & LG and Jr Guard Competition	1,800	1,500	1,700
		Total Staff Training	2,800	2,350	2,550
65365	Telephone	Shared with Administrative Office (10%), CPHS, Aquatic Park & Ed Center Phones	2,600	2,400	2,500
65701	Electricity	Electricity for Park Pool (common meter with Admin. Office - 50%)	15,500	14,500	15,000
65705	Gas	Gas service for Park Pool (common meter with Admin Office - 90%)	8,500	14,000	8,500
65720	Disposal Fees	Disposal fees for shared dumpster with Teen Center & Admin Office	1,750	1,200	1,580
		Total Utilities	28,350	32,100	27,580
70000	Professional Services	Annual audit, attorney fees, unemployment service	3,600	3,600	3,600
		Total Professional Services	3,600	3,600	3,600
73320	Insurance	Liability Insurance coverage (CAPRI)	4,500	4,400	4,400
73335	Memberships	Memberships & subscriptions such as CPRS, LERN, NRPA, ASCA, PPOA	600	500	630
73340	Administrative Fees	Active, Bank and County fees	7,000	7,000	8,900
73410	Use of Premises	Rental of School facilities & custodial fees for use of school pools	1,000	600	1,000
		Total Administrative Expenses	13,100	12,500	14,930
75350	Postage	Direct mailing costs & rental of postage meter	900	900	900
75380	Uniforms	Staff uniforms	1,800	1,800	1,800
75515	Services & Supplies	Supplies for custodial needs, alarm & pest control at pools	3,820	3,800	3,900
75525	Pool Chemicals PH Park	Chemical supplies for PH Aquatic Park	19,000	22,000	20,000
75527	Pool Chemicals PHEC	Chemical supplies for Pleasant Hill Education Center Pool	15,000	15,000	15,500
75530	Pool Repairs & Supplies	Repairs & supplies for maintenance of all pools	19,500	19,500	20,000
75535	Small Tools	Tools related to maintenance tasks	1,500	1,200	1,500
75620	Program Supplies	Supplies for Aquatic Programs	11,500	11,500	11,500
75625	Aquatics Publicity	Direct costs for promotional, information material, & employment ads	1,500	1,500	1,600
		Total Repairs & Supplies	74,520	77,200	76,700
		TOTAL AQUATICS	623,040	633,920	651,190

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Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
12900	Communications				
50001	Salary General Manager	Salary divided among all divisions - 4% of allocation	5,050	5,100	5,250
50002	Salary Office Staff	FT Secretary/Office Manager - 4% of allocation	2,300	2,300	2,370
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 4% of allocation	4,860	4,960	5,110
50110	Communications FT	FT position not filled			
50120	Communications PT	PT Communication Assistants & E-Marketing Coordinator (20 hours)	47,000	47,000	48,500
		Total Salaries	59,210	59,360	61,230
55150	Employer FICA/Medicare	Social Security & Medicare payments	3,150	3,150	3,300
55250	PERS - Employer Share	Public Employees Retirement System Program	5,200	5,800	5,100
55300	Health Coverage	Health Plans	8,000	10,400	11,000
55310	Delta Dental	Dental Plan	1,200	1,100	1,150
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	250	330	350
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	600	600	600
55400	Workers Compensation	Staff coverage through CAPRI	250	400	420
55450	Unemployment Insurance	Based on actual unemployment claims	200		
		Total Benefits	18,850	21,780	21,920
60350	Mileage	Reimbursement for travel expenses	200		300
60370	Staff Training	Seminars & Workshops	200		300
		Total Staff Training	400	0	600
70000	Professional Services	Annual audit, attorney fees, unemployment service	2,000	2,000	2,000
		Total Professional Services	2,000	2,000	2,000

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
Communications (Con't)					
73320	Insurance	Liability Insurance coverage (CAPRI)	2,600	2,400	2,500
73335	Memberships	Memberships & subscriptions such as CPRS and LERN	100		
73340	Administrative Fees	Active, Bank and County fees	3,000	3,000	3,800
		Total Administrative Expenses	5,700	5,400	6,300
75150	Special Event Supplies	Special promotions & special activities		300	500
75350	Postage	Direct costs of mailing & rental of postage meter	500	500	500
75500	Office Supplies	Supplies & expenses for Communications Office	750	1,000	1,000
75510	Equipment Maintenance	Computer repairs, service contracts	400	-	
75605	Awards	Special recognition awards/certificates/plaques	2,000	4,800	2,000
75610	Major Events	Supplies & expenses for Major Special Events	2,000	800	3,500
75612	Website	Maintenance of District's Website	3,000	3,000	4,000
75615	Communications Projects	Contract for various communication projects and tasks	29,000	18,000	24,000
75624	Spare Time Spotlight	Printing & mailing costs of Spare Time Spotlight	74,000	79,700	80,000
75625	District Publicity	Printing of public information, advertising, & distribution	10,000	7,000	7,500
75630	Bond Project Publicity	Communication of Project Updates of Bond Projects	5,000	1,000	1,000
		Total Repairs & Supplies	126,650	116,100	124,000
		TOTAL COMMUNICATIONS	212,810	204,640	216,050
		TOTAL RECREATION EXPENSES	3,509,530	3,401,010	3,871,930

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
13000	Parks/L & L #6				
50001	Salary General Manager	Salary divided among all divisions - 15% of allocation	12,640	13,200	13,600
50002	Salary Office Staff	FT Secretary/Office Manager - 15% of allocation	5,720	5,760	5,930
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 15% of allocation	12,070	12,420	12,800
50180	Park Superintendent	Park Superintendent Salary	43,000	43,000	28,000
50185	FT Park Staff	Park Maintenance Staff	423,700	385,600	420,000
50190	Park Part Time Staff	PT/Seasonal Staff	78,750	75,300	80,000
		Total Salaries	575,880	535,280	560,330
55150	Employer FICA/Medicare	Social Security & Medicare payments	40,500	33,100	38,400
55250	PERS - Employer Share	Public Employees Retirement System Program	63,300	57,800	64,700
55300	Health Coverage	Health Plans	92,400	110,000	116,370
55310	Delta Dental	Dental Plan	11,500	10,100	10,100
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	5,000	4,230	4,300
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	3,050	2,600	2,000
55380	Uniforms	Staff Uniforms		1,100	1,000
55400	Workers Compensation	Staff coverage through CAPRI	37,500	33,800	35,000
55450	Unemployment Insurance	Based on actual unemployment claims	10,000	8,300	8,000
		Total Benefits	263,250	261,030	279,870
60350	Mileage	Reimbursement for individual travel expenses	400	600	600
60370	Staff Training	Seminars, Trainings, & Continuing Education	4,200	2,500	3,000
		Total Staff Training	4,600	3,100	3,600
65365	Telephone	Monthly Services - Public Services Center	6,000	6,000	6,500
65701	Electricity	Monthly Service - All Park Sites	28,000	25,800	25,500
65705	Gas	Monthly Service - PH Park & Public Services Center	5,700	5,700	6,000
65710	Water	Monthly Service - All Park Sites, District Office, Aquatic Center	98,000	94,000	90,000
65720	Disposal Fees	Misc. Disposal Charges	1,500	1,300	1,500
65730	Sewer Charges	Annual Charge	18,000	12,000	16,500
		Total Utilities	157,200	144,800	146,000

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
Parks (Con't)					
70000	Professional Services	Annual audit, attorney fees, unemployment service	5,400	5,400	6,000
		Total Professional Services	5,400	5,400	6,000
73320	Insurance	Liability Insurance coverage (CAPRI)	6,000	5,900	6,400
73335	Memberships	Memberships, subscriptions, licenses, & registrations	1,100	700	700
73340	Administrative Fees	Active, Bank and County fees	19,000	19,000	26,000
73345	Assessment Refunds	Senior & Disabled 50% refund	500	350	500
73730	Public Service Center	District's share of operational expenses and clerical support	34,000	28,000	18,000
		Total Administrative Expenses	60,600	53,950	51,600
75350	Postage	Stamps & rental of postage meter	1,300	1,400	1,500
75370	Safety Equipment	Miscellaneous safety equipment & service for fire extinguishers	3,000	3,000	3,500
75401	Rental Equipment	Rental of tools & equipment	200	1,200	1,000
75501	Agricultural Supplies	Fertilizers & herbicides	7,000	3,800	4,000
75505	Athletic Facility Main.	All athletic facilities/features	15,500	6,400	6,500
75510	Equipment Maint	Repairs and service to park maintenance equipment and tools	9,500	9,000	7,000
75511	Irrigation Repairs	Repairs to irrigation systems	13,500	6,500	5,000
75515	Janitorial Supplies	Supplies Park Restroom Facilities	5,500	6,600	6,800
75520	Park Facility Maint	Repairs and alterations to park facilities and features	17,000	24,000	22,500
75535	Tools/Equipment	Purchase of tools/equipment	7,000	7,000	5,000
75540	Structure Repairs	Minor repairs to buildings & structures	2,000	1,300	2,000
75545	Vehicle Maintenance	Fuel, repairs, & service	35,000	30,000	31,000
75550	Contracted Tree Service	Pruning & tree removal	5,000	11,000	10,000
75570	Contracted Park Maint.	Electrical, plumbing, sewer repairs, arborist services, and discing	10,000	7,000	7,000
75740	Major Maintenance Projects	Major Repairs & Rehabilitation	1,000		
76500	Park Vandalism	Repairs due to vandalism	2,000	1,000	1,000
		Total Repairs & Supplies	134,500	119,200	113,800
		TOTAL PARKS	1,201,430	1,122,760	1,161,200

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
13500	Building Maintenance				
50010	FT Bldg Maint Superintendent	Acting Bldg Maint Superintendent	73,480	75000	79,500
50050	FT Bldg Maint Supervisor	Building Maintenance Supervisor	62,090	62090	67,200
50075	FT Maint Craftsman	Maintenance Craftsman	67,850	67850	69,900
		Total Salaries	203,420	204,940	216,600
55150	Employer FICA/Medicare	Social Security & Medicare payments	15,560	15,700	16,600
55250	PERS - Employer Share	Public Employees Retirement System Program	31,150	31,150	29,250
55300	Health Coverage	Health Plans	26,940	28,700	28,300
55310	Delta Dental	Dental Plan	3,430	3,430	3,600
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,740	1,800	1,850
55400	Workers Compensation	Staff coverage through CAPRI	12,530	9,200	14,600
55450	Unemployment Insurance	Based on actual unemployment claims			
		Total Benefits	91,350	89,980	94,200
60350	Mileage	Reimbursement for individual travel expenses	1,200	900	900
65365	Telephone	Radio/telephones for building services			2,000
60370	Training	Seminars, Trainings, & Continuing Education	500	100	400
		Total Training	1,700	1,000	3,300
75515	Repairs & Supplies	Maint staff offices & shops - office supplies & small repairs/improvements to those spaces	2,000	1,600	1,800
75535	Tools/Equipment	Purchase or rental of tools/equipment	1,000	500	800
		Total Repairs & Supplies	3,000	2,100	2,600
		TOTAL BUILDING MAINTENANCE	299,470	298,020	316,700

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
14000	Long Term Debt				
95801	Community Cnt Principal				
95805	Public Service Principal	Public Services Center			
95806	CSDA Lease Finance	Acquisition of Pleasant Oaks Park & Critical Needs Project Funding - 1999	79,300	79,300	60,000
95807	Interest	Interest payments on Long Term Debt	146,900	146,900	117,880
95809	CSDA Lease Finance	FF & E loan through CSDA	0		37,700
95810	Municipal Finance Funding	Community Center Roof/HVAC System - 1997	25,000	25,000	35,000
		Total Debt Service	251,200	251,200	250,580
		TOTAL LONG TERM DEBT	251,200	251,200	250,580

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
15000	Capital Expenditures				
80104	Pleasant Hill Park	Partial repair of pathways, parking lot resurfacing	17,000		45,000
80105	Pleasant Oaks Park				
80141	Winslow Center		-		
80159	Pleasant Hill Educ. Center	Tennis Court Surfacing	8,000	7,700	
80207	Rodgers Smith Park	Bocce Courts - Drainage Project	10,000	11,500	
80313	Community Center		-		20,000
80330	Teen Center				
80344	Senior Center				40,000
80350	College Park HS	Tennis Court Surfacing	8,000	6,250	
80841	Administrative Office	Phone System	10,000	8,500	
80844	Pools	Purchase of Chlorine Tanks for PH Aquatic Park	10,000		
80847	Parks		20,000	28,000	20,000
80850	Network Computer System		-		
	Building Maintenance				8,000
80850	Capital Project Funding				
		TOTAL CAPITAL OUTLAY	83,000	61,950	133,000
81030	Parks & Facilities Fund	Designated monies for Parks & Facilities	0		
		TOTAL PARKS & FACILITIES FUND	0	0	0

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
		Total Administration	345,180	322,690	330,290
		Total Recreation	3,509,530	3,401,010	3,871,930
		Total Parks	1,201,430	1,122,760	1,161,200
		Total Building Maintenance	299,470	298,020	316,700
		Total Long Term Debt	251,200	251,200	250,580
		Total Capital Outlay	83,000	61,950	133,000
		Total Parks & Facilities Fund	0	0	0
		TOTAL EXPENSES	5,689,810	5,457,630	6,063,700
		Unallocated Funds	96,650	122,930	38,700

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
	Lighting & Landscape #6 (Con't)				
55380	Uniforms	Staff uniforms			
55400	Workers Compensation	Staff coverage through CAPRI(Parks Account 1300 Page 32)			
55450	Unemployment Insurance	Based on actual unemployment claims(Parks Account 1300 Page 32)			
		Total Benefits			
60350	Mileage	Listed in Acct 13000 60350			
60370	Staff Training	Listed in Acct 13000 60370			
		Total Staff Training			
65365	Telephone	Monthly Services - Public Services Center			
65701	Electricity	Monthly Service - All Park Sites			
65705	Gas	Monthly Service(PH Park & Public Services Center)			
65710	Water	Listed in Acct 13000 65710			
65720	Disposal Fees	Misc Disposal Charges			
		Total Utilities			
70000	Professional Services	Annual audit, attorney fees, unemployment services			
		Total Professional Services			
73320	Insurance	Liability Insurance coverage (CAPRI)			
73335	Memberships	Memberships & subscriptions listed in Acct 13000 73335			
73340	Administrative Fees	County administrative fee for collection of assessment & shared fees			
73345	Assessment Refunds	Senior & Disabled 50% refund			
		Total Administrative Expenses			

Pleasant Hill Recreation and Park District

FY 2012-13 Amended Budget and Preliminary Budget FY 2013-14

Account Number	Account Title	Account Description	Board Approved Budget FY 2012-13	Amended Budget FY 2012-13	Preliminary Budget 2013-14
EXPENDITURES					
	Lighting & Landscape #6 (Con't)				
75350	Postage	Stamps & rental of postage meter			
75370	Safety Equipment	Listed in Parks Account #13000			
75401	Rental Equipment	Listed in Parks Account #13000			
75501	Agricultural Supplies	Listed in Parks Account #13000			
75505	Athletic Facility Main.	Listed in Parks Account #13000			
75510	Park Equip. Maint	Listed in Parks Account #13000			
75511	Irrigation Repairs	Listed in Parks Account #13000			
75515	Janitorial Supplies	Listed in Parks Account #13000			
75520	Park Facility Maint	Listed in Acct 13000 75520			
75535	Small Tools	Listed in Parks Account #13000			
75540	Structure Repairs	Listed in Parks Account #13000			
75545	Vehicle Maintenance	Fuel, repairs, service - Listed in Acct 13000 75545			
75550	Contracted Tree Service	Pruning & tree removal			
75740	Major Maintenance Projects	Major Repairs & Rehabilitation			
75750	Capital Equipment	Park Maintenance Equipment			
		Total Repairs & Supplies			
		TOTAL LANDSCAPE & LIGHTING DISTRICT #6			
		TOTAL REVENUE			
		RESERVES			