



REGIONAL PARK AND OPEN SPACE DISTRICT

***FY15-16 BUDGET KICKOFF***

*November 18, 2014*

# BUDGET CALENDAR

- ✓ NOV 18 Budget Kickoff
- ✓ JAN 9 CIP Requests DUE
- ✓ JAN 22 Budget Workbooks ready
- ✓ FEB 20 Budget Workbooks DUE



# BUDGET WORKBOOKS

✓ JAN 22      Budget Workbooks ready

- Executive Admin
- Business Operations
- Interpretive
- Regional Parks
- Community Parks & Centers
- Recreation
- Natural Resources
- Planning & CIP



# EXPENDITURE WORKBOOKS



REGIONAL PARKS & OPEN SPACE DISTRICT  
EXPENDITURE BUDGET FY 2014-15

## PROGRAM SUMMARY ~ Business Operations



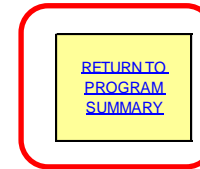
AREA	FY12-13	FY13-14			FY14-15	
	ACTUAL TOTAL	BUDGET	ACTUAL @ 12/31/2014	PROJECTED ADDITIONAL	PROJECTED TOTAL	REQUESTED BUDGET
BUSINESS OPERATIONS	2,937,154	1,011,615	490,834	-	490,834	-
FINANCE	685,693	676,072	340,467	-	340,467	-
FISH & GAME COMMISSION	2,064	4,000	48	-	48	-
GRANTS & CONTRACTS	115,256	265,217	60,968	-	60,968	-
HUMAN RESOURCES	280,533	268,773	130,328	-	130,328	-
INFORMATION TECHNOLOGY	99,096	236,341	71,228	-	71,228	-
MARKETING	117,201	162,637	67,228	-	67,228	-
PARKS FACILITY MAINTENANCE	292,042	201,197	92,847	-	92,847	-
VOLUNTEER MANAGEMENT	8,902	83,620	19,829	-	19,829	-
<b>Program Total</b>	<b>\$ 4,537,940</b>	<b>\$ 2,909,472</b>	<b>\$ 1,273,777</b>	<b>\$ -</b>	<b>\$ 1,273,777</b>	<b>\$ -</b>



**REGIONAL PARKS & OPEN SPACE DISTRICT**  
**EXPENDITURE BUDGET FY 2014-15**

PROGRAM: Business Operations  
 AREA: Finance

**AREA BUDGET ~ Finance**



Fund	DeptID	Class	Account	Account Name	ACTUAL FY12-13	CURRENT BUDGET	TOTAL FY13-14		GRAND TOTAL	BUDGET FY14-15	DESCRIPTION
							YTD ACTUAL @ 12/31/13	PROJECTED ADDITIONAL			
25400	931240		510000	Salaries & Benefits	535,910	524,472	277,048		277,048		
			520230	Cellular Phone	1,175	1,000	503		503		
			520250	Communications Equip-Install	89	-	125		125		
			520260	Computer Lines	106	-	27		27		
			520320	Telephone Service	3,032	2,500	195		195		
			523100	Memberships	420	300	-		-		
			523230	Miscellaneous Expense	126	-	-		-		
			523290	Bank Charges	-	-	291		291		
			523620	Books/Publications	204	200	28		28		
			523640	Computer Equip-Non Fixed Asset	14	-	8		8		
			523660	Computer Supplies	210	-	-		-		
			523700	Office Supplies	2,717	1,500	1,657		1,657		
			523760	Postage-Mailing	764	1,300	120		120		
			523780	Printed Forms	288	500	109		109		
			523840	Computer Equipment-Software	725	-	763		763		
			524560	Auditing And Accounting	8,234	14,000	15,023		15,023		
			524840	Fingerprinting Services	64	-	32		32		
			525060	Medical Examinations-Physicals	114	-	114		114		
			525080	Temp Assist Pool Svcs	2,292	-	818		818		
			525300	OASIS Processing- Financials	80,606	70,000	34,239		34,239		
			526940	Locks/Keys	82	-	16		16		
			527840	Training-Education/Tuition	924	300	20		20		
			528080	Labor	645	-	-		-		
			528140	Conference/Registration Fees	-	-	20		20		
			528980	Meals	-	-	26		26		
			529010	Parking Validation	36	-	-		-		
			529040	Private Mileage Reimbursement	185	-	12		12		
			536760	Interfund Exp-Audit & Acctg Fee	43,579	60,000	8,944		8,944		
			536761	Interfund Exp-Payroll Services	-	-	175		175		
			537020	Interfund Exp-Legal Services	57	-	-		-		
			537080	Interfund Exp-Miscellaneous	3,095	-	145		145		
			537090	Interfund Exp-Personnel Svcs	-	-	10		10		
<b>Grand Total</b>					685,693	676,072	340,467	-	340,467	-	



**520800 Household Expense**

520800 Household Expense  
526930 Flashlights/Batteries/Bulbs

**521740 Maint - Parts**

521740 Maint - Parts  
521760 Maint - Tires  
521780 Maint - Batteries

**522340 Maint - Rec Facilities**

522340 Maint - Rec Facilities  
527700 Recreation Supplies

**521540 Maint - Office Equipment**

521540 Maint - Office Equipment  
523620 Books/Publications  
523700 Office Supplies

**523800 Printing/Binding**

523800 Printing/Binding  
523720 Photocopying  
523780 Printed Forms  
523800 Printing/Binding

**527140 Welding Supplies**

527140 Welding Supplies  
527160 Shop Supplies

**526940 Locks/Keys**

526940 Locks/Keys  
527720 Safety-Security Supplies

# EXPENDITURE ACCOUNTS

- “Common Language” Consolidating
- Financial Reporting
- Purchasing Efficiency



# Expenditure Research

Simpler3.0 - <http://financials3.auditorcontroller.org/login.html>

Query		SimplerSystem						
Expenditure Balances		Page 1 of 1						
Criteria: As Of = 11/30/2014								
Account	Title	12/30/2013 Month-To-Date Actual	1/30/2014 Month-To-Date Actual	2/28/2014 Month-To-Date Actual	3/30/2014 Month-To-Date Actual	4/30/2014 Month-To-Date Actual	5/30/2014 Month-To-Date Actual	6/30/2014 Month-To-Date Actual
520025	Water Bacterial Testing	0.00	0.00	0.00	0.00	0.00	0.00	280.00
520115	Uniforms-Replacement Clothing	107.98	0.00	250.48	0.00	448.27	0.00	238.67
520220	County Radio 700 MHz System	0.00	0.00	0.00	0.00	613.53	1,939.37	1,988.76
520230	Cellular Phone	164.03	271.08	0.00	171.90	236.72	0.00	349.22
520260	Computer Lines	6.76	6.76	6.76	0.00	0.00	20.28	20.28
520270	County Delivery Services	0.00	0.00	297.16	0.00	0.00	0.00	0.00
520320	Telephone Service	161.64	282.98	212.65	223.30	231.50	212.52	235.09
520330	Communication Services	173.58	379.31	68.03	355.35	211.79	68.04	330.40
520800	Household Expense	76.76	75.01	23.78	4,629.15	0.00	0.00	2,751.90
520845	Trash	1,829.15	2,594.18	2,195.69	2,536.38	3,437.46	3,292.03	4,306.88
521320	Maint-Boat	0.00	0.00	0.00	0.00	585.18	638.43	661.20
521420	Maint-Field Equipment	988.43	0.00	268.88	437.82	100.84	146.59	3,867.76
521500	Maint-Motor Vehicles	242.61	243.13	0.00	0.00	1,246.05	8.74	1,664.23
521600	Maint-Service Contracts	4,921.54	0.00	0.00	0.00	7,654.76	8,820.00	0.00
521740	Maint-Parts	0.00	0.00	0.00	46.40	0.00	26.94	1,040.69
521760	Maint-Tires	0.00	29.07	0.00	0.00	0.00	0.00	0.00
522310	Maint-Building and Improvement	0.00	163.22	0.00	167.52	587.39	0.00	296.68
522320	Maint-Grounds	405.59	419.15	1,391.44	909.49	101.55	2,608.62	5,620.11
522340	Maint-Rec Facilities	111.13	57.46	348.75	683.39	1,026.75	1,781.08	2,350.62
522390	Maint-Improve Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
522610	Road Maintenance Supplies	0.00	0.00	0.00	0.00	0.00	0.00	2,756.00
523100	Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
523220	Licenses And Permits	2,814.00	0.00	0.00	0.00	0.00	0.00	225.00
523290	Bank Charges	222.07	176.96	352.79	258.28	355.12	376.77	368.38
523340	Late Charge	0.00	15.00	10.00	10.36	-15.54	21.72	0.00
523640	Computer Equip-Non Fixed Asset	21.57	529.39	0.00	0.00	36.98	0.00	0.00
523680	Office Equip Non Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	162.64
523700	Office Supplies	34.45	123.21	0.00	-1,905.06	196.88	2,948.36	-1,208.85
523760	Postage-Mailing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
523780	Printed Forms	0.00	0.00	0.00	0.00	0.00	0.00	1,209.00
524840	Fingerprinting Services	32.00	0.00	0.00	0.00	0.00	0.00	32.00
525060	Medical Examinations-Physicals	286.71	0.00	253.15	0.00	0.00	0.00	594.34
525080	Temp Assist Pool Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
525440	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
526530	Rent-Lease Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
526930	Flashlights/Batteries/Bulbs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
526940	Locks/Keys	0.00	0.00	0.00	0.00	0.00	0.00	0.00
526950	Maintenance Tools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
526960	Small Tools And Instruments	102.50	424.26	0.00	0.00	0.00	219.39	656.20
527160	Shop Supplies	0.00	170.04	0.00	0.00	0.00	0.00	0.00
527680	Public Signs	0.00	0.00	0.00	0.00	0.00	0.00	117.61
527700	Recreation Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
527720	Safety/Security Supplies	151.56	50.52	537.31	160.85	173.40	780.61	1,165.62

Criteria: Department = 931%; Class = 8702-  
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✓ Requires CORNET or VPN connection

✓ Email [Parks-Finance@rivc.oparks.org](mailto:Parks-Finance@rivc.oparks.org) to request access





**REGIONAL PARKS & OPEN SPACE DISTRICT**  
**EXPENDITURE BUDGET FY 2014-15**

**PROGRAM SUMMARY ~ Business Operations**

AREA	FY12-13	FY13-14			FY14-15	
	ACTUAL TOTAL	BUDGET	ACTUAL @ 12/31/2014	PROJECTED ADDITIONAL	PROJECTED TOTAL	REQUESTED BUDGET
BUSINESS OPERATIONS	2,937,154	1,011,615	490,834	644,586	1,135,420	1,057,366
FINANCE	685,693	676,072	340,467	434,357	774,823	810,995
FISH & GAME COMMISSION	2,064	4,000	48	2,000	2,048	2,000
GRANTS & CONTRACTS	115,256	265,217	60,968	259,619	320,587	367,246
HUMAN RESOURCES	280,533	268,773	130,328	122,419	252,747	259,622
INFORMATION TECHNOLOGY	99,096	236,341	71,228	273,598	344,826	275,935
MARKETING	117,201	162,637	67,228	100,036	167,264	182,011
PARKS FACILITY MAINTENANCE	292,042	201,197	92,847	202,230	295,077	356,203
VOLUNTEER MANAGEMENT	8,902	83,620	19,829	60,940	80,769	108,197
<b>Program Total</b>	<b>\$ 4,537,940</b>	<b>\$ 2,909,472</b>	<b>\$ 1,273,777</b>	<b>\$ 2,099,785</b>	<b>\$ 3,373,561</b>	<b>\$ 3,419,575</b>







**REGIONAL PARKS & OPEN SPACE DISTRICT**  
EXPENDITURE BUDGET FY 2014-15

**PROGRAM SUMMARY ~ Interpretive**

AREA	FY12-13	FY13-14			FY14-15	
	ACTUAL REVENUE	BUDGET	ACTUAL @ 12/31/2014	PROJECTED ADDITIONAL	PROJECTED TOTAL	REQUESTED BUDGET
<a href="#">GENERAL ADMINISTRATION</a>	1,940	-	(1,655)	-	(1,655)	-
<a href="#">HISTORIC PRESERVATION</a>	107,770	9,500	-	9,500	9,500	-
<a href="#">HISTORICAL COMMISSION TRUST</a>	1,122	1,556	313	735	1,048	1,050
<a href="#">NATURAL RESOURCES EDUCATION</a>	563	455	101	100	201	-
<a href="#">GILMAN RANCH</a>	19,874	20,000	3,633	16,367	20,000	20,000

# REVENUE WORKBOOKS



- [HIDDEN VALLEY NATURE CENTER](#)
- [IDYLLWILD NATURE CENTER](#)
- [JENSEN-ALVAREZ](#)
- [LOUIS RUBIDIO](#)
- [SANTA ROSA](#)
- [SAN TIMOTEO](#)

**AREA REVENUE ~ Hidden Valley Nature Center**

Fund	DeptID	Class	Account	Account Name	ACTUAL FY12-13	CURRENT BUDGET	YTD ACTUAL @ 12/31/13	TOTAL FY13-14		BUDGET FY14-15	DESCRIPTION
								PROJECTED ADDITIONAL	GRAND TOTAL		
25520	931710	6213-	790500	Operating Transfer-In	50,000	50,000	-	50,000	50,000	39,650	1/2 of available annual SART Grant Interest allocation
			776740	Recreation Fees	59,257	60,000	22,013	37,987	60,000		Currently used for all site-collected revenue
			741060	Carnival	-	-	-	-	-	6,000	Special Events/Carnivals
			781480	Program Revenue	-	-	-	-	-	39,000	Program Revenue
			785000	Special Items	-	-	-	-	-	15,000	Other special reveue items (Summer Day Camp 2 w weeks)
			776700	Camping	-	-	-	-	-	-	Camping fees, all types
			776710	Day Use	-	-	-	-	-	-	Day Use fees, all types
			776720	Fishing	-	-	-	-	-	-	Fishing fees, all types
			741080	Exhibits	-	-	-	-	-	-	Exhibitor fees for faires/events at District sites
			741000	Rents	-	-	-	-	-	-	Private rental and use of District facilities
			741020	Admissions	-	-	-	-	-	-	Ticket sales for events
			741160	Fair Sponsorship	-	-	-	-	-	-	Private/Corporate sponsorship of District activities
			741320	Misc Event Charges	-	-	-	-	-	-	Misc Event Charges
			741360	Concessions	-	-	-	-	-	-	Contract Concessionaire revenue
			741520	Vending Machines	-	-	-	-	-	-	Revenue from vending machines on site
			777540	Reimbursement of Services	-	-	-	-	-	-	Reimbursement of expenses or services provided
			780160	Other Taxable Sales	-	-	-	-	-	-	Retail Shop sales, taxable
			781360	Other Misc Revenue	-	-	-	-	-	-	Nontaxable Retail Sales, other misc revenue
			781120	Rebates & Refunds	-	-	-	-	-	-	Rebates and Refunds
			781220	Contributions & Donations	-	-	-	-	-	-	Contributions/Donations
<b>Grand Total</b>					<b>109,257</b>	<b>110,000</b>	<b>22,013</b>	<b>87,987</b>	<b>110,000</b>	<b>99,650</b>	



# PAYROLL WORKBOOKS



PROGRAM: Interpretive

AREA: All Interpretive Areas

**REGULAR**

PCN	TITLE	Full / Part	RATE	Hours per Week	Weeks per Year	Annual Hours	SITE ALLOCATION OF REGULAR HOURS							TOTAL COST	Unallocated Hours	
							Gen Admin	Gilman Ranch	HVNC	IDYNC	Jensen	LRNC	SRPNC			SanTim
120267	Bureau Chief	F	\$ 74.34	13	52	693	693							\$ 51,542	-	
77037	Grounds Worker	F	\$ 27.24	40	52	2,080		2,080						\$ 56,659	-	
78005	Interpretive Svcs Supv	F	\$ 36.22	40	52	2,080	2,080							\$ 75,338	-	
106671	Office Assistant II	F	\$ 20.56	40	52	2,080						2,080		\$ 42,765	-	
120104	Park Aide	F	\$ 24.13	40	52	2,080		1,880					200	\$ 50,190	-	
120103	Park Aide	F	\$ 22.51	40	52	2,080				2,080				\$ 46,821	-	
120264	Park Aide	F	\$ 21.15	40	52	2,080			2,080					\$ 43,992	-	
94063	Park Interpreter	F	\$ 26.98	40	52	2,080			2,080					\$ 56,118	-	
44700	Park Interpreter	F	\$ 33.76	40	52	2,080						2,080		\$ 70,221	-	
26064	Park Interpreter	F	\$ 32.51	40	52	2,080					2,080			\$ 67,621	-	
40975	Park Maint Worker	F	\$ 28.10	20	52	1,040				1,040				\$ 29,224	-	
120558	Park Aide	F	\$ 19.80	40	52	2,080			2,080					\$ 41,184	-	
117259	Park Attendant	F	\$ 19.53	0	52	-	-							\$ -	-	
29939	Park Interpreter	F	\$ 24.96	0	52	-	-							\$ -	-	
31873	Park Interpreter	F	\$ 24.96	0	52	-	-							\$ -	-	
					52	-								\$ -	-	
TOTAL HOURS							9,773	3,960	2,080	4,160	3,120	2,080	4,160	200		
TOTAL COST							\$ 126,880	\$ 102,024	\$ 43,992	\$ 96,806	\$ 74,359	\$ 67,621	\$ 112,986	\$ 4,826	\$ 629,493	



# PAYROLL WORKBOOKS



**SEASONAL**

							SITE ALLOCATION OF SEASONAL HOURS										
PCN	TITLE	Full / Part	RATE	Hours per Week	Weeks per Year	Annual Hours	Gen Admin	Gilman Ranch	HVNC	IDYNC	Jensen	LRNC	SRPNC	SanTim	TOTAL COST	Unallocated Hours	
115375	Park Aide	P	\$ 13.89	20	42.5	850		750						100	\$ 11,807	-	
115376	Park Aide	P	\$ 15.15	20	42.5	850					850				\$ 12,878	-	
115378	Park Aide	P	\$ 15.52	30	40	1,200			200		1,000				\$ 18,624	-	
115382	Park Aide	P	\$ 15.12	20	42.5	850			850						\$ 12,852	-	
115383	Park Aide	P	\$ 15.12	20	42.5	850						850			\$ 12,852	-	
116687	Park Aide	P	\$ 14.55	20	42.5	850		750						100	\$ 12,368	-	
120836	Park Aide	F	\$ 13.47	40	26	1,040							1,040		\$ 14,009	-	
115374	Park Aide	P	\$ 13.41	20	42.5	850			750		100				\$ 11,399	-	
115380	Park Aide	P	\$ 13.41	20	42.5	850			850						\$ 11,399	-	
115384	Park Aide	P	\$ 13.39	20	42.5	850						850			\$ 11,382	-	
TOTAL HOURS							-	1,500	2,650	-	1,950	1,700	1,040	200			
TOTAL COST							\$ -	\$ 21,330	\$ 37,412	\$ -	\$ 29,739	\$ 24,234	\$ 14,009	\$ 2,844		<b>\$ 129,567</b>	



	Gen Admin	Gilman Ranch	HVNC	IDYNC	Jensen	LRNC	SRPNC	SanTim	TOTAL
<b>GRAND TOTAL HOURS</b>	2,773	5,460	4,730	4,160	5,070	3,780	5,200	400	<b>31,573</b>
<b>GRAND TOTAL COST</b>	\$ 126,880	\$ 123,354	\$ 81,404	\$ 96,806	\$ 104,098	\$ 91,854	\$ 126,994	\$ 7,670	<b>\$ 759,060</b>





## Project Estimate/Request Form

Please complete this form for projects that may overlap two or more budget areas (i.e., Parks and Interpretive sites).

Project Name:	
Project Description:	
Project Manager:	Co-Manager:
Location of Project:	

Proposed Timeline for Project (Dates): Start:	Completion:
---	-------------

Total Estimated Project Cost:	\$
Materials and Supplies:	\$
Staff Hours:	\$
Contracted Work:	\$
Other:	\$
Please Specify:	

Was this project budgeted within the current FY Operating Budget or CIP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, list the accounting string: Fund:	Dept ID:	Account:

If NO, how do you propose this project be funded?

Signatures:

Project Manager Approval:	Date:
Co-Manager Approval:	Date:
Supervisor Approval:	Date:

Project :  Approved  Denied

Justification for Approval or Denial:

Budget adjustment:  Requested, Date:   Approved, Date:

Form 10 completed/attached:  YES  NO

POST PROJECT:

Completion Date:	
Total Cost:	\$

# CIP & Maintenance Project Requests

**Capital Improvement Project**  
*Cost is \$5,000 or greater and results in the creation of a new asset or extends the useful life of an existing asset.*

**Maintenance Project**  
*Cost is less than \$5,000 or does not extend the useful life of an existing asset.*

