

**OPEN SPACE ADVISORY COMMITTEE
STAFF REPORT**

MEETING DATE: April 16, 2012

AGENDA ITEM NUMBER: 3D

STAFF: Juan F. Guzman, Open Space Manager



REQUEST: For possible action to recommend to the Board of Supervisors approval of the tentative 2012-13 budget for the Open Space portion of the Quality of Life Initiative.

GENERAL DISCUSSION: Attached for your review please see materials that relate to the tentative budget for 2012-13 for the Open Space portion of the Quality of Life Initiative. The first two pages provide a general overview of Fiscal Year 2012 and 2013 for the Park Maintenance (20%), Park Capital (40%) and Open Space (40%) of the anticipated revenue and expenses for the three Quality of Life accounts.

The second set of information specifically contains the Budget Preparation Worksheet for Fiscal Year 2013 for the Open Space Program. In order to facilitate the review of trends, the columns provide information for 2010 through 2013. This form contains all the specific budget line items used for the management of the Open Space Program. There are four (4) major categories or sections: salaries and wages, employee benefits, service and supplies, and capital outlay. The bottom line concept is used for administering each of these four sections. Staff asks that the committee pay specific attention to the budget lines that we anticipate using the most, including professional services, contractual service, maintenance, management, and fire suppression.

RECOMMENDED ACTION: I move to recommend to the Board of Supervisors approval of the tentative 2012-13 budget for the Open Space portion of the Quality of Life Initiative.

Fy 2013 Budget

	Park Maintenance	Park Capital	Open Space	Fund Total
Revenues				
Beginning Balance				
Sales Tax Revenue	15,732	124,920	124,138	264,790
Interest Income	376,473	752,946	752,946	1,882,365
Federal Grants	10,000	20,000	20,000	50,000
State Grants			0	0
Miscellaneous				0
Transferred In from Parks Maintenance			0	0
Total	0	0	0	0
	<u>402,205</u>	<u>897,866</u>	<u>897,084</u>	<u>2,197,155</u>
Expenses				
Salaries, Wages and Benefits	136,197 ✓	15,272 ✓	292,670 ✓	444,139
Services and Supplies	62,699 ✓	37,044 ✓	196,711 ✓	296,454
BMX				0
Auditorium Seating				0
New Gym				0
Centennial fields				0
Trails				0
Community Center Roof				0
Beautification				0
Rifle/Pistol Range				0
SNPLMA fuels reduction				0
NRCS grants				0
Ped & Equestrian Bridge				0
Lands Bill Implementation				0
Bently Property				0
Land Acquisition				0
Undesignated Projects			0	0
Boys & Girls Club		101,784 ✓	0	101,784
Capital Outlay	115,000 ✓			115,000
Transfer Out - General Fund				0
Transfer Out - Debt Service	72,057			72,057
Transferred to Parks Capital		643,766	357,075	1,000,841
Total	0	0	0	0
	<u>385,953</u>	<u>797,866</u>	<u>846,456</u>	<u>2,030,275</u>
Ending Balance - June 30, 2013	<u>16,252</u>	<u>100,000</u>	<u>50,628</u>	<u>166,880</u>

213,890 1,000,000 459,280

Fy 2012 Estimated

	Park Maintenance	Park Capital	Open Space	Fund Total
Revenues				
Beginning Balance				
Sales Tax Revenue	92,157	6,432,028	2,419,291	8,943,476
Interest Income	365,507	731,016	731,016	1,827,539
Federal Grants	20,000	40,000	40,000	100,000
State Grants			1,329,523	1,329,523
Miscellaneous				0
Transferred In from Parks Maintenance			35	35
Total	0	0	0	0
	<u>477,664</u>	<u>7,203,044</u>	<u>4,519,865</u>	<u>12,200,573</u>
Expenses				
Salaries, Wages and Benefits	134,920	15,272	302,304	452,496
Services and Supplies	125,102	51,022	456,953	633,077
BMX		61,539		61,539
Auditorium Seating		68,994		68,994
New Gym		5,880,958		5,880,958
Centennial fields		115,771		115,771
Trails		23,458		23,458
Community Center Roof		275,000		275,000
Beautification		28,714		28,714
Rifle/Pistol Range		22,930		22,930
SNPLMA fuels reduction			372,626	372,626
NRCS grants			300,697	300,697
Ped & Equestrian Bridge			40,924	40,924
Lands Bill Implementation			534,288	534,288
Bently Property			656,200	656,200
Land Acquisition			1,374,624	1,374,624
Undesignated Projects	24,247	0	0	24,247
Boys & Girls Club	106,000			106,000
Capital Outlay				0
Transfer Out - General Fund	71,663			71,663
Transfer Out - Debt Service		534,466	357,111	891,577
Transferred to Parks Capital		0	0	0
Total	<u>461,932</u>	<u>7,078,124</u>	<u>4,395,727</u>	<u>11,935,783</u>
Ending Balance - June 30, 2012	<u>15,732</u>	<u>124,920</u>	<u>124,138</u>	<u>264,790</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 10 ACTUALS	FY 11 ACTUALS	FY12 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2012	TENTATIVE FY 2013	FINAL FY 2013
Salaries and Wages								
254-5047-452.01-01	SALARIES	190,944	183,956	187,337	117,405	188,691	180,072	0
254-5047-452.01-02	HOURLY/SEASONAL	18,566	27,496	25,000	32,200	35,000	35,000	0
254-5047-452.01-04	SHIFT DIFFERENTIAL	522	259	0	100	0	0	0
254-5047-452.01-06	MANAGEMENT LEAVE PAY	5,420	4,600	0	3,292	0	0	0
254-5047-452.01-07	ANNUAL LEAVE PAY	361	0	0	0	0	0	0
254-5047-452.01-11	OVERTIME	613	215	0	0	0	0	0
254-5047-452.01-12	CALL BACK PAY	13	7	0	330	0	0	0
254-5047-452.01-13	STANDBY PAY	0	3	0	0	0	0	0
254-5047-452.01-14	F L S A	17	6	0	5	0	0	0
254-5047-452.01-16	HOLIDAY PAY	48	0	0	0	0	0	0
* Salaries and Wages		216,504	216,542	212,337	153,332	223,691	215,072	0
EMPLOYEE BENEFITS								
254-5047-452.02-25	MEDICARE	2,905	2,824	3,116	1,779	3,270	3,144	0
254-5047-452.02-30	RETIREMENT	40,973	39,884	43,356	28,129	43,463	41,665	0
254-5047-452.02-46	GROUP INSURANCE	24,387	22,828	24,726	15,578	23,561	24,601	0
254-5047-452.02-42	DISABILITY INSURANCE	278	278	277	185	279	252	0
254-5047-452.02-50	WORKERS' COMPENSATION	3,712	3,016	3,795	1,506	2,053	1,997	0
254-5047-452.02-60	EDUCATION INCENTIVE	100	0	0	0	0	0	0
254-5047-452.02-66	POUL WEATHER ALLOWANCE	60	15	15	30	30	30	0
254-5047-452.02-70	CAR ALLOWANCE	4,502	4,502	4,497	2,933	4,522	4,497	0
254-5047-452.02-71	PHONE ALLOWANCE	0	973	1,509	957	1,435	1,412	0
* EMPLOYEE BENEFITS		76,917	74,320	81,291	51,097	78,613	77,598	0
SERVICE AND SUPPLIES								
254-5047-452.03-05	LANDS BILL CONVEYANCE	0	50,000	0	20,951	0	0	0
254-5047-452.03-09	PROFESSIONAL SERVICES	32,529	74,614	60,000	27,305	60,000	20,000	0
254-5047-452.03-30	TRAINING	2,490	317	3,000	1,826	3,000	3,000	0
254-5047-452.03-49	CONTRACTUAL SERVICE	12,240	0	15,000	4,440	15,000	10,000	0
254-5047-452.03-62	UNEMPLOYMENT COMPENSATION	0	2,283	0	0	0	0	0
254-5047-452.04-35	VEHICLE REPAIR & MAINT	0	125	0	0	0	0	0
254-5047-452.04-50	MAINTENANCE/MANAGEMENT	46,810	64,576	176,595	35,266	176,595	15,000	0
254-5047-452.04-51	FIRE SUPPRESSION	0	0	100,000	0	100,000	100,000	0
254-5047-452.04-52	HORSECREEK STEWARD/MGMT	0	2,125	47,875	1,400	47,875	0	0
254-5047-452.05-42	PRINTING / ADVERTISING	119	0	500	26	500	500	0
254-5047-452.05-45	MEMBERSHIP / PUBLICATIONS	1,731	851	1,000	341	1,000	1,000	0
254-5047-452.05-80	TRAVEL	2,873	1,250	5,375	4,070	5,375	5,375	0
254-5047-452.06-01	OFFICE SUPPLIES	2,835	2,400	4,000	2,376	4,000	4,000	0
254-5047-452.06-02	POSTAGE / SHIPPING	188	14	500	98	500	500	0
254-5047-452.06-25	OPERATING SUPPLIES	1,787	4,757	2,000	1,233	2,000	2,000	0
254-5047-452.06-45	BOOKS / PERIODICALS	0	0	250	0	250	250	0
254-5047-452.06-60	VEHICLE FUEL/OIL	862	921	1,000	575	1,000	1,000	0
254-5047-452.06-88	OPEN SPACE TRAILS	0	600	0	0	0	0	0
254-5047-452.07-10	TELEPHONE	3,017	1,048	1,500	62	1,500	1,500	0
254-5047-452.07-26	WATER CHARGES	0	35	0	0	0	0	0

PREPARED 03/12/12, 08:44:45
PROGRAM GM601L

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2013

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ACCOUNTING PERIOD 08/2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 10 ACTUALS	FY 11 ACTUALS	FY12 ADJUSTED BUDGET	Y-T-D ACTUALS	ESTIMATED FY 2012	TENTATIVE FY 2013	FINAL FY 2013
254-5047-452.09-01	ISC: GENERAL FUND	68,526	45,021	35,262	0	35,262	29,334	0
254-5047-452.09-50	FLEET MANAGEMENT	3,000	3,105	3,096	3,096	3,096	3,252	0
254-5047-452.12-04	NRCS GRANT	3,000	0	0	0	0	0	0
254-5047-452.12-05	NRCS 68-9327-8-02	1,969	0	0	0	0	0	0
254-5047-452.12-20	SNPLMA FUELS REDUCTION	38,050	20,691	372,626	0	0	0	0
*	SERVICE AND SUPPLIES	222,026	274,733	829,579	7,223	372,626	0	0
	CAPITAL OUTLAY				110,288	829,579	196,711	0
254-5047-452.65-02	PED & EQUESTRIAN BRIDGE	0	0	50,000	40,924	40,924	0	0
254-5047-452.65-88	NRCS 68-9327-9-04	30,120	211,907	0	0	0	0	0
254-5047-452.65-90	NRCS 68-9327-10-13	0	36,187	301,314	300,697	300,697	0	0
254-5047-452.74-01	LAND ACQUISITION	3,710,787	3,153,972	1,374,624	880,427	1,374,624	0	0
254-5047-452.74-05	LANDS BILL IMPLEMENTATION	0	15,713	534,288	9,691	534,288	0	0
254-5047-452.74-06	BENTLY PROP ACQUISITION	0	0	656,200	558,375	656,200	0	0
254-5047-452.78-05	NRCS 68-9327-8-02	93,149	0	0	0	0	0	0
254-5047-452.78-12	FULSTONE/LOMPA WETLANDS	87	194,913	0	0	0	0	0
254-5047-452.78-13	FULSTONE OPEN SP FUNDS	0	49,615	0	0	0	0	0
*	CAPITAL OUTLAY	3,834,143	3,662,307	2,916,426	1,790,114	2,906,733	0	0
**	OPEN SPACE	4,349,590	4,227,902	4,039,633	2,104,831	4,038,616	489,381	0
***	PARKS AND RECREATION	5,419,273	4,657,264	10,975,341	2,743,039	10,972,543	957,377	0