



SENIOR COMMISSION AGENDA REPORT

MEETING DATE January 12, 2016

ITEM NUMBER:

SUBJECT: Senior Center Budget and Financial Analysis

DATE: December 21, 2015

FROM: Parks and Community Services/Senior Division

PRESENTATION BY: Yvette Aguilar, Senior Center Program Administrator

FOR FURTHER INFORMATION CONTACT: Yvette Aguilar @ 949-645-2356
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RECOMMENDATION

Staff recommends that the Commission receive and file this report.

BACKGROUND

In response to the Senior Commission's request to review the budget for the senior center, staff prepared the following information for the Commission's review.

ANALYSIS

The total base operating budget in FY 15/16 for the Senior Center Division of Parks and Community Services is \$902,785.

	FY 14/15 Adopted Budget	FY 15/16 Adopted Budget
Salaries and Benefits	\$0.00	\$417,023
Maintenance and Operations	*\$645,790	\$485,762
Fixed Assets	\$0.00	\$0.00
Subtotal Senior Center	\$645,790	\$902,785

**The Senior Center Program Administrator was included in the Parks and Community Services budget for FY 14/15 and was listed under administration. In FY 15/16 the position was reallocated to the Senior Center Division budget.*

Salaries and benefits allocated include the following positions:

- 1 full time Senior Center Program Administrator
- 4 part time Recreation Specialists
- 7 part time Recreation Leaders
- 1 part time Social Worker (1/2 of Salary is covered by CDBG funding)

Maintenance and Operations includes expenditures primarily for marketing, multimedia, office supplies, equipment, uniforms, utilities, janitorial, postage, communications systems, security, special events, transportation and programs.

In addition to the base budget of the senior center, the Senior Commission expenditures are delineated separately. The commission was formed in FY 2015/16 and the adopted budget is shown in this chart.

	FY 15 -16 Adopted
Salaries and Benefits	\$0.00
Maintenance and Operations	\$4,650
Fixed Assets	\$0.00
Subtotal Senior Center	\$4,650.00

The Senior Commission requested information regarding the total number of newsletters printed for mailings, postage costs and regular distribution at City sites:

Newsletter Month	# of newsletters mailed	# of newsletters for distribution (non-members)	Total mailing households	Postage costs
July 2015	1,370	300	1,368	\$347.47
August 2015	1,410	300	1,404	\$356.62
September 2015	1,480	450	1,457	\$370.08
October 2015	1,500	350	1,489	\$378.21
November 2015	1,550	380	1,528	\$388.11
December 2015	1,565	380	1,554	\$394.72
Totals:	8,875	2,160	8,800	\$2,235.21

On a monthly basis, the newsletter costs range from \$1,972 - \$2,272, which includes the printing, mailing, and extra newsletters for distribution to non-members. These costs are included in the annual Senior Center budget.

FISCAL REVIEW

No fiscal review is needed.

LEGAL REVIEW

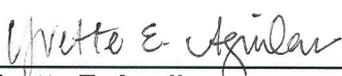
No legal review is required for this item.

ALTERNATIVES CONSIDERED

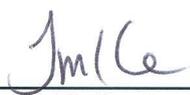
Receive and file report.

CONCLUSION

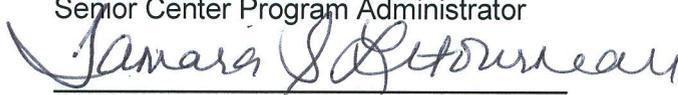
Staff recommends that the Commission receive and file this report.



Yvette E. Aguilar
 Senior Center Program Administrator



Travis M. Karlen
 Recreation Manager



Tamara S. Letourneau
 Assistant Chief Executive Officer