SECTION 7: PUBLIC WORKS DEPARTMENT

The mission of the Public Works Department is to plan, design, construct, and maintain public facilities and infrastructure that support the quality of life for the citizens of El Cerrito in a way that ensures an economically and environmentally sustainable future.

DEPARTMENT OVERVIEW

The Public Works Department's overall goal in service is:

- To develop and maintain public infrastructure that meets the needs of the City's business and residential communities
- To coordinate and regulate the activities of utility companies and private developers within the public right of way
- To incorporate exemplary environmental stewardship practices into all the areas
 of responsibility including permitting of public and private works, and the
 planning, design and maintenance of buildings, infrastructure, parks, creeks, and
 trails
- Oversee the Department's liaison efforts with myriad outside agencies to ensure compliance with various state, federal and regional regulations and influence regional policies to the benefit of El Cerrito

The Department operates from two separate office locations: the Engineering Division is in City Hall at 10890 San Pablo Avenue and the Maintenance Division operates from the Corporation Yard at 7550 Schmidt Lane.

Organizational Structure

The Public Works Department consists of two divisions: the Engineering Division, and the Maintenance Division. The respective primary functions of the two divisions are as follows:

Engineering Division

- Infrastructure planning, designing, and improving streets, bicycle and pedestrian facilities, parks, storm drains, creeks, trails and street lighting
- Land Development encroachment & grading permits, development review and agreements
- Transportation local and regional transportation planning, traffic engineering
- Environmental Clean water requirements for construction and new development
- Program Management performs long range capital planning, oversees all capital needs and integrates into the 10-year CIP plan

- Project Management oversees and manages all aspects of all projects in the CIP including construction management and inspection, and contract administration for consultants and contractors
- Funding & Fiscal Management develops outside funding, as appropriate and available, and works with Finance Department in the planning and execution of the CIP

Maintenance Division

- Streets & Storm Drains ongoing maintenance of pavement, sidewalks, pathways, traffic signals, street lighting, signage, pavement markings and storm drain systems.
- Parks & Landscaping ongoing maintenance of park lands, trails and pathways, landscaping, trees, street medians, creeks, ball fields
- Facilities ongoing upkeep and maintenance and repairs to the civic buildings and park facilities
- Trash, Debris and Graffiti vigilant clean up of trash and debris dumped or found in the public lands and rights of way, and quick eradication of graffiti on public facilities
- Environmental implementing appropriate management practices for infrastructure, landscape and creek maintenance

Public Works' organizational structure is shown in **Chart 7-1**:

Public Works Director/City Engineer Management Assistant (2) Maintenance Program Manager Engineering Manager Superintendant Maintenance Svcs Project Manager Leadworker (1.5) Maintenance Engineering Worker (5) Technician

Chart 7-1
Public Works Organization Chart

Position Listing

Table 7-1 shows the position listing for the Public Works Department. As shown below, the previous Maintenance Manager position is now a Program Manager position with a focus on sustainability and expertise in managing our resources such as parks, landscaping and creeks, as well as compliance with clean air and water guidelines.

Table 7-1
Public Works Position Listing

Public	ublic works Position Listing				
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	
PW Director/City Engineer	1.00	1.00	1.00	1.00	
Maintenance Manager	1.00	0.00	0.00	0.00	
Maintenance Services Supervisor	1.00	1.00	0.00	0.00	
Maintenance Services Superintendant	0.00	0.00	1.00	1.00	
Maint Svcs Leadworker	1.00	1.00	1.00	1.00	
Management Assistant	2.00	2.00	2.00	2.00	
Maintenance Worker	4.75	4.75	4.75	4.75	
Maint Svcs Leadworker (custodial)	0.50	0.50	0.50	0.50	
CIP Manager (Sr. Engineer)	0.00	0.00	0.00	0.00	
Project Manager	1.00	1.00	1.00	1.00	
Program Manager	0.00	1.00	1.00	1.00	
Engineering Manager	1.00	1.00	1.00	1.00	
Engineer Technician	1.00	1.00	1.00	1.00	
Total	14.25	14.25	14.25	14.25	

ENGINEERING DIVISION

The Engineering Division serves to plan and construct improvements to City streets, bicycle and pedestrian facilities, parks, storm drains, creeks, and public buildings; provide quality design review and inspection services for residents, developers and utility companies and ensure compliance with local regulations and design standards; and plan and implement safe, efficient and accessible movements for all modes of travel in the City, including pedestrians, bicycles, vehicles, transit and persons of all ages and abilities.

The Engineering Division's responsibilities include:

- Capital Improvement Program assess needs, plan improvements, develop budgets and funding, execute design and construction of public facilities and infrastructure including buildings, parks, streets, storm drains, traffic signals and systems and transportation facilities; serve as lead on the City's 10-year CIP planning effort; coordinate with user departments and related private development
- Land Development assist the Environmental and Development Services
 Department by performing design review and inspection of private development
 for subdivisions, site plans, grading, and storm drainage; participate in
 development of significant projects, including environmental review and
 development agreements
- Encroachment Permits review plans, issue permits and perform inspections for work within the public right of way as requested by property owners, residents, businesses, utility companies and outside agencies

- Transportation Planning participate in regional transportation policy setting and funding forums to support City goals; includes collaboration with the Contra Costa Transportation Authority (CCTA), West Contra Costa Transportation Advisory Committee (WCCTAC), Metropolitan Transportation Commission (MTC), Contra Costa County City-County Engineering Advisory Committee (CCEAC), Caltrans, BART, AC Transit and WestCAT
- Transportation Engineering perform traffic engineering and parking analyses, authorize modifications and upgrades for existing traffic control and parking devices and systems, and secure funding to ensure safe and efficient mobility throughout the City
- Bicycle, Pedestrian and ADA Program plan, secure funding for, and implement bicycle, pedestrian, safe routes to school and ADA projects including those contained in the El Cerrito Circulation Plan for Bicycles and Pedestrians and ADA Transition Plan
- Storm Drainage plan for needed improvements to the storm drainage system and update Storm Drain Master Plan
- Clean Water Program/National Pollutant Discharge Elimination System (NPDES)

 review design plans and inspect construction to ensure compliance with the
 City's NPDES permit, review Storm Water Control Plans, and implement programs according to new regulations, thresholds and reporting requirements
- Pavement Management Program (PMP) maintain the City's PMP database to comply with regional requirements and seek state, federal and regional funding grants
- Measure A Street Oversight Committee and Access Working Group Serve as Staff Liaison and Chair, respectively

FY 2011-12 ACCOMPLISHMENTS

In collaboration with the Environmental Services Division, completed construction of the El Cerrito Recycling and Environmental Resource Center

Completed construction of Creekside Lighting Project and Fairmount & Ashbury Avenues Intersection Safety Improvements Project

Completed design of the following projects:

- Potrero Avenue between E. 55th and E. 56th Streets Safety Improvements
- Arlington Boulevard Safe Routes to School Improvements
- Ohlone Greenway Major Street Crossing Safety Improvements
- Central Avenue and Liberty Street Streetscape Improvements Project
- Moeser and Ashbury Pedestrian and Bicycle Corridor Improvements Project

Began design of the Ohlone Natural Area and Rain Gardens Project

Coordinated construction of BART's Earthquake Safety Program Projects and impacts on the Ohlone Greenway and City streets, including updating the License Agreement to continue to allow the City to use BART property as part of the Ohlone Greenway, attending weekly construction meetings, inspecting temporary traffic control measures, implementing temporary no parking zone and various other items.

Completed Engineering & Traffic Studies for high-priority corridors necessary to update enforceable speed limits

Applied for and awarded Measure J, Transportation for Livable Communities grants for the San Pablo Avenue Complete Streets Plan, which will be used as part of the General Plan Update, and detailed design, fabrication and installation of Ohlone Greenway Wayfinding Signage

Applied for and were awarded Transportation Development Act, Article 3 Funds for an Update to the Circulation Plan for Bicyclists and Pedestrians

As part of the Neighborhood Traffic Management Program, launched the Neighborhood Pace Car/Pledge Program to educate and encourage residents to take responsibility for the impact of their own driving while setting the "pace" for safer streets and neighborhoods; and met with three neighborhoods (Pomona Avenue from Lynn Avenue to the city limits, Lincoln Avenue from Richmond Street to Ashbury Avenue, and Colusa Avenue from Fairmount Avenue to Terrace Drive) to begin addressing resident concerns regarding speeding, traffic volume and quality of life issues.

Provided engineering review and support services for several large development and regional projects including the Portola Middle School Project, Fairmont Elementary School Expansion Project, the Alameda County Transportation Commission's I-80 Integrated Corridor Mobility Project, and City of Richmond's Richmond-Ohlone Greenway Gap Closure Project

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Complete construction of Potrero Avenue between E. 55 th and E. 56 th Streets Safety Improvements, Arlington Boulevard Safe Routes to School Improvements, and Central Avenue and Liberty Street Streetscape Improvements Project	 Support Multi-Modal Transportation Public Safety Responsive Government
Complete design and begin construction phase for the Ohlone Greenway Natural Area and Rain Gardens Project (Fairmount to Brighton Avenues) and Ohlone Greenway Master Plan Improvements between Hill and Blake Streets; also, begin construction phase for the Moeser and Ashbury Pedestrian and Bicycle Corridor Improvements Project	Support Multi-Modal Transportation Public Safety Responsive Government
In collaboration with the Environmental & Development Services Department, undertake the development of Circulation Plan for Bicyclists and Pedestrian Update and the San Pablo Avenue Complete Streets Plan	 Support Multi-Modal Transportation Responsive Government
Coordinate construction of BART's Earthquake Safety Program Projects and impacts on the Ohlone Greenway and City streets with City-	Support Multi-Modal Transportation Public Safety

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sponsored projects including those listed above and the Ohlone Greenway Major Street Crossing Safety Improvements	Responsive Government
Complete Engineering & Traffic Studies for remaining corridors to update enforceable speed limits	Public Safety
Plan for future annual street improvements and maintenance under the Measure A Street Improvement Program	Support Multi-Modal Transportation Fiscal Responsibility Responsive Government
Complete transfer of sidewalk ownership from BART to City around the Plaza and Del Norte BART Stations	Support Multi-Modal Transportation Responsive Government

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FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to improve timeliness of content on website and expand types of information available to on-line customers	Responsive Government Community Engagement & Partnership
Improve implementation of Clean Water Program/NPDES inspection of new stormwater treatment facilities on private property and inspection of best management practices on construction sites	Environmental Stewardship Community Engagement & Partnership
Continue to provide efficient and effective responses to citizen requests for traffic, parking and neighborhood transportation management issues, and continue close coordination with the Police Department	Support Multi-Modal Transportation Responsive Government Community Engagement & Partnership
Continue to influence regional transportation, clean water and development issues by participating in various committees and associations	Environmental Stewardship Support Multi-Modal Transportation Responsive Government

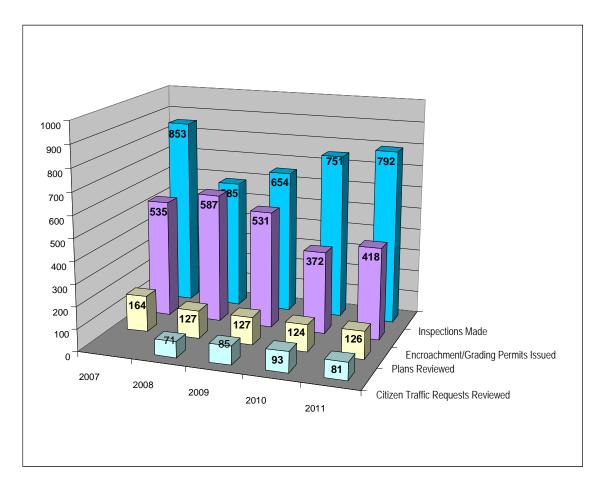
Service Indicators

During FY 2011-12, the Engineering Division continued to make progress on eliminating the backlog of final inspections for utility-related permits. The number of reviews performed on plans submitted to Development Services (Building and Planning) has remained constant over the last few years. The number of encroachment permits issued and inspections conducted increased slightly over the previous year. However, the number of citizen requests evaluated has slightly decreased as staff worked on some

more resource-intensive requests including those that are part of the Neighborhood Traffic Management Program.

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Chart 7-2 Engineering Service Indicators



The Capital Improvement Program (CIP) continues to see significant activity. However, the numbers of active projects and construction contracts decreased over the last year as the various efforts that were part of the San Pablo Avenue Streetscape and Street Paving Program were completed in the previous fiscal year. In-house project management and design efforts continued thus keeping the active consultant contracts at the same level as last year, but significantly lower than previous years. The CIP is described in detail in Section 11.

Chart 7-3
CIP Service Indicators

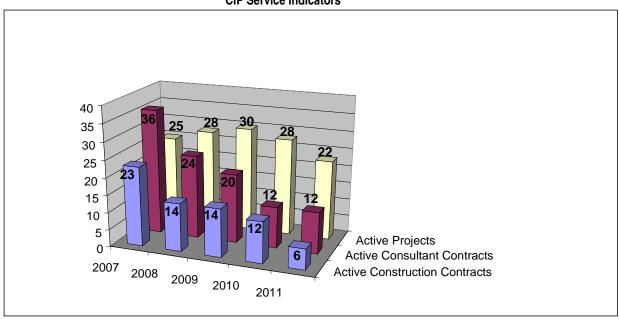
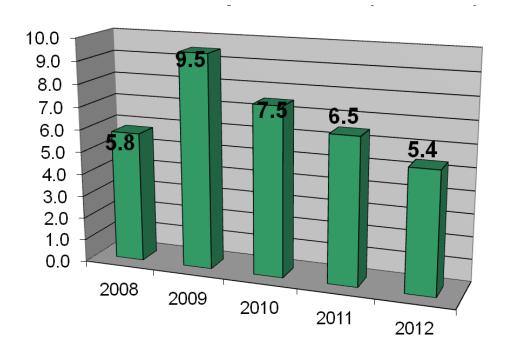


Chart 7-4
Total CIP Expenditures (Millions)



ENGINEERING DIVISION BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 45440 - State Grant-Operating 221-3020 - Grants				\$115,753
Account: 45460 - Local Agency Grants 221-3020 - Grants				137,000
Account: 45590 - Other State Reimbursement 101-3020 - General Fund	\$16,919	\$18,531	\$15,000	15,00
Account: 46520 - Program Fees				
101-3020 - General Fund	159,774	180,308	160,000	178,50
202-3020 - Nat'l Pollut Dis Elim Sys			250	25
Account 46520 Totals:	159,774	180,308	160,250	178,75
<u> Account: 48990 - Other Misc Revenue</u> 101-3020 - General Fund				10,00
Revenue Totals	\$176,693	\$198,839	\$175,250	\$456,50
Expenditures				
Account: 51110 - Regular Salaries & Wages	#205.005	#000 000	£400.400	\$440.00
101-3020 - General Fund	\$225,995	\$226,206	\$180,136	\$112,90
201-3020 - Gas Tax Fund 301-3020 - Capital Improvement Fund	202,963	184,238	48,136 204,758	83,99 200,74
Account 51110 Totals:	428,959	410.444	<u> </u>	
	428,959	410,444	433,030	397,64
Account: 51120 - Part-Time Salaries & Wage 101-3020 - General Fund		278		
Account: 51140 - Overtime Pay				
101-3020 - General Fund	60		3,876	3,87
<u>Account: 51150 - Special Pay</u> 101-3020 - General Fund	1,600	1,600	1,066	1,06
201-3020 - Gas Tax Fund			534	53
Account 51150 Totals:	1,600	1,600	1,600	1,60
Account: 51210 - PERS Contributions				
101-3020 - General Fund	55,951	56,308	50,119	31,16
201-3020 - Gas Tax Fund			13,465	22,67
301-3020 - Capital Improvement Fund	49,945	50,264	56,734	49,98
Account 51210 Totals:	105,896	106,572	120,318	103,82
Account: 51220 - FICA/Medicare	40.004	40.000	45.440	0.75
101-3020 - General Fund	16,221	16,209	15,113	9,75
201-3020 - Gas Tax Fund	40.050	40.405	4,106	7,08
301-3020 - Capital Improvement Fund	13,852	12,435	16,431	16,19
Account 51220 Totals:	30,073	28,644	35,650	33,02
Account: 51230 - Insurance & Benefits 101-3020 - General Fund	32,732	35,350	36,146	24,54
201-3020 - Gas Tax Fund	02,702	00,000	6,405	16,66
301-3020 - Capital Improvement Fund	34,359	36,846	39,902	42,37
Account 51230 Totals:	67,091	72,196	82,453	83,58
Account: 51240 - Workers Compensation	07,001	72,100	02,400	00,00
101-3020 - General Fund	3,667	4,835	7,483	4,38
201-3020 - Gas Tax Fund			1,946	3,03
301-3020 - Capital Improvement Fund	2,372	3,126	6,097	5,12
Account 51240 Totals:	6,039	7,961	15,526	12,54
Account: 51990 - Salary Savings				·

101-3020 - General Fund	(4,981)	(281)		
301-3020 - Capital Improvement Fund	(1,667)			
Account 51990 Totals:	(6,648)	(281)		
Account: 52110 - Collect & Admin Services				
201-3020 - Gas Tax Fund	1,038	882	1,000	1,000
203-3020 - Land & Light Assess Distr	15,588	17,436	13,000	17,000
205-3020 - Measure J Storm Drain	11,104	11,146	10,000	11,300
Account 52110 Totals:	27,730	29,464	24,000	29,300
Account: 52130 - Architect/Engineering Svc 221-3020 - Grants				252,753
Account: 52190 - Miscellaneous Prof Svcs 101-3020 - General Fund	19,347	17,711	40,000	8,000
201-3020 - Gas Tax Fund				35,000
202-3020 - Nat'l Pollut Dis Elim Sys	2,625			10,000
206-3020 - Measure A Parcel Tax	2,700			
301-3020 - Capital Improvement Fund	5,000			
Account 52190 Totals:	29,673	17,711	40,000	53,000
Account: 52230 - Other Technical Services 101-3020 - General Fund	2,720	3,110	2,000	2,000
Account: 52240 - Miscellaneous Services				
101-3020 - General Fund	1,074	8,239	7,625	7,600
Account: 53220 - Sign & Signal Maint Svc 101-3020 - General Fund	4,250			
Account: 53250 - Vehicle & Equip Maint Svc 101-3020 - General Fund	733		800	800
Account: 54210 - Telephone Expenses				
101-3020 - General Fund	2,250	2,265	2,400	2,400
Account: 54220 - Mobile/Wireless Expenses 101-3020 - General Fund	3,895	3,670	3,000	3,000
Account: 54310 - Legal Notices & Advertise 101-3020 - General Fund	12	13		
Account: 54410 - Printing & Binding 101-3020 - General Fund	261	238	500	250
Account: 54610 - Travel & Training				
101-3020 - General Fund	1,172	597	1,000	1,000
202-3020 - Nat'l Pollut Dis Elim Sys	475		6,000	
301-3020 - Capital Improvement Fund	475			
Account 54610 Totals:	1,646	597	7,000	1,000
Account: 54910 - Dues & Subscriptions 101-3020 - General Fund	614	1,131	1,500	1,000
202-3020 - Nat'l Pollut Dis Elim Sys	014	5,400	1,300	7,300
203-3020 - Ratt Folidi bis Ellin Sys 203-3020 - Land & Light Assess Distr	900	900		900
204-3020 - Land & Light Assess Disti	43,130	43,134	45,000	45,000
301-3020 - Capital Improvement Fund	44,667	40,104	40,000	40,000
Account 54910 Totals:	89,311	50,565	46,500	54,200
Account: 54920 - Events & Field Trips	09,511	30,303	40,300	34,200
301-3020 - Capital Improvement Fund	2,263	1,775		
Account: 54990 - Other Administrative Svcs 101-3020 - General Fund	5			
202-3020 - Nat'l Pollut Dis Elim Sys	16,380	8,238	15,000	15,000
Account 54990 Totals:	16,385	8,238	15,000	15,000
Account: 55110 - General Office Supplies	. 0,000	5,200	. 5,555	10,000
101-3020 - General Fund	842	643	1,000	1,000
Account: 55120 - Postage & Delivery				
101-3020 - General Fund	2,430	2,512	3,000	2,500
301-3020 - Capital Improvement Fund	117			

Account 55120 Totals:	2,547	2,512	3,000	2,500
Account: 55130 - Photocopying Charges 101-3020 - General Fund	2,123	1,066	1,500	1,500
Account: 55240 - Clothing & Uniform Supply 101-3020 - General Fund	(6)			
Account: 56410 - Office Equipment <10K 101-3020 - General Fund	88	1,136	1,500	1,000
Account: 56710 - Other Equipment <10K 101-3020 - General Fund	190		1,000	500
Account: 59990 101 - Operating Xfer Out-GEN 204-3020 - Measure C Fund	27,163	27,706	28,537	29,393
Expenditure Grand Totals:	\$848,220	\$786,362	\$877,815	\$1,093,284

MAINTENANCE DIVISION

The role of the Maintenance Division is to act as stewards of the City's valuable public infrastructure and facilities, and to implement improvements that better meet the City's needs as measured by citizen requests for service and by tasks identified by the street, storm drain, landscape and facility management programs.

The Maintenance Division utilizes a combination of in-house staff and outside contractors for the ongoing maintenance & operations associated with parks and public spaces, landscaping, irrigation systems, sidewalks, streets, trails, streetlights, storm drains and public water courses, and traffic signals, signs and pavement markings.

The Division responds to emergencies or requests for service after hours, holidays and weekends through a designated "call-out" procedure as the need arises.

The Division also will provide the staff liaison to the Tree Committee and support for the Park and Recreation Commission.

Organizational Structure

The Division was restructured in 2010: The Maintenance Services Manager position was converted to a Program Manager position aimed at managing programs centered on landscape and environmental programs; and the Public Works Supervisor Position was converted to the Public Works Superintendant position that assumed the oversight duties of day-to-day operations including personnel, crews, and contractors. These two positions report directly to the Public Works Director.

The primary operations of the Maintenance Division are accomplished by outside contract service companies complemented by in-house staff comprised of the Superintendant, Leadworker, and five Maintenance Workers. Administrative and programmatic support is provided by a Management Assistant and the Program Manager. This structure means that the contractors perform much of the routine work and staff performs select tasks that can be performed by a crew of one or two people such as investigating citizen requests. In addition, the Superintendant and Lead Worker spend considerable time overseeing the work done by the contractors. In-house staff also serves on the call-out duty roster for after hours calls.

FY 2011-12 ACCOMPLISHMENTS

The Public Works Maintenance Crew performed an increased number of hazard tree removals, sidewalk repairs, storm drain repairs and traffic sign work in an effort to reduce expenses paid to outside contractors.

Maintenance Division staff earned qualification in the Bay Friendly Landscape Maintenance Program increasing certificate holders to 7 of 9 staff members. This improves the City's ability to provide proper care of the native and Bay Friendly landscapes and to provide educated guidance to residents who wish to follow suit on their own properties

Staff received an extension for The Environmental Enhancement Mitigation Program (EEMP) Grant to 2015 that will help to fund tree removal and replacement work in FYs 2012-14. Staff planted 46 new trees FY 2011/12 under this program.

The Maintenance Division hired the Environmental Programs Manager / City Arborist who contributes technical and programmatic expertise in landscape and habitat management, the City tree program, implementation of the Integrated Pest Management policy and Clean Water Program administration.

The City Arborist conducted in-house training for pruning small trees with maintenance staff. Together they have pruned all of the San Pablo Ave. Streetscape Sycamore trees.

Public Works Maintenance staff extended and improved working relationships with volunteer groups: El Cerrito Youth Baseball, Friends of Canyon Trail Park, Friends of Five Creeks, El Cerrito Trail Trekkers and others.

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Update the Measure WW Parks Bond priority project list	 Community Engagement and Partnership Responsive Government
Launch the City's Tree Committee	Community Engagement and Partnership Responsive Government
Revise, update and implement the existing Urban Forest Management Plan. Engage the City Tree Committee in refining this document.	 Environmental Stewardship Community Engagement and Partnership
Install Trash Capture Devices as mandated by the Municipal Regional Permit (MRP), Clean Water Program	Environmental Stewardship Responsive Government

FY 2011-12 OPERATIONAL	CORRESPONDING
ACTIVITY GOALS	CITY COUNCIL GOAL(S)
Update landscape and tree maintenance contracts and activities to improve safety, appearances and to fulfill the goals of the IPM and MRP programs	Fiscal ResponsibilityEnvironmental StewardshipResponsive Government
Refine and coordinate vegetation management roles and responsibilities in the Hillside Natural Areas (HNA) with E.C. Fire Department and Volunteer groups for balance of fire mitigation and habitat conservation	 Public Safety Responsive Government Community Engagement and Partnership Environmental Stewardship
Continue to improve vegetation management and habitat conservation practices for creek areas, parks, trails and vacant land	Environmental StewardshipResponsive GovernmentFiscal Responsibility
Further implement the City's Integrated Pest Management (IPM) program	Environmental Stewardship Responsive Government
Continue cultivation and development of the	Environmental Stewardship

City's working relationship with volunteer groups such as The Friends of Five Creeks, Friends of Canyon Trail Park, the El Cerrito Trail Trekkers, sports users groups and others

- Community Engagement and Partnership
- Responsive Government

Service Indicators

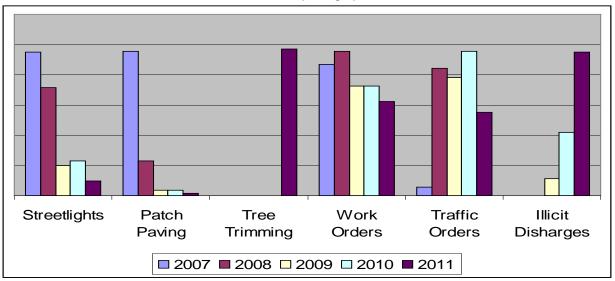
Residents, businesses, and other City Departments rely on the Maintenance staff to render emergency or hazardous situations within the public right of way in a safe and efficient manner, which includes afterhours and weekend call-outs. Additionally, the Division responds to routine Requests for Services such as street, sidewalk and storm drain repair, graffiti abatement, non-functioning street lights and traffic signals, street tree trimming, municipal building maintenance and removal of trash dumped illegally in the public right-of-way.

During FY 2011-12, the Maintenance Division workload indicators show a strong downward trend on several items that are reflective of capital investments made by the City. In particular, sidewalk repairs and patch paving are greatly reduced as the Measure A Street Improvement Program finishes its fourth year of work. Street light repairs are also down primarily due to the San Pablo Avenue street light replacement project. Work Orders are down somewhat; also due to the Measure A investment in streets. Street tree trimming is shown as a new category. Although this category has been reported in past years, the Division is beginning to collect this data differently rendering a yearly comparison irrelevant. A new category shown is Illicit Discharges. This stems from the Clean Water Program – driven by the mandates in the Regional Water Quality Control Board's Municipal Regional Permit. The increasing trend in the first few years may be due to the learning curve of staff to identify and track this activity.

Table 7-2
Ongoing Workload Indicators by Fiscal Year

		,			
Service Indicator	2007	2008	2009	2010	2011
Streetlights Repaired	100	75	21	24	10
Asphalt Patch Paving (expenses)	\$143,215	\$34,510	\$5,054	\$5,000	\$1,961
Street Trees Trimmed					323
Maintenance Work Orders Processed	1,088	1,196	905	906	781
Traffic Requests Fulfilled	2	29	27	33	19
Clean Water program- Illicit Discharges			4	15	34

Chart 7-5 Service Indicators by Category



Note: the graphic data in this chart has been normalized by category so that each could fit within the chart size. The data is presented this way to illustrate the annual fluctuations within each category. The actual numerical value of each data point is found in Table 7-2 above

MAINTENANCE DIVISION BUDGET SUMMARY

BODGET SOMMART	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 45430 - Federal Grant-Capital 221-3030 - Grants			\$81,000	
Account: 46520 - Program Fees				
101-3030 - General Fund	\$4,875	\$7,549	11,500	\$16,320
Account: 48990 - Other Misc Revenue 101-3030 - General Fund		50		
Revenue Totals	\$4,875	\$7,599	\$92,500	\$16,320
Expenditures				
Account: 51110 - Regular Salaries & Wages				
101-3030 - General Fund	\$58,219	\$59,951	\$45,774	\$47,296
201-3030 - Gas Tax Fund	154,636	158,899	172,099	179,005
202-3030 - Nat'l Pollut Dis Elim Sys	37,801	38,862	88,500	83,444
203-3030 - Land & Light Assess Distr	168,157	173,058	229,892	230,228
205-3030 - Measure J Storm Drain	53,643	54,956	62,554	65,258
221-3030 - Grants	2,435	2,393		
Account 51110 Totals:	474,892	488,120	598,819	605,231
Account: 51120 - Part-Time Salaries & Wage 101-3030 - General Fund		165		
201-3030 - Gas Tax Fund		2,952	27,441	
202-3030 - Nat'l Pollut Dis Elim Sys		687	5,880	
203-3030 - Land & Light Assess Distr	1,868	2,211	19,601	4,902
205-3030 - Measure J Storm Drain	1,000	165	13,001	4,502
Account 51120 Totals:	1,868	6,179	52,922	4,902
Account: 51140 - Overtime Pay	1,000	0,179	32,922	4,902
101-3030 - General Fund	2,331	2,551	2,753	1,900
201-3030 - Gas Tax Fund	6,410	7,016	4,288	8,000
202-3030 - Nat'l Pollut Dis Elim Sys	1,554	1,701	1,224	2,100
203-3030 - Land & Light Assess Distr	6,798	7,441	7,035	8,500
205-3030 - Measure J Storm Drain	2,331	2,551	.,000	3,100
Account 51140 Totals:	19,423	21,260	15,300	23,600
Account: 51142 - StraightOT	10,420	21,200	10,000	20,000
101-3030 - General Fund	1,957	2,110	3,406	3,474
201-3030 - Gas Tax Fund	5,381	5,802	5,304	5,410
202-3030 - Nat'l Pollut Dis Elim Sys	1,305	1,407	1,514	1,544
203-3030 - Land & Light Assess Distr	5,708	6,154	8,703	8,877
205-3030 - Measure J Storm Drain	1,957	2,110	-,	2,200
Account 51142 Totals:	16,307	17,583	18,927	21,505
Account: 51150 - Special Pay		,	,	,,
101-3030 - General Fund	312	312	288	288
201-3030 - Gas Tax Fund	858	858	1,224	1,224
202-3030 - Nat'l Pollut Dis Elim Sys	208	208	324	324
203-3030 - Land & Light Assess Distr	910	910	1,296	1,296
205-3030 - Measure J Storm Drain	312	312	468	468
Account 51150 Totals:	2,600	2,600	3,600	3,600
Account: 51200 - PARS Contribution	-,	,	-,	2,200
201-3030 - Gas Tax Fund		32	357	
		7	76	
202-3030 - Nat'l Pollut Dis Elim Sys		7	76	
202-3030 - Nat'l Pollut Dis Elim Sys 203-3030 - Land & Light Assess Distr	24	23	76 255	64

Account: 51210 - PERS Contributions	44.500	44.000	40.740	40.004
101-3030 - General Fund	14,502	14,888	12,712	13,064
201-3030 - Gas Tax Fund	38,531	39,514	47,823	49,556
202-3030 - Nat'l Pollut Dis Elim Sys	9,418	9,661	24,542	22,090
203-3030 - Land & Light Assess Distr 205-3030 - Measure J Storm Drain	41,890	42,993	63,823	62,755
	13,372	13,694	17,389	18,047
Account 51210 Totals:	117,713	120,750	166,289	165,512
Account: 51220 - FICA/Medicare 101-3030 - General Fund	4,606	4,831	4,049	4,113
201-3030 - Gas Tax Fund	12,260	12,873	14,603	15,059
202-3030 - Nat'l Pollut Dis Elim Sys	2,995	3,144	7,294	6,901
203-3030 - Land & Light Assess Distr	13,341	13,984	19,548	19,522
205-3030 - Measure J Storm Drain	4,268	4,461	4,902	5,527
Account 51220 Totals:	37,469	39,293	50,396	51,122
Account: 51230 - Insurance & Benefits	•	,	,	,
101-3030 - General Fund	16,961	20,913	12,584	14,980
201-3030 - Gas Tax Fund	44,842	44,706	48,382	56,625
202-3030 - Nat'l Pollut Dis Elim Sys	9,760	10,959	22,870	28,841
203-3030 - Land & Light Assess Distr	48,726	49,045	62,596	75,723
205-3030 - Measure J Storm Drain	13,557	15,239	17,607	20,345
Account 51230 Totals:	133,846	140,863	164,039	196,514
Account: 51240 - Workers Compensation				
101-3030 - General Fund	546	(2,204)	2,565	2,196
201-3030 - Gas Tax Fund	5,758	8,070	13,227	8,488
202-3030 - Nat'l Pollut Dis Elim Sys	2,386	3,250	7,618	3,648
203-3030 - Land & Light Assess Distr	6,135	9,309	15,748	13,417
205-3030 - Measure J Storm Drain	1,557	2,313	3,598	3,090
Account 51240 Totals:	16,381	20,739	42,756	30,839
Account: 51990 - Salary Savings	(2.050)	(04.4)		
101-3030 - General Fund	(3,058)	(214)		
201-3030 - Gas Tax Fund	(1,278)			
202-3030 - Nat'l Pollut Dis Elim Sys 203-3030 - Land & Light Assess Distr	(312)			
205-3030 - Land & Light Assess Distr	(1,389)			
	(443)	(24.4)		
Account 51990 Totals:	(6,480)	(214)		
Account: 52190 - Miscellaneous Prof Svcs 203-3030 - Land & Light Assess Distr	1,852			18,000
Account: 52230 - Other Technical Services	,			-,
101-3030 - General Fund	11,905	8,257	1,800	8,000
203-3030 - Land & Light Assess Distr	1,150	1,300	2,000	2,000
Account 52230 Totals:	13,055	9,557	3,800	10,000
Account: 52240 - Miscellaneous Services				
101-3030 - General Fund	7,192	8,772	8,000	8,000
Account: 53110 - Utilities 101-3030 - General Fund	120 112	147 100	153,000	152,000
	138,413	147,120	153,000	153,000
203-3030 - Land & Light Assess Distr	33,373	175,102	36,000	36,000
Account 53110 Totals:	171,786	322,222	189,000	189,000
Account: 53120 - Utilities-Street Light 201-3030 - Gas Tax Fund	3,240	3,225		3,300
203-3030 - Land & Light Assess Distr	213,661	229,842	215,000	220,000
Account 53120 Totals:	216,901	233,067	215,000	223,300
Account: 53130 - Utilities-Sign/Signal	210,301	200,007	210,000	220,000
101-3030 - General Fund	3,549			
201-3030 - Gas Tax Fund	15,399	15,144	14,000	16,000
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Account 53130 Totals:	18,949	15,144	14,000	16,000
Account: 53210 - Infrastructure Maint Svc				
101-3030 - General Fund	43			
201-3030 - Gas Tax Fund	21,046	25,816	30,000	30,000
202-3030 - Nat'l Pollut Dis Elim Sys	115,113	111,925	100,000	100,000
203-3030 - Land & Light Assess Distr	3,984	14,599	15,000	17,000
205-3030 - Measure J Storm Drain	21,592	29,940	15,000	15,000
Account: 53210 Totals:	161,779	182,279	160,000	162,000
Account: 53220 - Sign & Signal Maint Svc 201-3030 - Gas Tax Fund	30,485	63,971	26,000	31,000
Account: 53230 - Building Maint Services				
101-3030 - General Fund	13,339	29,167	25,000	25,000
203-3030 - Land & Light Assess Distr	24,612	30,711	20,000	25,000
Account 53230 Totals:	37,950	59,878	45,000	50,000
Account: 53240 - Landscape/Park Maint Svcs 101-3030 - General Fund	160	1,881		
203-3030 - General Fulld 203-3030 - Land & Light Assess Distr	341,765	234,960	270,000	270,000
Account 53240 Totals:	341,925	236,841	270,000	270,000
Account: 53250 - Vehicle & Equip Maint Svc	041,020	250,041	270,000	270,000
101-3030 - General Fund	25,717	14,442	15,000	15,000
203-3030 - Land & Light Assess Distr	571	10,033		
Account 53250 Totals:	26,287	24,476	15,000	15,000
Account: 53260 - Janitorial Services				
101-3030 - General Fund	48,682	52,923	45,000	45,000
Account: 53290 - Miscellaneous R&M Svcs 101-3030 - General Fund		9,488		3,000
202-3030 - Nat'l Pollut Dis Elim Sys	8,089	9,468 8,089	8,100	8,100
Account 53290 Totals:	8,089	17,577	8,100	11,100
Account: 53320 - Vehicle & Equipment Lease	0,009	17,577	0,100	11,100
101-3030 - General Fund	10,166	(3,122)	1,000	1,000
Account: 53910 - Solid Waste Services				
101-3030 - General Fund	628			
202-3030 - Nat'l Pollut Dis Elim Sys	44,501	41,658	45,000	40,000
Account 53910 Totals:	45,128	41,658	45,000	40,000
Account: 53990 - Other Property Services 101-3030 - General Fund	6,918	10,272	7,100	13,300
Account: 54210 - Telephone Expenses	0,510	10,272	7,100	10,000
101-3030 - General Fund	9,732	11,200	10,200	10,000
203-3030 - Land & Light Assess Distr	234	702		
Account 54210 Totals:	9,966	11,902	10,200	10,000
Account: 54220 - Mobile/Wireless Expenses				
101-3030 - General Fund	21,650	5,215	15,000	14,000
201-3030 - Gas Tax Fund		3,181		
203-3030 - Land & Light Assess Distr		11,189		
Account 54220 Totals:	21,650	19,585	15,000	14,000
Account: 54310 - Legal Notices & Advertise 203-3030 - Land & Light Assess Distr		195		
205-3030 - Land & Light Assess Distriction 205-3030 - Measure J Storm Drain		134		
Account 54310 Totals:		329		
Account: 54410 - Printing & Binding		323		
101-3030 - General Fund		463		
203-3030 - Land & Light Assess Distr		249		
Account 54410 Totals:		712		
Account: 54610 - Travel & Training	. =		. == :	
101-3030 - General Fund	1,204	1,052	1,500	3,500

Account: 54910 - Dues & Subscriptions 101-3030 - General Fund	369		500	500
Account: 54920 - Events & Field Trips 101-3030 - General Fund		8		
Account: 54990 - Other Administrative Svcs		-		
202-3030 - Nat'l Pollut Dis Elim Sys	713			
Account: 55110 - General Office Supplies 101-3030 - General Fund	2,252	1,993	2,000	2,000
Account: 55120 - Postage & Delivery 101-3030 - General Fund	304	189	200	200
Account: 55130 - Photocopying Charges 101-3030 - General Fund	1,047	639	800	800
Account: 55210 - Fuel 101-3030 - General Fund	13,899	15,453	14,000	15,000
Account: 55220 - Safety Supplies	•	,	•	,
101-3030 - General Fund	3,387	3,829	3,500	3,500
Account: 55250 - Vehicle & Equip Supplies 101-3030 - General Fund	5,582	2,988	1,600	2,000
Account: 55290 - Other Operating Supplies 101-3030 - General Fund	536	998	1,000	1,500
203-3030 - Land & Light Assess Distr	16	322	.,000	.,000
Account 55290 Totals:	552	1,320	1,000	1,500
Account: 55510 - Infrastructure Supplies				
101-3030 - General Fund		51		
201-3030 - Gas Tax Fund	19,469	27,803	30,000	30,000
202-3030 - Nat'l Pollut Dis Elim Sys	1,708	1,103	5,000	5,000
203-3030 - Land & Light Assess Distr		12		
205-3030 - Measure J Storm Drain	433	2,171	10,000	10,000
Account 55510 Totals:	21,611	31,139	45,000	45,000
Account: 55520 - Building Supplies 101-3030 - General Fund	11,314	13,728	10,000	10,000
203-3030 - Land & Light Assess Distr	42		2,000	2,500
Account 55520 Totals:	11,356	13,728	12,000	12,500
Account: 55530 - Landscape & Park Supplies 101-3030 - General Fund	519	1,912		
202-3030 - Nat'l Pollut Dis Elim Sys	386	.,0.2		
203-3030 - Land & Light Assess Distr	39,827	43,028	45,000	45,000
221-3030 - Grants	64,771	27,251	43,000	43,000
Account 55530 Totals:	105,504	72,191	45,000	45,000
Account: 56210 - Buildings & Structures	103,304	72,191	43,000	43,000
101-3030 - General Fund		1,698		
Account: 56410 - Office Equipment <10K 101-3030 - General Fund	1,631	1,656	1,000	1,000
Account: 56710 - Other Equipment <10K 101-3030 - General Fund			2,000	2,000
202-3030 - Nat'l Pollut Dis Elim Sys	5,956			
Account 56710 Totals:	5,956		2,000	2,000
Account: 56720 - Other Equipment >10K				
221-3030 - Grants			81,000	
Account: 56910 - Depreciation Expense 601-3030 - Vehicle/Equip Replacement	402,773	412,816		
Account: 58220 - Licenses & Permits 101-3030 - General Fund	136	550		
Account: 59990 101 - Operating Xfer Out-GEN				
201-3030 - Gas Tax Fund	97,656	99,609	102,597	105,675
202-3030 - Nat'l Pollut Dis Elim Sys	98,548	100,519	103,535	106,641

203-3030 - Land & Light Assess Distr	131,764	134,399	138,431	142,584
Account 59990 101 Totals:	327,968	334,527	344,563	354,900
Expenditure Grand Totals:	\$2,899,048	\$3,061,054	\$2,746,599	\$2,718,989

SECTION 8: RECREATION DEPARTMENT

The Recreation Department is committed to meeting the needs and interests of residents of El Cerrito and neighboring communities. The Department's mission is to provide safe, friendly, reliable services that will enhance the quality of life through diverse programs. The Department values and encourages citizen input and strives to deliver activities and services of the highest quality.

DEPARTMENT OVERVIEW

The Recreation Department manages a full range of recreational special activities, and events for youth, adults and seniors. Staff works to ensure quality customer service in the delivery of our programs and services. The Department:

- Provides childcare, after school programming, enrichment classes, sports and summer camps for over 3,600 children per year
- Schedules activities and rentals of buildings, picnic areas, sports fields, tennis courts and the Swim Center
- Provides social services for seniors by providing, Meals on Wheels, lunch program, Easy Ride, respite programs, and a variety of recreational activities
- Works with community groups to ensure that a well-rounded aquatic program is implemented meeting the needs of the community.
- Provides support to the Committee on Aging, Parks and Recreation Commission and various other city organizations, departments and committees
- Works with employees to develop their talents and encourage future leadership

Organizational Structure

To accomplish its goals, the Recreation Department is divided into one administrative division and four program divisions:

Administrative Division

This division is responsible for ensuring that all aspects of the Recreation Department operate well; provide overall management of activities, long and short range planning, and personnel and budget administration; coordinate with other agencies; support advisory commissions and committees; manage grants and work with other City departments and outside agencies/organizations.

Adult / Community Services Division

The Division provides quality social, physical and educational opportunities for personal enrichment through recreation programs, leisure activities, and special events. The Division is also responsible for facility and park rentals for the Recreation Department.

Youth Services/Childcare Division

The Division coordinates the delivery of youth classes and sports, preschool, childcare and day camp programs. State Licensing is necessary in the delivery of these programs. The Division works in close communication with the West Contra Costa Unified School District, advisory groups, and residents.

Aquatics Division

The Division provides a variety of aquatic programs. The Division works towards maximizing the number of users by (1) managing the operation of the Swim Center Complex that includes the use of the Splash Park and its programs; (2) providing support and direction for special activities; and (3) developing partnerships with community organizations, advisory groups, citizen organizations, and schools. The Division is responsible for coordinating the overall maintenance of the Swim Center complex.

Senior Services Division

The Division improves the quality of life of older adults by providing programs and services for all seniors. The Division includes education and socialization program opportunities that contribute to enriching life for older adults.

This division also oversees custodial maintenance for the entire Recreation Department and City Hall and at times provides support to other city departments as it relates to facility and custodial maintenance.

Chart 8-1 reflects the Department's organizational structure. The chart does not include all part-time or part-time PERS positions.

Recreation Director Program Supervisor II Management Assistant Youth/Childcare Program Senior Servivces Program Adult/ Community Program Aquatics Program Supervisor Supervisor Supervisor Community Svcs Coordinator (0.16) **Assistant Supervisor** Community Svcs Coordinator **Assistant Supervisor** Community Svcs Coordinator Custodial Team Leader (0.1) Program Registrar (0.8) Admin Clerk Specialist Custodial Team Leader (0.1) Custodial Team Leader (0.1) **Custodial Worker** Admin Clerk Specialist Custodial Worker PPT Program Registrar Custodial Worker (0.4) Custodial Worker (0.4) ■ PT PERS Senior Lifeguard (1.0) — PT OH Asst PERS ELigible (2.0) Teachers (3.0) Custodial Team Leader (0.2) Custodial Worker (0.8) Various PT PERS Rec Eligible

Positions (11.0)

Chart 8-1
Recreation Department Organization Chart

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Position Listing

Table 8-1 depicts the Recreation Department's overall staffing patterns over four years. **Table 8-1**

Recreation Position Listing

hecreation Fosition Listing						
	FY 09-10	FY 10-11	FY11-12	FY12-13		
Recreation Director	1.00	1.00	1.00	1.00		
Program Supervisor II	1.00	1.00	1.00	1.00		
Program Supervisor	3.00	3.00	3.00	3.00		
Assistant Supervisor	2.00	2.00	2.00	2.00		
Management Assistant	1.00	1.00	1.00	1.00		
Admin Clerk Specialist	2.00	2.00	2.00	2.00		
Admin Clerk	0.00	0.00	0.00	0.00		
Comm. Svcs. Coordinator	6.00	6.00	6.00	6.00		
Program Registrar	1.00	1.00	1.00	1.00		
Registrar PPT	0.00	0.00	0.00	0.00		
Teacher/Registrar	0.00	0.00	0.00	0.00		
Teacher PPT	0.00	0.00	0.00	0.00		
Teacher	3.00	3.00	3.00	3.00		
Custodial PPT	0.50	0.50	0.50	0.50		
Maint Leadworker (custodial)	0.50	0.50	0.50	0.50		
PT with PERS, Sr Guard & Open House Asst.	14.00	14.00	14.00	14.00		
Custodial Worker	3.00	3.00	3.00	3.00		
Total	38.00	38.00	38.00	38.00		

Recreation Department Partnership with WCCUSD

Beginning in FY 2007-08, the West Contra Costa Unified School District (WCCUSD) received 21st Century Grants through state and federal governments for several schools within the City of El Cerrito. WCCUSD has contracted with the City through its Recreation Department to administer this grant funding as well as its After School Education and Safety Program (ASES) grant funding to provide afterschool programming for students. In FY 2012-13, Recreation Department staff will continue to partner with WCCUSD to provide academic enrichment opportunities during non-school hours for children attending Fairmont, Harding and Portola Schools. The implementation of this program helps students meet state and local standards in core academic subjects such as reading and math. The afterschool program offers students a broad array of enrichment activities that complement the students' school day.

Table 8-2
WCCUSD Funding (ASES & 21st Century After School Grant Programs)

	2007-08	2008-09	2009-10	2010-11	2011-12
Castro (21st Century)	\$85,000	\$78,400	(school closed)	(school closed)	(school closed)
Fairmont (ASES)	\$100,000	\$78,400	89,000	\$90,000	\$90,000
Harding (21st Century)	\$73,400	\$78,400	\$78,400	\$81,000	\$90,000
Portola (ASES)	\$115,359	\$107,000	\$107,000	\$108,000	\$110,000
Total	\$373,759	\$342,200	\$274,400	\$279,000	\$290,000

ADMINISTRATION

The Administrative Division is responsible for ensuring that all aspects of the Recreation Department are operating well; providing overall management of activities, long- and short-range planning, personnel and budget administration; coordinating with other agencies; supporting advisory commissions and committees; managing grants; and working with other departments relating to capital projects and Citywide programs and

services. Recreation Administration staff coordinates and directs all functions and is responsible for the allocation of resources within the Department.

The Administrative Division is also responsible for coordinating the Department's budget process, financial reporting, and contracting of services. The Division assists with monitoring the budget throughout the year, providing reports, and directing the Department as necessary.

The Administrative Division oversees the allocation of scholarships for families who are financially in need. Qualifying families are encouraged to apply for funding, in order to participate in Department programs.

In addition, the Administrative Division coordinates and produces the City's semi-annual Recreation brochure. The Division provides office support for each of the Department's programs and provides support to the Park and Recreation Commission.

FY 2011-12 ACCOMPLISHMENTS

Implemented new Recreation software program, "Rec Trac", and trained staff and public in its use

Ensured smooth transition when long time department head retired

Received Parent's Press "Best Of" Award in Contra Costa County for El Cerrito's Fourth of July Festival

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to work with staff in providing sound fiscal management throughout the Divisions	Fiscal Responsibility
Provide high quality services by incorporating a culture of quality customer service	Responsive Government
Evaluate and address under-performing recreational programs on an on-going basis and make adjustments as necessary	Fiscal Responsibility

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to work with contract instructors and vendors to ensure compliance with Finance procedures and prompt payment	Fiscal Responsibility Responsive Government
Continue to work with the Administrative Services Department to ensure compliance with all rules, regulations, and laws	Fiscal Responsibility Responsive Government

Continue to collaborate with other recreation departments in the area to identify and implement mutually beneficial relationships, programs, and services	Fiscal ResponsibilityResponsive GovernmentCommunity Engagement & Partnership
Continue to expand the Department's usage of advanced features in the new software package to provide more efficient services to the public	Fiscal ResponsibilityResponsive Government
Continue to monitor in-person and online registration and reservations for all Recreation programs	Fiscal Responsibility

RECREATION ADMINISTRATION BUDGET SUMMARY

FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
		15,000	
10,000	5,000	10,000	10,000
57,083	53,562	56,180	61,200
16,864	10,315	35,000	12,240
4,325	3,981	3,445	4,590
•	•	·	·
1,393	1,487	1,400	4,080
89,665	74,346	121,025	92,110
279,708	326,085	294,812	164,379
10,990	18,075	29,726	28,892
199		2,040	2,040
		·	·
1,000	1,000	1,000	1,000
4		386	376
68,120	68,582	81,913	42,923
,	•	,	•
19,278	20,606	19,979	11,985
43,242	49,819	51,209	30,496
			5.000
3,888	5,126	9,995	5,600
	10,000 57,083 16,864 4,325 1,393 89,665 279,708 10,990 199 1,000 4 68,120 19,278 43,242	Actual Actual 10,000 5,000 57,083 53,562 16,864 10,315 4,325 3,981 1,393 1,487 89,665 74,346 279,708 326,085 10,990 18,075 199 1,000 4 68,120 68,582 19,278 20,606 43,242 49,819	Actual Actual Amended 15,000 15,000 10,000 57,083 53,562 56,180 16,864 10,315 35,000 4,325 3,981 3,445 1,393 1,487 1,400 89,665 74,346 121,025 279,708 326,085 294,812 10,990 18,075 29,726 199 2,040 1,000 1,000 386 68,120 68,582 81,913 19,278 20,606 19,979 43,242 49,819 51,209

101-5010 - General Fund	(4,262)	(162)	(230,438)	
Account: 52110 - Collect & Admin Services 101-5010 - General Fund	8,999	4,000	9,000	4,000
Account: 52190 - Miscellaneous Prof Svcs 101-5010 - General Fund	5,869	6,988	9,750	15,000
Account: 52230 - Other Technical Services	3,009	0,900	9,730	·
101-5010 - General Fund Account: 52240 - Miscellaneous Services			3,000	1,000
101-5010 - General Fund		553	600	2,000
Account: 53110 - Utilities 101-5010 - General Fund	65,212		65,000	60,000
Account: 53230 - Building Maint Services 101-5010 - General Fund	17,621	20,381	17,000	20,000
Account: 53240 - Landscape/Park Maint Svcs 101-5010 - General Fund			500	500
Account: 53250 - Vehicle & Equip Maint Svc 101-5010 - General Fund	5,921	2,928	6,000	9,000
Account: 53260 - Janitorial Services 101-5010 - General Fund	340		1,500	1,000
Account: 53290 - Miscellaneous R&M Svcs 101-5010 - General Fund	693	679	500	500
Account: 53990 - Other Property Services 101-5010 - General Fund	8,752	9,074	9,000	10,000
Account: 54210 - Telephone Expenses 101-5010 - General Fund	13,975	14,117	14,000	14,000
Account: 54220 - Mobile/Wireless Expenses 101-5010 - General Fund	2,131	2,032	2,000	4,000
Account: 54310 - Legal Notices & Advertise 101-5010 - General Fund		702	800	800
Account: 54410 - Printing & Binding 101-5010 - General Fund	25,285	29,081	28,000	23,000
Account: 54610 - Travel & Training 101-5010 - General Fund	70	435	500	500
Account: 54910 - Dues & Subscriptions 101-5010 - General Fund	628	269	800	800
Account: 54920 - Events & Field Trips 101-5010 - General Fund	92,857	64,658	95,000	85,000
Account: 54990 - Other Administrative Svcs 101-5010 - General Fund	8,619	6,424	9,000	6,000
Account: 55110 - General Office Supplies 101-5010 - General Fund	11,661	4,484	10,000	6,000
Account: 55120 - Postage & Delivery 101-5010 - General Fund	13,177	17,163	15,000	17,000
Account: 55130 - Photocopying Charges 101-5010 - General Fund	3,114	1,695	3,000	2,000
Account: 55210 - Fuel 101-5010 - General Fund	1,826	2,090	2,000	2,000
Account: 55230 - Medical Supplies 101-5010 - General Fund	850	047	1,000	1 000
Account: 55290 - Other Operating Supplies		947	1,000	1,000
101-5010 - General Fund Account: 55520 - Building Supplies	8,792	9,566	4,500	4,500
101-5010 - General Fund	1,545	3,612	2,000	4,000
Account: 56410 - Office Equipment <10K 101-5010 - General Fund	6,196	2,212	7,000	2,500
Account: 56710 - Other Equipment <10K 101-5010 - General Fund			5,000	2,500
Account: 56720 - Other Equipment >10K				

Expenditure Grand Totals:	770,517	731,205	655,672	644,891
Account: 59990 301 - Operating Xfer Out-CIP 101-5010 - General Fund			22,600	22,600
Account: 58920 - Misc Finance Expense 101-5010 - General Fund	44,402	38,394	36,000	36,000
Account: 58250 - Cash Over/Short 101-5010 - General Fund	(184)	(410)		
221-5010 - Grants			15,000	

ADULT/COMMUNITY PROGRAMS DIVISION

The Adult/Community Division provides quality facilities and programs to the community offering social, physical and educational opportunities for personal enrichment through recreation and leisure activities.

The program provides for: (1) management and delivery of a diverse list of adult classes through the use of independent contractors; (2) administration of adult athletic programs; (3) continued development of partnerships and community organizations, advisory groups, and citizens; (4) volunteer opportunities for individuals and organizations; and (5) rentals of a variety of City facilities.

FY 2011-12 ACCOMPLISHMENTS

Successfully implemented agreement with WCCUSD for Portola Middle School's use of City facilities while their students are housed at a temporary campus during its reconstruction

Supported and directed special events including the July 4th Celebration, Annual Egg Hunt, Golf Tournament, Halloween Haunted House and Carnival, and Cinema in The Park

Assisted other departments in the delivery of additional special events and activities

FY 2012-13 PRIMARY OBJECTIVES CORRESPONDING CITY COUNCIL GOAL(S Develop adult recreation programs that are responsive to the community needs and desire through the use of independent contractors Continue to improve relationships with community organizations that reserve facilities on an annual basis CORRESPONDING CITY COUNCIL GOAL(S Responsive Government Partnership Responsive Government Community Engagement and Partnership	
responsive to the community needs and desire through the use of independent contractors Continue to improve relationships with community organizations that reserve facilities on an annual Community Engagement & Partnership Responsive Community Engagement & Community Engagement and	;)
organizations that reserve facilities on an annual • Community Engagement and	
	k
Re-establish Adult Sports Programs such as softball, basketball, and volleyball • Responsive Government • Community Engagement & Partnership	

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to support and direct special events and assist other departments with additional special events and activities	Community Engagement & Partnership
Continue to refine, improve, and evaluate policies and procedures for management of facility rentals	Fiscal ResponsibilityResponsive Government

Service Indicators

Workload statistic achievements are based on services provided to patrons as shown in **Charts 8-3 to 8-4.**

Chart 8-3 Adult/Community Programs Enrollments and Passes, Calendar Year

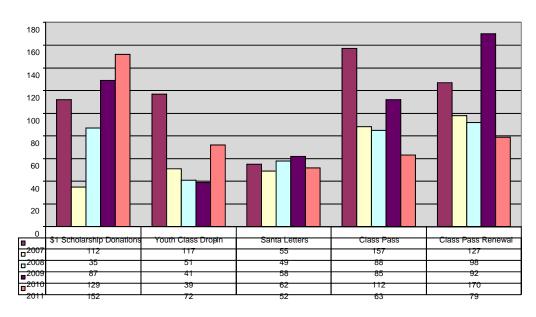
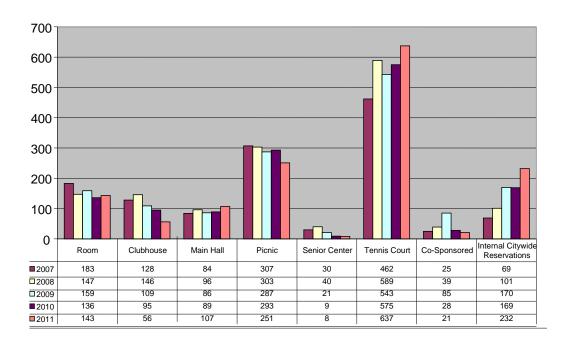


Chart 8-4 Facility Permits, Calendar Year



ADULT/ COMMUNITY PROGRAM DIVISION BUDGET SUMMARY

DODOLI GOMMANI	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 44221 - Rentals-Comm Center 101-5050 - General Fund	\$46,783	\$47,763	\$50,000	\$51,000
Account: 44222 - Rentals-Field Reserv 101-5050 - General Fund	35,867	64,327	60,000	66,300
Account: 44223 - Rentals-Clubhouse 101-5050 - General Fund	20,184	22,724	25,000	25,500
Account: 44224 - Rentals-Picnic 101-5050 - General Fund	15,980	14,321	16,000	16,320
Account: 44226 - Rentals-Tennis Crt 101-5050 - General Fund	18,550	21,886	20,000	25,500
Account: 46530 - Training/Class Fees 101-5050 - General Fund		(35)		
Account: 46531 - General Activities 101-5050 - General Fund	62,151	85,613	70,000	112,200
Account: 46533 - Special Programs 101-5050 - General Fund	1,100	151	1,100	1,122
Account: 46534 - Sports Programs 101-5050 - General Fund				3,060
Account: 46540 - Miscellaneous Program Fee 101-5050 - General Fund	10			
Revenue Totals	\$200,624	\$256,751	\$242,100	\$301,002
Expenditures	·	<u> </u>	·	
Account: 51110 - Regular Salaries & Wages				
101-5050 - General Fund	\$55,558	\$54,634	\$84,314	\$83,863
203-5050 - Land & Light Assess Distr	36,639	36,683	37,407	36,674
Account 51110 Totals:	92,197	91,317	121,721	120,537
Account: 51120 - Part-Time Salaries & Wage 101-5050 - General Fund	26,845	33,469	20,910	33,339
203-5050 - Land & Light Assess Distr	12,870	4,541		
Account 51120 Totals:	39,715	38,011	20,910	33,339
Account: 51140 - Overtime Pay 101-5050 - General Fund	165	609	1,020	1,020
Account: 51142 - StraightOT 101-5050 - General Fund	24			
Account: 51150 - Special Pay 203-5050 - Land & Light Assess Distr	1,000	1,000	1,000	1,000
Account: 51200 - PARS Contribution				
101-5050 - General Fund	273	448		
203-5050 - Land & Light Assess Distr	151			
Account 51200 Totals:	425	448		
Account: 51210 - PERS Contributions				
101-5050 - General Fund	14,028	16,301	28,900	33,484
203-5050 - Land & Light Assess Distr	9,252	9,314	10,549	10,747
Account 51210 Totals:	23,280	25,615	39,449	44,231
Account: 51220 - FICA/Medicare 101-5050 - General Fund	4,820	5,075	8,128	9,044
203-5050 - Land & Light Assess Distr	3,476	3,538	2,938	2,882
Account 51220 Totals: <u>Account: 51230 - Insurance & Benefits</u>	8,296	8,613	11,066	11,926
ACCOUNT. 51200 - Insurance & Denents				

101-5050 - General Fund	16,468	20,196	28,196	31,757
203-5050 - Land & Light Assess Distr	12,957	14,356	15,643	16,908
Account 51230 Totals:	29,425	34,552	43,839	48,665
Account: 51240 - Workers Compensation				
101-5050 - General Fund	2,060	5,431	4,165	4,900
203-5050 - Land & Light Assess Distr	1,296	1,709	3,332	2,800
Account 51240 Totals:	3,357	7,140	7,497	7,700
Account: 51990 - Salary Savings	(4 =00)	(100)	(40.44=)	
101-5050 - General Fund	(1,733)	(122)	(42,445)	
203-5050 - Land & Light Assess Distr	(474)			
Account 51990 Totals:	(2,207)	(122)	(42,445)	
Account: 52250 - Instructor Services 101-5050 - General Fund	40,545	58,010	43,000	70,000
Account: 53230 - Building Maint Services				
101-5050 - General Fund	713	950	4,000	4,000
Account: 53250 - Vehicle & Equip Maint Svc	00		200	200
101-5050 - General Fund	96		200	200
Account: 54210 - Telephone Expenses 101-5050 - General Fund	3,567	5,069	3,600	4,000
Account: 54220 - Mobile/Wireless Expenses				
101-5050 - General Fund	354	665	550	1,000
Account: 54920 - Events & Field Trips	0.000	054	0.500	0.000
101-5050 - General Fund	2,822	854	2,500	2,000
Account: 55110 - General Office Supplies 101-5050 - General Fund	1,272		1,500	500
Account: 55120 - Postage & Delivery				
101-5050 - General Fund		276		
Account: 55130 - Photocopying Charges 101-5050 - General Fund	2,836	1,613	3,000	2,000
Account: 55250 - Vehicle & Equip Supplies 101-5050 - General Fund			2,000	1,000
Account: 55290 - Other Operating Supplies			_,	.,
101-5050 - General Fund	1,893	4,104	3,000	3,000
Account: 55520 - Building Supplies 101-5050 - General Fund	2,679	266	5,000	4,000
Account: 55590 - Other Maintenance Supply	2,010	200	3,000	4,000
101-5050 - General Fund			1,000	
Account: 56410 - Office Equipment <10K				
101-5050 - General Fund	107			
Account: 56710 - Other Equipment <10K 101-5050 - General Fund			5,000	5,000
Expenditure Grand Totals:	\$252,560	\$278,991	\$278,407	\$365,118
Experiulture Granu Totals:	⊅ ∠52,500	₹10,991	₹10,401	φ303,116

YOUTH SERVICES/CHILDCARE DIVISION

The Youth Services/Childcare Division administers, coordinates, delivers and evaluates youth recreation classes, enrichment classes, childcare and afterschool programs, preschool, day camp, youth sports, and residential camp programs. The Division provides a full range of recreational opportunities, before, during and afterschool as well as summer programs for youth by delivering a diverse range of fee classes and camps (some delivered through the use of independent contractors).

The Division is responsible for oversight of the partnership with the West Contra Costa Unified School District in the delivery of afterschool programs at Harding, Fairmont and Portola Schools utilizing 21st Century Grant Funds as well as Proposition 49 – Afterschool Education and Safety Program (ASES). This division also works with community organizations, advisory groups, and residents to provide volunteer opportunities for individuals and organizations.

FY 2011-12 ACCOMPLISHMENTS

Expanded after school enrichment programs at all elementary schools

Expanded band program to each elementary school in El Cerrito

Maintained full and close to full programming at all of our childcare and afterschool programs throughout the year

Increased partnerships with community organizations at all school programs

Offered new enrichment and summer camp opportunities

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Attempt to restart Youth Basketball League, possibly by partnering with other organizations with access to gym space	Responsive GovernmentCommunity Engagement and Partnership
Develop innovative and creative ways to meet service demands in a cost effective manner	Fiscal ResponsibilityResponsive Government
Provide safe and nurturing environments in which children can grow	Responsive GovernmentPublic Safety
Provide programs and services that are easily usable, convenient and varied	Responsive Government

FY 2012-13 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL(S)
Continue to train staff in grant and programming requirements as required by the district for 21st Century and ASES funds	Responsive GovernmentCommunity Engagement and Partnership
Continue to be visionary in developing winter, spring and summer day camp programs	Fiscal responsibilityResponsive Government
Increase variety of programming in after school programs	Responsive Government

Workload Statistics

Key workload assumptions for FY 2011-12 are based on prior years' experiences, which generally remain constant. These statistics are illustrated in **Table 8-3 and 8-4** and **Charts 8-5 to 8-6.**

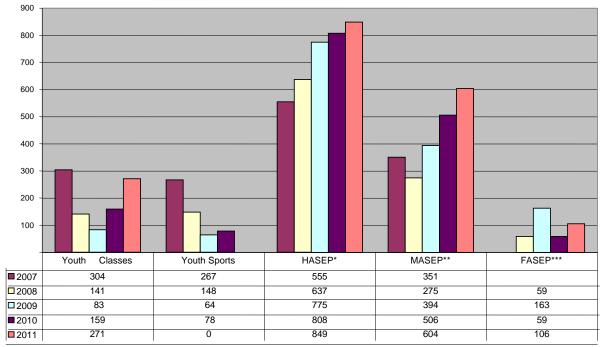
Table 8-3
Childcare Facility Participation

Childcare Facility Farticipation			
Site	Enrollment		
Casa Cerrito AM Preschool	21		
Casa Cerrito PM Preschool	17		
Community Center Teeter Tots	24		
Pee Wee Play Time	9		
Fairmont PM Kind. Only	2		
Fairmont PM	120		
Harding AM	11		
Harding PM Kind. Only	6		
Harding PM	116		
Madera AM	13		
Madera AM Kind.	13		
Madera PM Kind. Only	6		
Madera PM	110		
Madera PM Extended	25		
Portola After School	90		

Table 8-4
Camps Program Enrollments

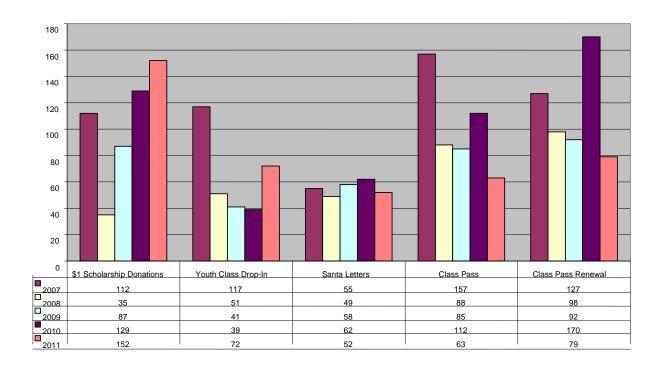
Summer Camp Types	Enrollments		
Art Camps	592		
Camp Classics	1960		
Camp Ravencliff	100		
Science Camps	221		
Sports Camps	1189		
Teen Leadership	167		
Total	4129		

Chart 8-5
Youth Services Enrollments



^{*} Harding, ** Madera, *** Fairmont After School Enrichment Programs

Chart 8-6
Youth Services Point of Sale and Passes



YOUTH SERVICES BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				-
Account: 46520 1 - Mosaic Program 101-5060 - General Fund	\$28,856	\$14,379	\$32,000	\$30,600
Account: 46520 2 - Ravencliff Prgrm 101-5060 - General Fund	38,009	34,569	45,000	45,900
Account: 46531 - General Activities 101-5060 - General Fund	92,364	116,351	115,000	142,800
Account: 46532 - Excursions/Trips 101-5060 - General Fund	1,236	384		1,00
Account: 46533 - Special Programs 101-5060 - General Fund	47,500	77,751	75,000	86,70
Account: 46534 - Sports Programs 101-5060 - General Fund	141,598	152,976	150,000	173,40
Account: 46540 - Miscellaneous Program Fee 101-5060 - General Fund	113,990	114,772	115,000	122,40
Account: 48120 - Contributions & Donations 101-5060 - General Fund	12,497	7,040	15,000	15,00
Revenue Totals	\$476,050	\$518,223	\$547,000	\$617,80
Expenditures				
Account: 51110 - Regular Salaries & Wages 101-5060 - General Fund	\$97,892	\$104,252	\$129,436	\$140,62
Account: 51120 - Part-Time Salaries & Wage	84,807	98,024	95,000	74,57
Account: 51140 - Overtime Pay 101-5060 - General Fund		212	2,040	2,04
Account: 51142 - StraightOT 101-5060 - General Fund	127			
Account: 51150 - Special Pay 101-5060 - General Fund	1,600	1,600	1,600	1,60
Account: 51200 - PARS Contribution 101-5060 - General Fund	675	334	912	48
Account: 51210 - PERS Contributions 101-5060 - General Fund	29,405	32,027	42,862	51,32
Account: 51220 - FICA/Medicare 101-5060 - General Fund	10,377	12,277	13,361	14,71
Account: 51230 - Insurance & Benefits 101-5060 - General Fund	23,316	26,966	38,985	48,96
Account: 51240 - Workers Compensation 101-5060 - General Fund	2,527	4,357	8,162	8,26
Account: 51990 - Salary Savings 101-5060 - General Fund	(2,229)	(30)	(21,223)	
Account: 52110 - Collect & Admin Services 101-5060 - General Fund	2,100		2,000	
Account: 52190 - Miscellaneous Prof Svcs 101-5060 - General Fund	3,125	348	3,000	1,00
Account: 52250 - Instructor Services 101-5060 - General Fund	117,796	199,828	140,000	200,00
Account: 53230 - Building Maint Services 101-5060 - General Fund	76	1,357		
Account: 53250 - Vehicle & Equip Maint Svc 101-5060 - General Fund	1,710	341	2,000	2,50
Account: 53290 - Miscellaneous R&M Svcs 101-5060 - General Fund			520	52
101 0000 Ochlorai i ana				

Account: 54210 - Telephone Expenses 101-5060 - General Fund	1,936	3,526	2,600	2,600
Account: 54220 - Mobile/Wireless Expenses	.,000	0,020	_,000	_,000
101-5060 - General Fund	960	960	1,000	1,000
Account: 54310 - Legal Notices & Advertise				
101-5060 - General Fund		308	500	
Account: 54410 - Printing & Binding 101-5060 - General Fund	1,500		1,500	500
Account: 54610 - Travel & Training 101-5060 - General Fund			1,500	1,000
Account: 54910 - Dues & Subscriptions 101-5060 - General Fund			500	500
Account: 54920 - Events & Field Trips 101-5060 - General Fund	10,459	14,918	16,000	16,000
Account: 55110 - General Office Supplies 101-5060 - General Fund	967	,	1,500	500
Account: 55120 - Postage & Delivery			,,,,,,,	
101-5060 - General Fund	79	165	1,000	1,000
Account: 55130 - Photocopying Charges				
101-5060 - General Fund	2,836	1,613	2,000	2,000
Account: 55210 - Fuel				
101-5060 - General Fund	2,131	2,415	2,200	2,200
Account: 55240 - Clothing & Uniform Supply 101-5060 - General Fund	703	1,000	1,000	2,000
	703	1,000	1,000	2,000
Account: 55290 - Other Operating Supplies 101-5060 - General Fund	18,068	24,626	25,500	20,000
Account: 55520 - Building Supplies	,	,	•	•
101-5060 - General Fund	2,332	266	4,000	2,000
Account: 56710 - Other Equipment <10K				
101-5060 - General Fund			1,000	1,000
Expenditure Grand Totals:	\$416,265	\$531,688	\$520,455	\$598,911

CHILDCARE BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Proposed
Revenue				
Account: 45460 - Local Agency Grants				
101-5020 - General Fund	\$5,000			
Account: 46520 - Program Fees				
101-5020 - General Fund	28,567	\$21,725	\$30,000	\$35,700
Account: 46521 1 - Teeter Tots Fees				
101-5020 - General Fund	102,412	99,332	106,500	112,200
Account: 46521 2 - Casa Cerrito Preschool				
101-5020 - General Fund	197,262	146,248	172,000	193,800
Account: 46521 3 - Harding Childcare				
101-5020 - General Fund	244,953	234,894	245,000	255,000
Account: 46521 4 - Castro Childcare				
101-5020 - General Fund	2,206	4,498		
Account: 46521 5 - Madera Childcare				
101-5020 - General Fund	456,417	403,712	465,000	443,700
Account: 46521 6 - Fairmount Childcare				
101-5020 - General Fund	201,094	214,799	205,000	234,600
Account: 46521 7 - Harding Child AM				
101-5020 - General Fund	57,736	31,035	32,000	35,700
Account: 46521 9 - Fairmount Child AM				
101-5020 - General Fund	26,761	27,590	30,000	30,600
Account: 46522 1 - Arlington Daycamp				

101-5020 - General Fund	42,560	41,222	40,000	45,900
Account: 46522 2 - Daycamp VIP 101-5020 - General Fund	6,305	6,993	9,000	9,180
Account: 46522 3 - Harding Daycamp 101-5020 - General Fund	66,314	50,883	68,000	61,200
Account: 46522 4 - Castro Daycamp 101-5020 - General Fund	43,860	32,608	50,000	51,000
Account: 46522 5 - Enrichment Programs 101-5020 - General Fund	(56)	(594)		
Account: 46522 6 - Fairmount Daycamp 101-5020 - General Fund	32,395	40,658	35,000	45,900
Account: 46522 7 - Excursions Daycamp 101-5020 - General Fund	1,285	836	1,500	1,530
Account: 46522 8 - Pee Wee Daycamp 101-5020 - General Fund	18,702	17,895	35,000	
Account: 48990 - Other Misc Revenue 101-5020 - General Fund	17	74,556		
Revenue Totals	\$1,533,791	\$1,448,890	\$1,524,000	\$1,556,010
Expenditures				
Account: 51110 - Regular Salaries & Wages 101-5020 - General Fund	\$427,174	\$402,112	\$409,551	\$359,209
Account: 51120 - Part-Time Salaries & Wage 101-5020 - General Fund	497,387	466,619	420,000	380,846
Account: 51140 - Overtime Pay 101-5020 - General Fund	1,534	2,396	6,120	6,120
Account: 51142 - StraightOT 101-5020 - General Fund	489			
Account: 51150 - Special Pay 101-5020 - General Fund	4,730	5,730	4,200	3,200
Account: 51200 - PARS Contribution 101-5020 - General Fund	4,664	4,805	2,116	2,643
Account: 51210 - PERS Contributions 101-5020 - General Fund	134,755	137,022	185,480	154,919
Account: 51220 - FICA/Medicare 101-5020 - General Fund	47,962	45,630	45,573	41,193
Account: 51230 - Insurance & Benefits 101-5020 - General Fund	122,196	112,035	115,598	109,024
Account: 51240 - Workers Compensation 101-5020 - General Fund	11,663	13,126	29,985	25,202
Account: 51990 - Salary Savings 101-5020 - General Fund	(13,262)	(238)		
Account: 52190 - Miscellaneous Prof Svcs 101-5020 - General Fund	168		200	200
Account: 52250 - Instructor Services 101-5020 - General Fund	9,120	194	7,000	4,000
Account: 53110 - Utilities 101-5020 - General Fund	13,274	11,533	11,500	11,500
Account: 53230 - Building Maint Services 101-5020 - General Fund	2,763	1,057	3,000	1,500
Account: 53250 - Vehicle & Equip Maint Svc 101-5020 - General Fund	5,309	4,130	5,000	5,000
Account: 53260 - Janitorial Services 101-5020 - General Fund	-,	10	1,000	-,
Account: 53290 - Miscellaneous R&M Svcs 101-5020 - General Fund		.•	500	1,000
Account: 53990 - Other Property Services 101-5020 - General Fund	1,038	549	1,100	1,100
Account: 54210 - Telephone Expenses	1,030	545	1,100	1,100
Account: 54210 - Telephone Expenses				

101-5020 - General Fund	(83)	1,463	1,400	1,500
Account: 54220 - Mobile/Wireless Expenses 101-5020 - General Fund	2,193	2,717	2,100	2,800
Account: 54310 - Legal Notices & Advertise 101-5020 - General Fund		208		
Account: 54410 - Printing & Binding 101-5020 - General Fund	1,000	415	500	500
Account: 54610 - Travel & Training 101-5020 - General Fund		910	2,000	2,000
Account: 54910 - Dues & Subscriptions 101-5020 - General Fund	640	360	500	500
Account: 54920 - Events & Field Trips 101-5020 - General Fund	11,266	12,958	16,000	15,000
Account: 54990 - Other Administrative Svcs 101-5020 - General Fund	1,000		1,000	
Account: 55110 - General Office Supplies 101-5020 - General Fund	2,277	4,126	5,000	3,000
Account: 55120 - Postage & Delivery 101-5020 - General Fund	720	1,030	1,400	1,200
Account: 55130 - Photocopying Charges 101-5020 - General Fund	2,394	1,367	2,500	2,000
<u>Account: 55210 - Fuel</u> 101-5020 - General Fund	1,686	2,190	1,800	2,500
Account: 55290 - Other Operating Supplies 101-5020 - General Fund	37,249	49,474	35,000	35,000
Account: 55520 - Building Supplies 101-5020 - General Fund	2,282	1,829	3,000	2,500
Account: 55590 - Other Maintenance Supply 101-5020 - General Fund	12		1,500	500
Account: 56410 - Office Equipment <10K 101-5020 - General Fund	38	1,000		
Account: 56710 - Other Equipment <10K 101-5020 - General Fund		126	2,000	4,000
Expenditure Grand Totals:	\$1,333,640	\$1,286,882	\$1,323,622	\$1,179,656

AQUATICS DIVISION

The Aquatics Division provides residents of El Cerrito with the opportunity to participate in a variety of aquatic programs that include lap swim, water aerobics, masters swim (19 years of age and up), club swim teams (5 to 18 years), swim lessons, pool rentals, water polo, and the use of the Splash Park for recreational water play.

The program maximizes the number of patrons by:

- Managing the operation of the Swim Center and its programs: lap swim, public swim, day camp, swim teams, water polo, and swim lessons for youth and adults
- Providing support and direction for special activities
- Continuing to develop partnerships with community organizations, advisory groups, citizen organizations, and WCCUSD schools
- Managing the operation of the Splash Park

FY 2011-12 ACCOMPLISHMENTS

Received Parent's Press award, "The Best Swimming Pool of Contra Costa County" in July 2011

Utilized Measure A (2000) Fund for capital improvements at the Swim Center for the replacement of lockers in the locker rooms

Expanded summer instructional lessons, lap swim, adult swim classes, recreation swim, family swim and splash park times where appropriate

Provided increased number of American Red Cross Lifeguard Training and Babysitters Training certification courses

Hosted large regional swim meets such as the Redwood Empire Section League (RESL) and the Montclair Pentathlon, with more than 15 teams participating in each meet

Supervised pool maintenance contractors and maintained the Swim Center in compliance with all county, state and federal health regulations

Responded to the aquatic needs of long-term rental groups including East Bay Masters Water Polo, California Autism Foundation and other organized groups

Maintained City's relationship with WCCUSD by making the Swim Center available for El Cerrito High School physical education and swim team, and by providing lifeguards for Portola Middle School physical education swimming instruction

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Increase participants in our swim programs by advertising to the community through social networking and discount sites such as GROUPON and material distribution.	Responsive GovernmentCommunity Engagement and Partnership
Recruit and train seasonal aquatic staff (Spring, Summer and Fall).	Responsive Government
Evaluate programs and usage of the Swim Center for maximum utilization and revenue.	Fiscal Responsibility
Work cooperatively with user groups by maintaining good communication.	Responsive GovernmentCommunity Engagement and Partnership
Provide well rounded programming that includes the use and rental of the Splash Park.	Fiscal ResponsibilityResponsive Government

FY 2012-13 OPERATIONAL ACTIVITY GOALS Utilize Measure A (2000) Fund for capital improvements at the Swim Center, investing in energy and water saving technologies as well as maintaining a high quality facility as it ages Foster relationships with aquatic organizations including Bay Area Public Pool Operators Association (BAPPOA), Northern California Aquatic	CORRESPONDING CITY COUNCIL GOAL(S) • Fiscal Responsibility • Responsive Government • Environmental Stewardship • Community Engagement & Partnership
Management Association (NCAMA) and the California Parks and Recreation Society (CPRS) Aquatics Section Continue to expand competitive swimming opportunities for youth and adults	Responsive Government
Continue to offer and expand summer instructional lessons, lap swim, adult swim classes, recreational and family swim	Responsive Government
Work with the American Red Cross to provide lifeguarding certification, babysitter's training, first aid and CPR courses.	Responsive Government Public Safety
Provide department wide training in First Aid, CPR and AED	Responsive GovernmentPublic Safety
Continue the City's relationship with the WCCUSD by making the Swim Center available for ECHS physical education classes and swim team, and by providing lifeguards for Portola Middle School physical education swimming instruction	Fiscal Responsibility Responsive Government
Supervise pool maintenance contractors and maintain the Swim Center to comply with all county, state and federal health regulations	Public Safety Environmental Stewardship
Continue to work with long-term rental groups including East Bay Masters Water Polo	Community Engagement and Partnership
Continue to promote aquatic programming through the distribution of flyers, programs, and press releases to local newspapers and City Website	Community Engagement and Partnership
Continue to perform regular equipment maintenance audits using outside consultants	Public Safety

Service Indicators

Charts 8-7 to 8-10 depict the Aquatics Division workload statistics for calendar year 2011:

Lifeguard Junior Gators Swim Splash Park Training Course Learn to Swin Swim Camp Adult Lessons | Pool Rentals Lifeguard Swim Club Team Rental Program ■ 2007 <u>2008</u> □ 2009 ■ 2010

Chart 8-7
Swim Center Enrollments and Rentals, Calendar Year

Chart 8-8 Swim Center Pass Uses, Calendar Year

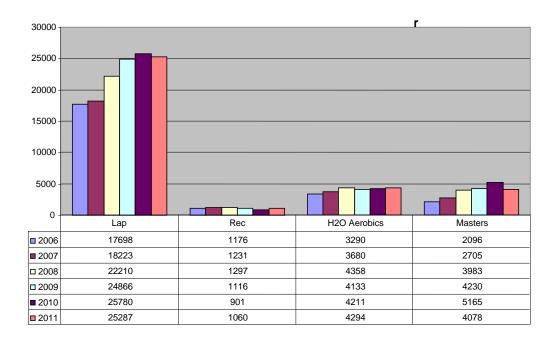


Chart 8-9
Swim Center Pass Sales & Renewals, Calendar Year

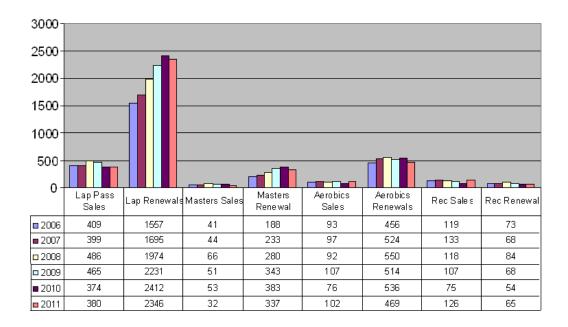
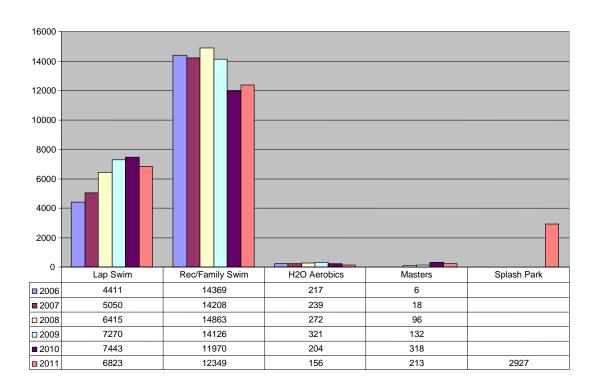


Chart 8-10
Swim Center Point of Sale, Calendar Year



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AQUATICS DIVISION BUDGET SUMMARY

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 44227 - Rentals-Swim Ctr 101-5030 - General Fund	\$15,577	\$18,684	\$25,000	\$25,500
Account: 44228 - Rental-Schools 101-5030 - General Fund	15,421	21,168	20,000	20,400
Account: 45460 - Local Agency Grants 101-5030 - General Fund				
Account: 46520 - Program Fees 101-5030 - General Fund	54,152	60,603	56,000	61,200
Account: 46525 - Recreation Swim 101-5030 - General Fund	53,146	55,090	70,000	71,400
Account: 46526 - Lap Swim 101-5030 - General Fund	163,670	161,606	160,000	178,500
Account: 46526 1 - Water Aerobics 101-5030 - General Fund	25,291	26,198	26,000	30,600
Account: 46527 - Swim Teams 101-5030 - General Fund	·	77,286	·	·
Account: 46527 1 - Swim Team ECHS	72,617	77,200	78,000	81,600
101-5030 - General Fund	3,555		3,600	3,672
Account: 46530 - Training/Class Fees 101-5030 - General Fund	6,390	11,130	7,500	10,200
Account: 46537 - Lesson Fees 101-5030 - General Fund	227,767	217,411	250,000	224,400
<u> Account: 46550 - Taxable Sales</u> 101-5030 - General Fund	1,336	1,914	1,500	2,040
Account: 48120 - Contributions & Donations				
101-5030 - General Fund	123	65	50	200
Revenue Totals	\$639,046	\$651,154	\$697,650	\$709,712
Expenditures Account: 51110 - Regular Salaries & Wages	# 400.005	\$400.500	#470 700	
101-5030 - General Fund		\$123,523		0440 500
Account: E1120 Dort Time Coloride 9 Mage	\$132,035	Ψ120,020	\$173,738	\$110,526
101-5030 - General Fund	\$132,035 330,568	358,525	\$173,738 292,740	\$110,526 395,998
101-5030 - General Fund Account: 51140 - Overtime Pay				
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT	330,568	358,525	292,740	395,998
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay	330,568 95	358,525 667	292,740	395,998
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution	330,568 95 785	358,525 667 390	292,740 1,836	395,998 1,836
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution 101-5030 - General Fund Account: 51210 - PERS Contributions	330,568 95 785 500 3,523	358,525 667 390 500 4,077	292,740 1,836 500 2,588	395,998 1,836 800 2,379
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution 101-5030 - General Fund Account: 51210 - PERS Contributions 101-5030 - General Fund Account: 51210 - PERS Contributions 101-5030 - General Fund Account: 51220 - FICA/Medicare	330,568 95 785 500 3,523 53,722	358,525 667 390 500 4,077 43,015	292,740 1,836 500 2,588 73,929	395,998 1,836 800 2,379 93,270
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution 101-5030 - General Fund Account: 51210 - PERS Contributions 101-5030 - General Fund Account: 51220 - FICA/Medicare 101-5030 - General Fund Account: 51220 - Insurance & Benefits	330,568 95 785 500 3,523 53,722 19,754	358,525 667 390 500 4,077 43,015 18,218	292,740 1,836 500 2,588 73,929 24,049	395,998 1,836 800 2,379 93,270 20,394
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution 101-5030 - General Fund Account: 51210 - PERS Contributions 101-5030 - General Fund Account: 51210 - FICA/Medicare 101-5030 - General Fund Account: 51220 - FICA/Medicare 101-5030 - General Fund Account: 51230 - Insurance & Benefits 101-5030 - General Fund Account: 51240 - Workers Compensation	330,568 95 785 500 3,523 53,722 19,754 29,816	358,525 667 390 500 4,077 43,015 18,218 35,644	292,740 1,836 500 2,588 73,929 24,049 61,050	395,998 1,836 800 2,379 93,270 20,394 52,712
101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution 101-5030 - General Fund Account: 51210 - PERS Contributions 101-5030 - General Fund Account: 51220 - FICA/Medicare 101-5030 - General Fund Account: 51230 - Insurance & Benefits 101-5030 - General Fund Account: 51240 - Workers Compensation 101-5030 - General Fund	330,568 95 785 500 3,523 53,722 19,754	358,525 667 390 500 4,077 43,015 18,218	292,740 1,836 500 2,588 73,929 24,049	395,998 1,836 800 2,379 93,270 20,394
Account: 51120 - Part-Time Salaries & Wage 101-5030 - General Fund Account: 51140 - Overtime Pay 101-5030 - General Fund Account: 51142 - StraightOT 101-5030 - General Fund Account: 51150 - Special Pay 101-5030 - General Fund Account: 51200 - PARS Contribution 101-5030 - General Fund Account: 51210 - PERS Contributions 101-5030 - General Fund Account: 51220 - FICA/Medicare 101-5030 - General Fund Account: 51230 - Insurance & Benefits 101-5030 - General Fund Account: 51240 - Workers Compensation 101-5030 - General Fund Account: 51240 - Salary Savings 101-5030 - General Fund Account: 51990 - Salary Savings 101-5030 - General Fund Account: 51990 - Collect & Admin Services	330,568 95 785 500 3,523 53,722 19,754 29,816	358,525 667 390 500 4,077 43,015 18,218 35,644	292,740 1,836 500 2,588 73,929 24,049 61,050	395,998 1,836 800 2,379 93,270 20,394 52,712

Expenditure Grand Totals:	\$770,598	\$744,507	\$746,038	\$890,055
Account: 56710 - Other Equipment <10K 101-5030 - General Fund			1,000	1,000
Account: 55590 - Other Maintenance Supply 101-5030 - General Fund	914		1,000	3,000
Account: 55520 - Building Supplies 101-5030 - General Fund	2,364	1,169	4,000	3,000
Account: 55295 - Chemicals 101-5030 - General Fund	48,681	47,264	45,000	45,000
Account: 55290 - Other Operating Supplies 101-5030 - General Fund	12,820	38,184	25,000	25,000
Account: 55240 - Clothing & Uniform Supply 101-5030 - General Fund	5,091	4,479	4,000	4,000
Account: 55230 - Medical Supplies 101-5030 - General Fund	741		600	600
Account: 55220 - Safety Supplies 101-5030 - General Fund	512			
Account: 55210 - Fuel 101-5030 - General Fund	1,635	2,009	1,800	1,800
Account: 55140 - Recognition-EE/Volunteer 101-5030 - General Fund	781	363	1,000	1,000
Account: 55130 - Photocopying Charges 101-5030 - General Fund	2,836	1,613	2,500	2,000
Account: 55120 - Postage & Delivery 101-5030 - General Fund	379	725	600	600
Account: 55110 - General Office Supplies 101-5030 - General Fund	300	479	1,500	1,500
Account: 54920 - Events & Field Trips 101-5030 - General Fund	10,408	13,713	14,000	14,000
Account: 54910 - Dues & Subscriptions 101-5030 - General Fund	50	237		
Account: 54610 - Travel & Training 101-5030 - General Fund	6,040	898	6,000	2,000
Account: 54310 - Legal Notices & Advertise 101-5030 - General Fund	250			
Account: 54220 - Mobile/Wireless Expenses 101-5030 - General Fund	700	769	700	800
Account: 54210 - Telephone Expenses 101-5030 - General Fund	1,691	3,237	2,400	2,400
Account: 53990 - Other Property Services 101-5030 - General Fund	3,012	3,544	3,500	6,000
Account: 53290 - Miscellaneous R&M Svcs 101-5030 - General Fund	2,583	9,969	3,700	6,000
Account: 53250 - Vehicle & Equip Maint Svc 101-5030 - General Fund			1,000	1,000
Account: 53240 - Landscape/Park Maint Svcs 101-5030 - General Fund			1,500	1,000
Account: 53230 - Building Maint Services 101-5030 - General Fund	11,256	5,238	14,000	10,000
Account: 53110 - Utilities 101-5030 - General Fund	55,515		53,000	53,000
Account: 52250 - Instructor Services 101-5030 - General Fund	1,981		2,500	1,000
Account: 52190 - Miscellaneous Prof Svcs 101-5030 - General Fund	33,204	22,184	30,000	20,000

SENIOR SERVICES DIVISION

The Senior Services Division administers, coordinates, promotes, implements, delivers, and evaluates a network of programs, activities and services designed to improve the quality of life of adults 50 years and older. It is the goal of staff and volunteers to provide programs, activities and services for the vigorous and independent as well as the frail and vulnerable.

Residents of El Cerrito and neighboring communities enjoy a continuum of programs at the Senior Center which includes fitness, wellness, the arts, culture, WiFi Cyber Café, computer classes, travel, and many other recreational activities. Division services include a daily lunch program, weekend deli bag, home delivered meals, Alzheimer's Respite Program, health clinics, tax preparation, support groups, and health insurance counseling. Easy Ride Paratransit, with funding provided by Measure J, offers affordable, accessible and friendly door to door bus service operating four days a week within City limits enabling residents 65 and older and the disabled 18 years and older to regularly run errands, get to work, attend classes, purchase groceries and household supplies, keep appointments, and visit family and friends.

The Division partners with 42 organizations and agencies for assistance in the delivery of programs and services allowing area residents to benefit from these associations at no cost to the City. A pool of 84 volunteers rounds out many of our program delivery needs.

The Division produces a monthly newsletter (available on the Department's webpage), works on fundraising and planned giving programs, contracts for services, monitors budget and Measure J costs, provides staff liaison and clerical support to the Committee on Aging, and participates on advisory councils and committees.

The Division also provides supervision to the Recreation Department's Custodial Maintenance Crew.

FY 2011-12 ACCOMPLISHMENTS

Successfully utilized Measure J Funds to operate and increase ridership in the Easy Ride Paratransit Service by expanding service to 5 days per week

Implemented new RecTrac software program, which will help with financial tracking and reports

Successfully completed repairs and painting to the interior of the Senior Center utilizing donations from local businesses

Implemented monthly dinner and social group

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Expand volunteer base to provide more support to Senior Center's daily operations and fee classes.	Responsive Government
Explore new dispatching models to increase Easy Ride ridership levels without increasing expenses	Fiscal ResponsibilityCommunity Engagement & Partnership

Expand programming for baby boomers	Responsive Government
Maintain community safety by providing inviting, safe and friendly Senior Center in good condition.	Public Safety
Co-sponsor numerous activities and programs with other organizations.	Community Engagement and PartnershipResponsive Government
Continue to generate income through fees from recreational programs and services to off set the expenditures of the Division.	Fiscal Responsibility
Continue and expand transportation for El Cerrito residents through Measure J without increasing overall costs.	Fiscal ResponsibilitySupport of Multi-Modal Transportation

FY 2012-13 OPERATIONAL	CORRESPONDING CITY
ACTIVITY GOALS	COUNCIL GOAL(S)
Continue to provide high quality services by incorporating a culture of quality customer services	 Community Engagement and Partnership Responsive Government
Continue to deliver innovative programs by developing recreation programs that service ages 50-100	Responsive Government
Continue to provide a variety of activities and educational programs covering health, mental, physical fitness and social interaction	Responsive Government

Service Indicators

Services and programs provided by the Senior Services Division are listed in **Table 8-5** and **Charts 8-11 and 8-12**:

Table 8-5
Senior Services Programs

Sellioi Selvices Flogranis					
PROGRAM	Classes/Visit/Weeks/Days	# of Participants	Total Visits		
Alzheimer's Respite Program	51 Weeks	11	561		
Cyber Cafe	Visits		1,570		
CLASSES					
Computer Intro	50 Days	5	180		
Computer Internet	50 Days	5	150		
Computer Adobe Photoshop	50 Days	5	144		
Creative Writing	Visits		200		
Memoirs Workshop	Visits		74		
Piano Music Composition	Visits		200		

Spanish Conversation	Visits		23
Dialogue group	Visits		100
ART CLASSES			
Acrylic Painting	36 Weeks	25	900
Drawing Classes	36 Weeks	23	828
Open Art Studio	8 Weeks	12	96
Watercolor Painting	18 Weeks	27	486
FITNESS CLASSES			
Balance Classes	47 Days	433	433
Exercise Classes	80 days	18	1,200
Movement Classes	Visits		430
Tai Chi	47 Days	7	329
EXCURSIONS			
Bay Area Day Trips	27 Trips	433	433
Birding & Hiking	37 Trips	328	328
Shopping Mall Trips	1 Trips	7	7
Extended Tours	3 Trips	21	21

Program	Classes/Visit/Weeks/Days	# of Participants	Total Visits
•	Classes/ Visit/ Weeks/Days	# OI Farticipants	TOTAL VISITS
GAMES Characteristics	50 M/s slee	0	400
Chess Game Days	50 Weeks	8	400
Mah Jong	190 Days	8	1,520
Nintendo Wii Console	50 Weeks	12	600
<u>RECREATION</u>			
Folk Dance	51 Weeks	10	510
Soul Line Dance	12 Weeks	8	96
Tea Dance	12 Months	45	540
Singing Group	50 Weeks	14	700
Knitting & Crochet	50 Weeks	7	350
Monthly Pot Luck Dinner Group	12 Months	9	108
SERVICES			
Barber	25 Days	5	125
Daily Lunch	251 Days	45	11,295
Weekend Meals	50 Days	20	1,000
Easy Ride Transportation Service	149 Days	250	4,470
Foot Care Clinic	12 Days	8	96
Health Insurance Counseling HICAP	24 Days	2	48
Hairdresser	50 Days	10	500
Home Delivered Meal	251 Days	38	9,538
Massage	48 Days	7	336
Jin Shin Jyutsu	19 Days	12	36
Nutrition Lunch Ride	50 Weeks	2,419	2,419
Podiatry Clinic	12 Days	2,419	288
Tax Preparation	29 Days	320	320
Organic Container Garden	42 Weeks	23	366
Circle Garden	32 Weeks	23 6	88
Artisan Bread	52 Weeks 50 Weeks	60	3,000
		60 50	
Lending Library Books, Videos, Puzzles	50 Weeks	50	2,500
SUPPORT GROUPS		_	
Women's Support Group	50 Days	9	450
Visually Impaired Support Group	12 Days	14	168
<u>OTHER</u>			
Partnerships per Year	1 Year	42	42
Scholarships per Year	1 Year	16	102
Volunteers per Year	1 Year	84	84
50 Plus Bulletin Mailers	12 Months	2,200	26,400
Annual Fundraiser Mailers	1 Year	183	183
Frail Elderly Emergency List	1 Year	19	19

Chart 8-11 Senior Visits by Type

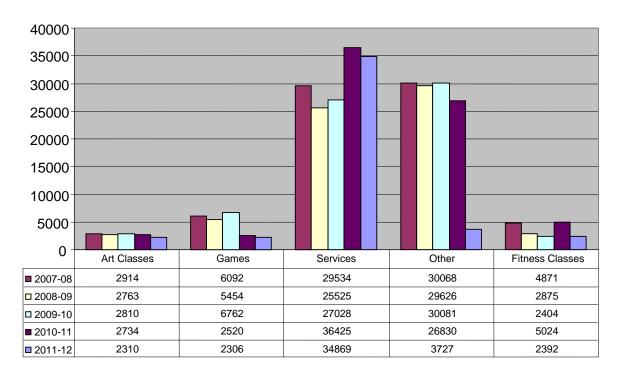
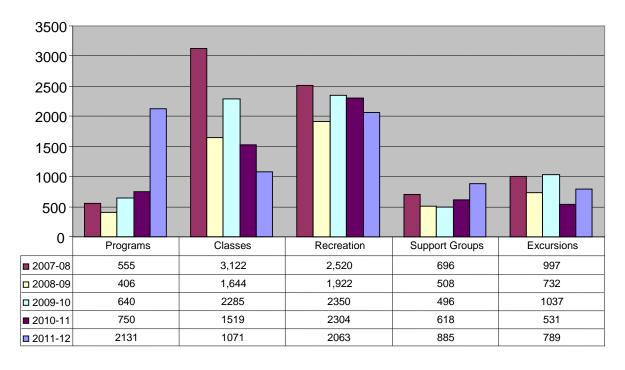


Chart 8-12 Senior Visits by Category



SENIOR SERVICES DIVISION BUDGET SUMMARY

BODGET SOMMART	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Amended	FY 2012-13 Adopted
Revenue				
Account: 40320 - Measure C-Paratransit 204-5040 - Measure C Fund	\$80,009	\$86,484	\$99,421	\$99,421
Account: 44220 - Rentals-Facilities 101-5040 - General Fund	500	615	1,000	3,060
Account: 46520 - Program Fees 101-5040 - General Fund	34,312	40,461	40,000	51,000
Account: 46532 - Excursions/Trips 101-5040 - General Fund	31,675	36,919	35,000	45,000
Account: 46532 1 - Fare Box Revenue 204-5040 - Measure C Fund	6,302	6,569	6,500	6,500
Account: 46532 2 - Nutrion Rides 204-5040 - Measure C Fund	620	1,642	2,500	2,500
Account: 46532 3 - El Cerrito Rides 204-5040 - Measure C Fund	4,703	3,170	4,000	4,000
Account: 46544 - Trash Bag Progrm 101-5040 - General Fund	73	432	600	612
Account: 48120 - Contributions & Donations 101-5040 - General Fund	31,640	78,353	97,000	50,000
Account: 48122 - Lunch Donations 101-5040 - General Fund	7,339	10,107	10,000	14,000
Account: 48990 - Other Misc Revenue 101-5040 - General Fund	71		794	4,000
Account: 49990 204 - Operating Xfer In-C 101-5040 - General Fund	11,413	27,706	28,537	29,393
Account: 49990 805 - Operating Xfer In-SNRCTR 101-5040 - General Fund	80,000	61,000		
Revenue Totals	\$288,688	\$353,457	\$325,352	\$309,486
	Ψ200,000	Ψ000,401	Ψ323,332	Ψ303,+00
Expenditures Account: 51110 - Regular Salaries & Wages				
101-5040 - General Fund	\$157,248	\$164,375	\$129,480	\$132,769
204-5040 - Measure C Fund	1,023	1,187		
Account 51110 Totals:	158,271	165,562	129,480	132,769
Account: 51120 - Part-Time Salaries & Wage				
101-5040 - General Fund	71,426	65,292	77,521	64,774
204-5040 - Measure C Fund	52,861	49,961	56,271	48,105
Account 51120 Totals:	124,287	115,253	133,792	112,879
Account: 51140 - Overtime Pay 101-5040 - General Fund	407	904	4 622	4 622
204-5040 - General Fund	497	894	1,632 1,071	1,632
	26	894	·	1,071
Account 51140 Totals: Account: 51142 - StraightOT 101-5040 - General Fund	523 229	694	2,703	2,703
Account: 51150 - Special Pay	223			
101-5040 - General Fund	1,870	1,870	1,933	1,600
204-5040 - Measure C Fund			333	
Account 51150 Totals:	1,870	1,870	2,266	1,600
Account: 51200 - PARS Contribution				
101-5040 - General Fund	91	43		
204-5040 - Measure C Fund	496	509		181
Account 51200 Totals:	587	553		181
Account: 51210 - PERS Contributions				

101-5040 - General Fund	54,652	58,283	51,534	56,989
204-5040 - Measure C Fund	2,874	839	15,402	9,655
Account 51210 Totals:	57,526	59,123	66,936	66,644
Account: 51220 - FICA/Medicare				
101-5040 - General Fund	17,405	18,246	15,010	15,359
204-5040 - Measure C Fund	1,802	1,453	4,412	2,896
Account 51220 Totals:	19,207	19,699	19,422	18,255
Account: 51230 - Insurance & Benefits 101-5040 - General Fund	30,894	36,701	33,879	44,697
Account: 51240 - Workers Compensation 101-5040 - General Fund	5,391	5,980	9,995	8,401
204-5040 - Measure C Fund	1,944	854	1,666	1,400
Account 51240 Totals:	7,335	6,834	11,661	9,801
Account: 51990 - Salary Savings	7,000	0,004	11,001	0,001
101-5040 - General Fund	(3,651)	(63)	(31,452)	
204-5040 - Measure C Fund	(717)		(31,452)	
Account 51990 Totals:	(4,368)	(63)	(62,904)	
Account: 52190 - Miscellaneous Prof Svcs				
101-5040 - General Fund	2,610	1,231	3,000	1,500
Account: 52250 - Instructor Services 101-5040 - General Fund	22,233	20,818	19,000	18,000
Account: 53110 - Utilities				
101-5040 - General Fund	8,125	9,791	7,500	10,000
Account: 53230 - Building Maint Services 101-5040 - General Fund	4,717	5,725	5,000	5,000
Account: 53250 - Vehicle & Equip Maint Svc	.,	5,: 25	0,000	3,000
101-5040 - General Fund	2,109		2,000	2,500
204-5040 - Measure C Fund	6,340	4,738	3,000	7,000
Account 53250 Totals:	8,449	4,738	5,000	9,500
Account: 53260 - Janitorial Services 204-5040 - Measure C Fund			1,000	
Account: 53290 - Miscellaneous R&M Svcs			•	
101-5040 - General Fund	252		1,000	1,000
Account: 53990 - Other Property Services 101-5040 - General Fund	134	185	200	200
Account: 54210 - Telephone Expenses				
101-5040 - General Fund	723	1,578	800	1,600
Account: 54220 - Mobile/Wireless Expenses 101-5040 - General Fund	2,444	2,483	2,000	2,500
Account: 54410 - Printing & Binding				
101-5040 - General Fund	4,846	10,492	10,000	5,000
204-5040 - Measure C Fund	1,308	30		
Account 54410 Totals:	6,154	10,522	10,000	5,000
Account: 54610 - Travel & Training 101-5040 - General Fund	36	505	250	1,000
204-5040 - Measure C Fund	70	70	1,000	•
Account 54610 Totals:	106	575	1,250	1,000
Account: 54910 - Dues & Subscriptions 101-5040 - General Fund	457	361	500	500
Account: 54920 - Events & Field Trips	407	301	500	300
101-5040 - General Fund	18,086	32,438	25,000	20,000
204-5040 - Measure C Fund	3,308	516	4,000	1,020
Account 54920 Totals:	21,394	32,954	29,000	21,020
	•	*	•	,
Account: 54990 - Other Administrative Svcs				
Account: 54990 - Other Administrative Svcs 101-5040 - General Fund 204-5040 - Measure C Fund	552 76		500	500

Account 54990 Totals:	628		500	500
Account: 55110 - General Office Supplies				
101-5040 - General Fund	2,527	2,008	2,500	2,500
204-5040 - Measure C Fund		262	200	500
Account 55110 Totals:	2,527	2,270	2,700	3,000
Account: 55120 - Postage & Delivery				
101-5040 - General Fund	4,570	3,770	4,000	7,500
Account: 55130 - Photocopying Charges	4.440	000	4.500	4 000
101-5040 - General Fund	1,440	906	1,500	1,000
204-5040 - Measure C Fund	160			
Account 55130 Totals:	1,600	906	1,500	1,000
Account: 55210 - Fuel 101-5040 - General Fund	4.005	0.050	4.500	2.000
	1,635	2,053	1,500	2,000
204-5040 - Measure C Fund	6,899	8,705	8,000	9,000
Account 55210 Totals:	8,534	10,759	9,500	11,000
Account: 55230 - Medical Supplies 204-5040 - Measure C Fund			200	
Account: 55240 - Clothing & Uniform Supply				
101-5040 - General Fund			500	500
Account: 55250 - Vehicle & Equip Supplies 101-5040 - General Fund	329	29	1,000	500
Account: 55290 - Other Operating Supplies				
101-5040 - General Fund	13,455	7,338	13,000	9,000
204-5040 - Measure C Fund	1,781	1,896	18,781	2,200
Account 55290 Totals:	15,236	9,233	31,781	11,200
Account: 55520 - Building Supplies				
101-5040 - General Fund	3,165	850	3,000	2,500
Account: 56410 - Office Equipment <10K	4.400	207		500
101-5040 - General Fund	1,196	337		500
Account: 56710 - Other Equipment <10K 101-5040 - General Fund				1,000
Account: 58250 - Cash Over/Short 101-5040 - General Fund		1		
Account: 58920 - Misc Finance Expense		•		
101-5040 - General Fund	536	565	600	600
Account: 59990 101 - Operating Xfer Out-GEN				
204-5040 - Measure C Fund	11,413	27,706	28,537	29,393
Expenditure Grand Totals:	\$523,892	\$553,810	\$506,303	\$535,542

