

**Ambrose Recreation & Park District**  
**EXPENSES**  
**2022-2023**  
**Preliminary Operating Budget**

	<u>2021-2022</u> <u>Budget</u>	<u>2022-2023</u> <u>Budget</u>	
<b>GENERAL FUND</b>			
<b>Wages &amp; Benefits</b>			
General Manager	\$90,000.00	\$90,000.00	*Salary Schedule changed to reflect 2023 wage increase
Senior Accountant	\$74,000.00	\$83,000.00	(fiscal impact \$9,600)
Administrative Assistant	\$60,000.00	\$53,500.00	*last FY included
Recreation Coordinator	\$40,000.00	\$40,000.00	Debbie's payout
Part-Time Office Assistant	\$2,900.00	\$0.00	
Part-Time Custodians	\$40,000.00	\$50,000.00	
Board of Directors	\$6,500.00	\$6,500.00	
Weekend Custodians	\$5,000.00	\$5,000.00	
Overtime Wages	\$200.00	\$200.00	
Medical Insurance	\$50,000.00	\$50,000.00	
G.M.'s Medical	\$12,000.00	\$12,000.00	
Workers' Comp	\$21,300.00	\$22,000.00	
Retirement	\$3,000.00	\$3,000.00	
G.M.'s Vehicle Allowance	\$2,400.00	\$2,400.00	
Phone Allowance	\$600.00	\$600.00	
FICA/SUI/Payroll taxes	<u>\$30,000.00</u>	<u>\$32,000.00</u>	
	\$437,900.00	\$450,200.00	
<b>Administrative Expenses</b>			
Liability Insurance	\$66,350.00	\$66,350.00	
Payroll Fees	\$4,200.00	\$4,000.00	
Professional Services	\$15,000.00	\$15,000.00	
Attorney Fees	\$10,000.00	\$10,000.00	
Phones/Internet	\$5,000.00	\$5,000.00	
Office Supplies	\$4,000.00	\$5,000.00	
Debt Service (copier leases)	\$3,500.00	\$3,500.00	
Subscriptions/Dues	\$7,700.00	\$8,000.00	
Conferences (Board & GM)	\$5,000.00	\$5,000.00	
Vehicle fuel	\$600.00	\$600.00	
Publicity	\$1,000.00	\$1,000.00	
Alarms/Repairs	\$850.00	\$900.00	
Fingerprinting	\$300.00	\$300.00	
Government fees/charges	\$4,500.00	\$3,000.00	
Election	\$0.00	\$14,000.00	*election yr
Uniforms	\$500.00	\$500.00	
Credit/Debit Card Fees	\$4,000.00	\$4,000.00	
Security Guards/Rentals	\$2,000.00	\$2,000.00	
Website Fees	\$2,500.00	\$2,500.00	
Miscellaneous Expenses	<u>\$250.00</u>	<u>\$250.00</u>	
	\$137,250.00	\$150,900.00	
<b>Recreation Expenses</b>			
Supplies	\$500.00	\$500.00	
Community Garden	\$2,000.00	\$2,000.00	
Class Instructors	\$10,000.00	\$6,000.00	

Special Events	<u>\$150.00</u>	<u>\$150.00</u>
	\$12,650.00	\$8,650.00
<b>TOTAL GENERAL FUND</b>	<b>\$587,800.00</b>	<b>\$609,750.00</b>

**MAINTENANCE**

**Assessment Wages & Benefits**

Maintenance Workers	\$90,000.00	\$112,300.00	<b>*Salary Schedule changed</b>
Part-Time Maintenance Worker	\$20,000.00	\$30,000.00	<b>to reflect wage increase</b>
Overtime Wages	\$500.00	\$500.00	<b>(fiscal impact \$13,000)</b>
Assessment Payroll Taxes	<u>\$9,000.00</u>	<u>\$10,000.00</u>	
	\$119,500.00	\$152,800.00	

**Ambrose Park Expenses - Assess.**

Tools	\$200.00	\$200.00	
Equipment Repairs/Maint.	\$1,000.00	\$1,000.00	
PG&E	\$2,500.00	\$2,500.00	
Irrigation Supplies	\$3,000.00	\$3,000.00	
Turf Contract	\$17,844.00	\$17,844.00	
Building Repairs	\$1,000.00	\$1,000.00	
Alarms/Security Patrols	\$50,000.00	\$50,000.00	
Water	\$4,500.00	\$4,500.00	
Maintenance	\$5,000.00	\$5,000.00	
Supplies	\$1,000.00	\$1,000.00	
Equipment Rentals	\$2,000.00	\$2,000.00	
Janitorial Supplies	\$6,000.00	\$6,000.00	
Phones/Internet	\$3,700.00	\$1,200.00	<b>*switched phone</b>
Miscellaneous Expenses	<u>\$50.00</u>	<u>\$50.00</u>	<b>service provider</b>
	\$97,794.00	\$95,294.00	

**Community Center - Assess.**

Center Grounds

Irrigation Supplies	\$1,000.00	\$1,000.00
Maintenance	\$2,000.00	\$2,000.00
PG&E	\$1,700.00	\$1,700.00
Turf Contract	<u>\$12,504.00</u>	<u>\$12,504.00</u>
	\$17,204.00	\$17,204.00

Center Building

Tools	\$250.00	\$250.00	
Equipment Repairs	\$250.00	\$250.00	
PG&E	\$30,000.00	\$10,000.00	<b>*gas only</b>
Building Repairs	\$3,000.00	\$3,000.00	<b>(solar)</b>
Janitorial Supplies	\$6,500.00	\$5,500.00	
Supplies	\$500.00	\$500.00	
Maintenance	\$6,000.00	\$6,000.00	
Equipment Rentals	\$2,000.00	\$2,000.00	
Water	\$5,500.00	\$6,500.00	
Pest Control	\$2,600.00	\$2,800.00	
Weight Room Equipment	\$2,000.00	\$2,000.00	
Dumpsters	\$10,000.00	\$10,000.00	
Equipment/Furnishings	\$1,000.00	\$1,000.00	
Miscellaneous Expenses	<u>\$100.00</u>	<u>\$100.00</u>	
	\$69,700.00	\$49,900.00	

**Shared Park Expenses - Assess.**

Tools	\$2,000.00	\$2,000.00
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	<b>\$84,700.00</b>	<b>\$114,700.00</b>
<b>TOTAL MAINTENANCE</b>	<b>\$529,453.00</b>	<b>\$572,453.00</b>
<b><u>GRANTS/REIMB. PROGRAMS</u></b>		
<b>Teen Center General Funds</b>		
<b>Wages &amp; Benefits</b>		
Teen Center Supervisor	\$62,000.00	\$64,900.00
Teen Center Payroll Taxes	\$5,000.00	\$5,200.00
Medical Benefits	<u>\$7,100.00</u>	<u>\$7,700.00</u>
	\$74,100.00	\$77,800.00
<b>Operating Expenses</b>		
Classes	\$0.00	\$1,000.00
Special Events/Field Trips	\$0.00	\$1,000.00
Mileage	\$0.00	\$700.00
Program Supplies	\$200.00	\$1,000.00
Transportation/Excursions	\$0.00	\$1,000.00
YDLC Supplies	<u>\$0.00</u>	<u>\$600.00</u>
	\$200.00	\$5,300.00
<b>Total Teen Center General Funds Exp.</b>	<b>\$74,300.00</b>	<b>\$83,100.00 *to cover full yr</b>
<b>Koshland Grant - Youth Services Expenses</b>		
Leadership Mentoring/Tutoring	\$0.00	\$0.00
Community Service Program	\$0.00	\$0.00
Transportation/Excursions	\$0.00	\$0.00
Healthy Snacks Program	\$0.00	\$0.00
Recreation Activities	\$0.00	\$0.00
Multimedia Workshops	\$2,000.00	\$0.00
Cooking Program	\$2,000.00	\$0.00
Photography Workshops	\$1,000.00	\$0.00
Program Supplies	\$2,000.00	\$0.00
Special Events	<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Youth Services Grant Expenses</b>	<b>\$7,000.00</b>	<b>\$0.00</b>
<b>San Francisco Foundation Grant- Bay Point Youth Academy</b>		
<b>Wages &amp; Benefits</b>		
Project Coordinator	\$11,000.00	\$0.00
Program Supervisor Stipend	\$10,000.00	\$0.00
Payroll Taxes	\$1,000.00	\$0.00
Medical Benefits	\$0.00	\$0.00
Workers' Comp	<u>\$0.00</u>	<u>\$0.00</u>
	\$22,000.00	\$0.00
<b>Program Expenses</b>		
Transportation	\$3,000.00	\$0.00
Exposure/CommService	\$3,000.00	\$0.00
Mileage	\$1,500.00	\$0.00
Computer Supplies	\$1,500.00	\$0.00
Classes	\$1,000.00	\$0.00
Youth Employment Stipends	\$1,000.00	\$0.00
Program Supplies	\$4,000.00	\$0.00
Food/Snack	<u>\$3,000.00</u>	<u>\$0.00</u>
	\$18,000.00	\$0.00

<b>Total SF Foundation Grant Expenses</b>	<b>\$40,000.00</b>	<b>\$0.00</b>
<b>Koshland Fellows Discretionary Funds</b>	<u>\$0.00</u>	<u>\$0.00</u>
	<b>\$0.00</b>	<b>\$0.00</b>
<b>Recreation Grants</b>		
LMCHD Grant	\$10,000.00	\$0.00
Kaiser Grant	\$3,280.00	\$0.00
Keller-Holiday Celebrations	\$4,999.00	\$0.00
Keller-Senior Activities	<u>\$4,999.00</u>	<u>\$0.00</u>
	<b>\$23,278.00</b>	<b>\$0.00</b>
<b>TOTAL GRANTS, ETC.</b>	<b>\$144,578.00</b>	<b>\$83,100.00</b>
<b><u>CAPITAL PROJECTS/EXPENSES</u></b>		
General Fund Capital	\$179,293.00	\$94,725.00
Syserco Energy Project	\$49,602.00	\$0.00
Energy Conservation Loan	\$0.00	\$36,000.00 *energy conserv. loan
Ambrose Park Restroom Project	\$0.00	\$0.00
Lynbrook Project	\$0.00	\$0.00
Per Capita Grant	\$191,000.00	\$0.00
General Fund (Reserves)	\$64,450.00	\$0.00
Anuta Project (Prop 68 Grant)	<u>\$269,944.00</u>	<u>\$0.00</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$754,289.00</b>	<b>\$130,725.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,016,120.00</b>	<b>\$1,396,028.00</b>