


Santa Clara County Open Space Authority

 <p>Final Budget FY 2015/2016 Board Approved 6/11/2015</p>	Approved FY 2014-2015 Budget	Proposed FY15/16 District One	Proposed FY15/16 Reserve	Proposed FY15/16 Grants & Other Sources	Proposed FY15/16 Measure Q	Proposed FY15/16 Budget TOTAL
ESTIMATED BALANCES AS OF 6/3/2015		8,310,367	20,176,114			28,486,481
20% Funding Allocation		-2,493,967				-2,493,967
Capital Reserve Fund			-14,000,000			-14,000,000
Total Estimated Available Funds		5,816,400	6,176,114	0	0	11,992,514


Revenue

Total Revenue Sources	7,854,500	4,184,509	2,470,000	0	3,962,000	10,616,509
Total Land Management Income	46,000	0	0	286,000	0	286,000
Total Miscellaneous Income	2,000	0	0	8,250	0	8,250
Total Estimated Revenue	7,902,500	4,184,509	2,470,000	294,250	3,962,000	10,910,759


Expense

ADMINISTRATION						
Payroll						
Total Payroll	696,914	849,026	0	0	98,443	947,469
Total Benefits and Employee Expenses	274,945	405,433	0	0	0	405,433
Total Accounting	28,400	22,035	0	0	0	22,035
Business Insurance						
Total Business Insurance	89,100	116,400	0	0	0	116,400
Total Conferences & Training	14,000	31,375	0	0	0	31,375
Total Election Expense	1,700,000	0	0	0	0	0
Total Engineering and Legal Notices	67,600	33,300	0	0	0	33,300
Total Human Resources	38,500	116,875	0	0	0	116,875
Total Legal Counsel	355,000	265,000	0	0	15,000	280,000
Total Measure Q Expenditure Oversight Committee	0	0	0	0	1,900	1,900
Total Memberships and Library	30,000	37,375	0	0	0	37,375
Total Occupancy	171,296	197,400	0	0	0	197,400

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Total Outside Services	165,000	254,450	0	0	15,000	269,450
Total Supplies and Consumables	53,250	164,300	219,000	0	0	383,300
Total Utilities	8,200	12,900	0	0	0	12,900
Total Board of Directors	28,196	47,846	0	0	0	47,846
Total ADMINISTRATION	3,720,401	2,553,715	219,000	0	130,343	2,903,058
COMMUNITY ENGAGEMENT						
Total Payroll	310,453	446,983	0	0	47,167	494,150
Total Benefits and Employee Expenses	101,488	230,530	0	0	0	230,530
Total Conferences & Training	16,200	16,000	0	0	0	16,000
Total Memberships and Library	0	35,250	0	0	0	35,250
Total Outside Services	305,000	309,000	0	0	100,000	409,000
Total Media/Communications	145,000	130,000	0	0	0	130,000
Total Supplies & Consumables	10,000	60,100	0	0	0	60,100
Total Education and Interpretive Services	33,000	19,000	0	0	40,000	59,000
Total Outreach and Event Services	93,000	88,000	0	0	0	88,000
Total Volunteer Services	10,500	15,000	0	0	0	15,000
Total COMMUNITY ENGAGEMENT	1,024,641	1,349,863	0	0	187,167	1,537,030
FIELD OPERATIONS						
Total Payroll	686,302	857,703	0	0	169,629	1,027,332
Total Benefits and Employee Expenses	309,468	470,650	0	0	0	470,650
Total Conferences & Training	14,700	12,200	0	0	0	12,200
Total Fleet Maintenance	74,250	92,500	0	0	0	92,500
Total Memberships & Library	700	10,300	0	0	0	10,300
Total Occupancy	66,400	52,000	0	0	0	52,000
Total Outside Services	179,000	260,000	0	0	0	260,000
Total Resource Mgmt Supplies & Equip	148,100	147,100	0	0	0	147,100
Total Small Tools & Equipment	47,250	56,750	0	0	0	56,750
Total Supplies & Consumables	22,050	22,100	0	0	0	22,100
Total Utilities	21,880	29,640	0	0	0	29,640
Total Mitigation Land Management	40,000	63,000				63,000

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	Total FIELD OPERATIONS	1,610,100	2,073,943	0	0	169,629
PLANNING						
Total Payroll	263,953	509,126	0	0	124,156	633,282
Total Benefits and Employee Expenses	138,789	348,053	0	0	0	348,053
Total Conferences & Training	5,000	18,500	0	0	0	18,500
Total Memberships and Library	3,350	6,400	0	0	0	6,400
Total Outside Services	115,000	0	0	0	155,000	155,000
Total Regional Planning & Collaboration	25,000	0	0	0	2,500	2,500
Total Supplies & Consumables	7,600	13,750	3,000	0	0	16,750
Total PLANNING	558,692	895,829	3,000	0	281,656	1,180,485
AQUISITIONS & CAPITAL PURCHASES						
Total Land- Purchases	6,270,000	152,500	1,500,000	0	2,040,000	3,692,500
Total Capital and Structural Improvements	2,055,000	150,000	510,000	0	1,318,300	1,978,300
Total Capital Purchases	100,000	96,000	0	0	0	96,000
Total AQUISITIONS & CAPITAL PURCHASES	8,425,000	398,500	2,010,000	0	3,358,300	5,766,800
TOTAL EXPENSES	15,338,834	7,271,850	2,232,000	0	4,127,095	13,630,945

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ADMINISTRATION				
Office Administration, Finance, Human Resources, Clerk of the Board, IT				
Dept	Project Name	Project Description	Team	
ADM	Engage Financial Consultant	Engage the services of a financial and investment consultant/Controller – Identify investment opportunities, borrowing strategies, make recommendations, maximize revenues.	L. Monack A. Mackenzie	
ADM	Board Packet Automation	Obtain Board and Management Staff tablets for meetings. Board documents online implementation. Training and understanding of process and use policy. <ul style="list-style-type: none"> • Software/Cloud Subscription, System Implementation, Process Development, Training, Hardware/Tablets, Website Integration Dev 	K. Guerra L. Monack	
ADM	Project Management System Implementation	Install, train and implement all policies and processes related to new project management system -- Expected completion 11/30/2015 <ul style="list-style-type: none"> • Development of Project Tracking Process • Implement Project Management System • Includes software, report building, QuickBooks integration 	Accounting/ Finance Analyst, L. Monack	
ADM	Human Resources Gap Assessment and Implementation	Engage Human Resources Consultant to review all HR related policies, process, practices including EE Handbook, Sick Leave, Evaluations, Leave Time, Personnel Files. Make recommendations for improvement. Develop, prioritize and implement improvement plan. Assessment Completion 9/1/2015 Improvements ongoing thereafter.	L. Monack Off & HR Administrator	
ADM	Records Management	Audit archived records. Identify records for removal/destruction. Provide recommendation for implementation of destruction plan. <ul style="list-style-type: none"> • Includes: Software & Hardware, Consulting Services, Process Development Update Policy 	K. Guerra	
ADM	Measure Q Expenditure Oversight Committee	Policy Implementation, Recruitment and Orientation of members of new MQEOC committee. Expected completion 11/19/2015.	L. Monack K. Guerra	
ADM	33 Las Colinas Move and IT, Furnishings, Equipment	Move, IT set up, furnishing and office equipment. Expected completion 6/30/2016. <ul style="list-style-type: none"> • Includes: Moving Company, Furniture, NEW Copier and Copy Room, IT infrastructure installed, A/V equipment, Meeting room furniture, Board Room furniture, Cubicles, Work Areas, Kitchen, Telephone system install 	Office & HR Admin L. Monack A. Shields Admin Assist	



COMMUNITY ENGAGEMENT				
Community Relations, Education, Volunteers, Legislative Affairs				
Dept	Project Name	Project Description	Team	
CET	Community Relations	Intentional cultural relevance: learn more about our public, engage them: <ul style="list-style-type: none"> • Hire consultant(s) to research demographics, map them, plan our path of action, attend conferences, briefings, report out. • Develop and implement a community engagement plan specifically to support the creation of an urban open space program. 	M. Landgraf	
CET	Customer Relationship Management (CRM) Database	Merge several spreadsheets into one CRM for all OSA contacts. Hire consultant, buy CRM software and maintenance contract.	M. Landgraf P. Eaton +Task Force	
CET	Website Overhaul	Update entire website: appeal, content, mobility, updatability, volunteer portal, link to CRM database	P. Eaton M. Landgraf	
CET	Social Media Expansion	Research, implement most effective, relevant social media channels, ads and promotions. Will include informing our choices via outside expertise.	P. Eaton M. Landgraf	
CET	Ethnic, Broadcast Media Expansion	Significantly expand reach to new audiences through ethnic media ads and advertorials, relationship building. Also support for relevant broadcast media such as OpenRoad.	P. Eaton	
CET	Translation Services	Translation into priority non-English languages spoken in our communities for print and online media.	P. Eaton	
CET	Event Services	Family Harvest Feast in Coyote Valley plus three other opening/public celebratory events as needed.	D. Litwin	
CET	Environmental Education Partner Support	Provide lift to successful or promising education programs provided by partner organizations (e.g. WERC), and in identified areas of need.	T. Rogoway	
CET	Mobile Environmental Education Center	Research options for mobile environmental education center, develop budget and implementation plan	M. Landgraf T. Rogoway	

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PLANNING				
Acquisition, Capital Improvements, Resource Management, Public Access				
Dept	Project Name	Project Description		Team
PLN	UTC Coyote Ridge Acquisition	Complete the WCB tax credit donation process; complete the conservation easement, management plan, and funding agreement to enroll the Preserve into the VHA Reserve System; administer the 7 grants.		M. Freeman D. Neumann G. Basson J. Garretson
PLN	33 Las Colinas – OSA Administrative Headquarters Build-out	Plan, design, and construct building improvements necessary to co-locate Admin and Field Staff at 33 Las Colinas.		G. Coony L. Monack
PLN	Coyote Valley Pilot Payment for Ecosystem Service Program	Evaluate feasibility & benefits of resource management scenarios and green infrastructure projects in conjunction with SCVWD and Stanford's Natural Capital Project.		Andrea M. J. Smith G. Basson
PLN	Coyote Valley Open Space Preserve Public Access Improvements	Complete Phase I improvements (equestrian lot); Phase II (plan, design, & permit ADA trail and Outdoor Learning Center, and bridge). Develop project interpretive elements		R. Santos D. Neumann J. Perez M. Landgraf
PLN	Sierra Vista Open Space Preserve Public Access Improvements	Plan, design, permit, construct trail within Alum Rock Falls easement; construct gravel permit parking lot for use by equestrians and grazing tenant		R. Santos D. Neumann
PLN	Uvas Creek OSP Public Access Improvements	Plan, design, and construct permit-based parking area, upgrade existing trails, install signage.		J. Perez R. Santos G. Basson D. Neumann
PLN	Coyote Ridge OSP Public Access Planning	Plan and design staging area, trails, and other public amenities.		G. Coony J. Perez R. Santos G. Basson
PLN	Develop Urban Open Space Grant Program	Develop Measure Q grant program guidelines with the Ad Hoc Committee, select advisors, and with broad community input, aiming to release an RFP by June 2016.		M. Freeman M. Landgraf Grant Admin
PLN	El Toro Public Access	Secure rights to construct public staging area at West Hills Church or in vicinity; complete planning, design, and CEQA evaluation.		Contract PM M. Freeman A. Mackenzie D. Neumann

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	PLN	Dexter Canyon Bridge	Plan, design, and engineer replacement bridge to maintain emergency fire access to Palassou.		G. Coony
	PLN	Diablo Foothills Watershed Restoration	Permit and construct project to address severe erosion and gullyng, and restore hydrologic and habitat conditions. Partially grant-funded by USFWS.		G. Basson D. Neumann
	PLN	Coyote Valley South Meadow Enhancement Project	Complete planning, design, and CEQA compliance for this grant-funded project to enhance habitat and hydrologic conditions at an 8.5-acre meadow site.		J. Smith G. Basson M. Freeman D. Neumann
	PLN	Pajaro River Agricultural Preserve Management and Restoration Plan	Identify opportunities to restore habitat along the Pajaro River in balance with agricultural viability and floodplain preservation. Prepare initial plans and specs and seek grant funding for implementation.		M. Freeman G. Basson J. Smith
	PLN	5-year Resource Management Strategy	Catalog and prioritize resource management projects and initiate a 5-year strategic plan for resource management.		G. Basson D. Neumann M. Freeman

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FIELD OPERATIONS				
Land Management, Maintenance, Trail and Capital Project Construction				
Dept	Project Name	Project Description		Team
FO	Blair Barn Improvements	Continue safety / earthquake improvements for use as a public facility		D Neumann M Robinson
FO	Furtado House Improvements	Start safety / earthquake improvements, inspections and upgrade to public facility		M Robinson D Neumann
FO	Grazing Infrastructure Improvements	Improve water distribution systems at: RCDO OSP, SV OSP, Diablo Foothills OSP Assess and start construction of needed improvements at Coyote Ridge OSP (water and fencing)		M Robinson D Neumann G Basson D Tharp
FO	Palassou Stone House Inspection	Detailed assessment of stone house and recommended improvements for stabilization		M Robinson D Neumann
FO	Coyote Ridge OSP	Replace culverts, repair/reroute roads, emergency road stabilization		D Tharp M Robinson D Neumann