

## Proposed New Budget Document Contents (Draft)

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# ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

## MISSION STATEMENT

Provides the overall management and administration of the District in support of the organization's mission and goals.

## CORE FUNCTIONS

- Provide financial management, budgeting, and accounting services.
- Administer Human Resources Programs and coordinate employee relations activities.
- Provide Information Technology services.
- Provide office management and public reception/customer service at the Administrative Office.

## MAJOR WORKPLAN ITEMS FOR FY2015-16

- Develop a Business Continuity Plan to provide guidelines for how the District will continue essential business operations and services in the event of an emergency, natural disaster, or other unforeseen event.
- Develop an Information Technology Strategic Plan to guide the growth and development of the District's IT infrastructure and software.
- Implement Human Resources modules of the District's Integrated Accounting and Finance System (IAFS).
- Complete implementation of new document management system and interface with the District's IAFS and convert identified District historical documents to digital format (\$100,000).

## FY2015-16 DEPARTMENT BUDGET

<b>ADMINISTRATIVE SERVICES DEPARTMENT BUDGET</b>	<b>FY2013-14 Actuals</b>	<b>FY2014-15 Midyear Budget</b>	<b>FY2015-16 Proposed Annual Budget</b>	<b>\$ Change from FY2014-15 Midyear Budget</b>	<b>% Change from FY2014-15 Midyear Budget</b>
Salaries and Benefits	1,353,563	1,722,442		(1,722,442)	-100%
Services and Supplies	726,736	739,900		(739,900)	-100%
Subtotal: Operating Budget	2,080,299	2,462,342	-	(2,462,342)	-100%
Capital	7,692	71,200		(71,200)	-100%
<b>Total Department Budget</b>	<b>2,087,991</b>	<b>2,533,542</b>	<b>-</b>	<b>(2,533,542)</b>	<b>-100%</b>
<b>Total FTE</b>	<b>11.25</b>	<b>13.75</b>		<b>-13.75</b>	<b>-100%</b>

## REAL PROPERTY DEPARTMENT SUMMARY

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### MISSION STATEMENT

Purchase or otherwise acquire interest in the maximum feasible area of strategic open space land; link District open space lands with federal, state, county, city parklands, and watershed lands.

### CORE FUNCTIONS

- Provide comprehensive land conservation planning and analysis to guide the land purchase program.
- Monitor and protect the District’s public open space property interests (including fee and easement interests).
- Manage revenue-producing properties.
- Create and take advantage of opportunities to conserve the greenbelt, foothills, and baylands.
- Maintain neighbor, conservation partner and agency relationships.

### MAJOR WORKPLAN ITEMS FOR FY2015-16

- Ravenswood Bay Trail Easements
- La Honda Event Center and Apple Orchard (MAA)
- Lehigh Easement for Quarry Trail (MAA)
- Alpine Ranch Partnership (MAA)
- Moody Gulch (MAA)
- Land purchases in Sierra Azul (MAA)
- Hendrys Creek Rehabilitation (MAA)
- Madonna Creek Agricultural Well (MAA)
- Upper Alpine Road (MAA)

### FY2015-16 DEPARTMENT BUDGET

REAL PROPERTY DEPARTMENT BUDGET	FY2013-14 Actuals	FY2014-15 Midyear Budget	FY2015-16 Proposed Annual Budget	\$ Change from FY2014-15 Midyear Budget	% Change from FY2014-15 Midyear Budget
Salaries and Benefits	732,209	856,402		(856,402)	-100%
Services and Supplies	74,380	129,550		(129,550)	-100%
Subtotal: Operating Budget	806,589	985,952	-	(985,952)	-100%
Land & Associated Costs	4,091,431	9,354,000		(9,354,000)	-100%
Property Management	223,783	470,550		(470,550)	-100%
Debt Service	8,858,244	8,893,601		(8,893,601)	-100%
<b>Total Department Budget</b>	<b>13,980,047</b>	<b>19,704,103</b>	-	<b>(19,704,103)</b>	<b>-100%</b>
<b>Total FTE</b>	<b>5.00</b>	<b>6.00</b>		<b>-6.00</b>	<b>-100%</b>

## PUBLIC RECREATION AND ACCESS

**Project:** Staging Area and Trail Improvements - Phase III/IV Oljon Trail  
**Location:** El Corte de Madera OSP  
**Measure AA:** AA04 - El Corte de Madera Creek: Bike Trail and Water Quality Projects  
**Department:** Planning  
**Purpose:** Continues Phases III and IV of overall staging area and trails project.  
**FY15-16 Scope:** Complete trail design and permitting for Phase III/IV trails. Complete Phase II culvert and Phase IV puncheon permitting. \$15K plan preparation/consultant fees. \$5K permit fee. If time allows, complete "No Parking" signage component of staging area project, including County Board of Supervisor and Caltrans approval.  
**Operating Impact:** No additional staffing is required. A small increase in trail maintenance costs may result.

Budget								Beyond	Total
2015-16	2016-17	2017-18	2018-19	2019-20	5-Year Total	5-Year	5-Year	Project	
53,000	27,000	0	0	0	80,000	0		80,000	

  

Funding Source								
Measure AA	50,000	27,000	0	0	0	77,000	0	77,000
General Fund	3,000	0	0	0	0	3,000	0	3,000
<b>Total</b>	<b>53,000</b>	<b>27,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>80,000</b>

**Project:** Mount Umunhum Public Access - Bald Mountain to Summit Trail  
**Location:** Sierra Azul OSP  
**Measure AA:** AA23 - Sierra Azul: Mount Umunhum Public Access and Interpretation Projects  
**Department:** Operations  
**Purpose:** Provide public multi-use trail access (hiking, biking, equestrian) from new Bald Mtn Staging Area to Mt. Umunhum summit  
**FY15-16 Scope:** Construct a trail connection between the Umunhum summit and the Bald Mountain staging area. Trail construction will be completed in segments over three years. Partially funded by a grant from the State Coastal Conservancy.  
**Operating Impact:** An additional 1.0 Ranger and 1.0 Open Space Technician will be needed to patrol and maintain the trail, summit, and staging area.

Budget								Beyond	Total
2015-16	2016-17	2017-18	2018-19	2019-20	5-Year Total	5-Year	5-Year	Project	
13,000	6,000	6,000	0	0	25,000	0		25,000	

  

Funding Source								
Measure AA	3,000	5,000	5,000	0	0	13,000	0	13,000
General Fund	5,000	1,000	1,000	0	0	7,000	0	7,000
Grant	5,000	0	0	0	0	5,000	0	5,000
<b>Total</b>	<b>13,000</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>

**PUBLIC RECREATION AND ACCESS (Cont'd)**

Project: Replace Lower Purisima Creek Restroom  
 Location: Purisima Creek Redwoods OSP  
 Measure AA: N/A  
 Department: Operations  
 Purpose: Provide safe, clean restroom for public use  
 FY15-16 Scope: Demolish and dispose of existing restroom and vault and replace with new restroom  
 Operating Impact: N/A

Budget								
	2015-16	2016-17	2017-18	2018-19	2019-20	5-Year Total	Beyond 5-Year	Total Project
	35,000	0	0	0	0	35,000	0	35,000
Funding Source								
General Fund	35,000	0	0	0	0	35,000	0	35,000
<b>Total</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>