



Midpeninsula Regional  
Open Space District

R-12-39  
Meeting 12-10  
March 28, 2012

## AGENDA ITEM 7B

### AGENDA ITEM

Adoption of the Midpeninsula Regional Open Space District Fiscal Year 2012-13 Budget

### GENERAL MANAGER'S RECOMMENDATION

Adopt the attached Resolution approving the budget for Fiscal Year 2012-13 (FY2012-13) and the Classification and Compensation Plan (Exhibit A to the Resolution).

### DISCUSSION

The proposed FY2012-13 District Budget was presented for initial review at the February 29, 2012 regular meeting of the Board of Directors (Report R-12-08) and is presented again for final consideration and approval (see Table 1). The proposed budget for FY2012-13 totals \$41,379,220. A summary of the major expenditure categories is reflected below and more detail is provided in Exhibit B.

**Table 1: Proposed FY2012-13 District-wide Budget**

<b>Revenue</b>		
Property Tax	\$28,380,000	69%
Use of Other Funds	\$12,999,220	31%
<b>Total</b>	<b>\$41,379,220</b>	<b>100%</b>
<b>Expenditures</b>		
Operating Expenditures	\$15,958,985	38 %
Capital Expenditures	\$ 5,679,385	14 %
Land, Debt, and Associated Costs	\$18,577,356	45 %
Strategic Plan/Special Projects	\$ 871,068	2 %
Property Management	\$ 292,426	1 %
<b>Total District Expenditures</b>	<b>\$41,379,220</b>	<b>100%</b>

The FY2012-13 Proposed Budget reflects increases in PERS retirement rates and medical premiums, as well as the proposed addition of 4.75 FTE to the OpEx budget and 2.0 temporary FTE which are outside the OpEx. Due to the unknown outcome of negotiations with the Field Employees Association, the proposed budget does not include any expenses or savings resulting from the negotiations such as a COLA, changes in PERS contributions, or insurance premiums for both the FEA and the unrepresented staff. The fiscal impact of any such changes cannot be assessed until the outcome of negotiations is finalized and the budgetary impact of any monetary

items, if any, is assessed. Negotiations commenced in February 2012 and any financial changes resulting from negotiations will be adjusted as part of the FY2012-13 Midyear Budget.

Also, included in the proposed budget is the assumed implementation of the Classification and Compensation Study compensation recommendations for all District employees effective April 1, 2012. This assumption enables the Board to determine when, and to what extent, to implement the recommendations for unrepresented employees at the District. For the FEA, implementation of the compensation recommendations is subject to negotiation and will not be known until negotiations are complete.

Further details of the proposed FY2012-13 Budget are included in Exhibit B to the Resolution – Budget Summary.

### **BOARD COMMITTEE**

The Administration and Budget Committee reviewed the proposed FY2012-13 District Budget on February 2 and February 8 and recommends approval by the full Board.

### **FISCAL IMPACT**

Approval of the proposed FY2012-13 District Budget by the Board will authorize \$41,379,220 in spending to accomplish the District's work plan for the next fiscal year.

### **PUBLIC NOTICE**

Public notice has been provided as required by the Brown Act. No additional public notice is required.

### **CEQA COMPLIANCE**

This proposed action is not a project under the California Environmental Quality Act and no environmental review is required.

### **NEXT STEPS**

On April 1, 2012, the FY2012-13 Budget will be implemented.

#### **Attachments:**

1. Resolution Approving the FY2012-13 Budget
2. Exhibit A to the Resolution – FY2012-13 Classification and Compensation Plan
3. Exhibit B to the Resolution – FY2012-13 Budget Summary
4. Exhibit C to the Resolution – FY2012-13 Budget Analysis, Operating and Non-Operating Expenses

Responsible Department Manager:  
Kate Drayson, Administrative Services Manager

Prepared by:  
Lynn Tottori, Sr. Management Analyst  
Kate Drayson, Administrative Services Manager

Contact person:  
Stephen E. Abbors, General Manager

**RESOLUTION NO. 12-18**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT  
ADOPTING BUDGET FOR FY2012-13**

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The Board of Directors of the Midpeninsula Regional Open Space District does resolve as follows:

Section One. Adopt the budget for the Midpeninsula Regional Open Space District for the FY2010-11 as set forth in Exhibit B attached hereto.

Section Two. Approve amendment to the Position Classification and Compensation Plan as set forth in Exhibit A attached hereto.

Section Three. Monies are hereby appropriated in accordance with said budget.

\* \* \* \* \*

**Exhibit A:**

**Midpeninsula Regional Open Space District  
Revised Classification and Compensation Plan  
Fiscal Year 2012/13 - Effective 04/01/2012**

(last revised 1/25/12, 12/14/11, 11/09/11, 05/11/11 )

Classification Title	Step Range		Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	247.50	257.50	19.020	21.015	3,297	3,643	39,562	43,711	Part-time
Farm Maintenance Worker	267.50	292.50	23.219	29.795	4,025	5,164	48,296	61,974	Full-time
Open Space Technician*	267.50	292.50	23.219	29.795	4,025	5,164	48,296	61,974	Full-time
Administrative Assistant	269.50	294.50	23.687	30.395	4,106	5,268	49,269	63,222	Full-time
Accounting Technician	269.50	294.50	23.687	30.395	4,106	5,268	49,269	63,222	Full-time
Public Affairs Program Coordinator	274.50	299.50	24.898	31.950	4,316	5,538	51,788	66,456	Full-time
Lead Open Space Technician*	277.50	302.50	25.655	32.921	4,447	5,706	53,362	68,476	Full-time
Information Technology Technician <sup>1</sup>									Full-time
IT Help Desk Support	Range 25		26.758	33.421	4,638	5,793	55,656	69,516	Part-time
Ranger	278.50	303.50	25.912	33.251	4,491	5,764	53,897	69,162	Full-time
GIS Technician	278.50	303.50	25.912	33.251	4,491	5,764	53,897	69,162	Full-time
Training and Safety Specialist	280.50	305.50	26.434	33.921	4,582	5,880	54,983	70,556	Full-time
Human Resources Technician	280.50	305.50	26.434	33.921	4,582	5,880	54,983	70,556	Full-time
Senior Administrative Assistant	280.50	305.50	26.434	33.921	4,582	5,880	54,983	70,556	Full-time
Planner I (new)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Full-time
Docent Program Manager	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Volunteer Program Manager	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Information Technology Administrator	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Executive Assistant	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Equipment Mechanic/Operator	286.50	311.50	28.065	36.013	4,865	6,242	58,375	74,907	Full-time
Planner II	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Resource Management Specialist I	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Public Affairs Specialist	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Media Communications Specialist	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Website Administrator	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Accountant <sup>1</sup>	Range 31		30.981	38.688	5,370	6,706	64,440	80,472	Full-time
Management Analyst I <sup>1</sup>	Range 31		30.981	38.688	5,370	6,706	64,440	80,472	Full-time
Maintenance, Construction & Resource Supervisor	293.50	318.50	30.094	38.617	5,216	6,694	62,596	80,323	Full-time
Supervising Ranger	293.50	318.50	30.094	38.617	5,216	6,694	62,596	80,323	Full-time

Classification Title	Step Range		Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
<i>Resource Management Specialist II (New)</i>	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Full-time
Real Property Specialist	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
GIS Administrator**	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
Planner III**	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
Management Analyst II (New) <del>Support Services Supervisor</del>	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
Management Analyst II	307.50	332.50	34.604	44.405	5,998	7,697	71,976	92,362	Full-time
Management Analyst II - Human Resources (New) <sup>1</sup>	Range 35		34.154	42.652	5,920	7,393	71,040	88,716	Full-time
Senior Planner**	313.50	338.50	36.739	47.144	6,368	8,172	76,417	98,060	Full-time
Senior Resource Management Specialist**	313.50	338.50	36.739	47.144	6,368	8,172	76,417	98,060	Full-time
Human Resources Supervisor (New)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Full-time
Area Superintendent	318.50	343.50	38.617	49.555	6,694	8,590	80,323	103,074	Full-time
Senior Management Analyst	321.50	346.50	39.790	51.060	6,897	8,850	82,763	106,205	Full-time
District Clerk	321.50	346.50	39.790	51.060	6,897	8,850	82,763	106,205	Full-time
Assistant General Counsel I (New)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Full-time
Assistant General Counsel II	328.50	353.50	42.668	54.753	7,396	9,491	88,749	113,886	Full-time
Administrative Services Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Operations Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Planning Manager***	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Public Affairs Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Real Property Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Assistant General Manager	353.50	378.50	54.753	70.260	9,491	12,178	113,886	146,141	Full-time

**Notes:**

\* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

\*\* Will receive an additional 4% stipend for Masters degree in a related field.

\*\*\*Will receive an additional 4% stipend for Landscape Architecture license used for District business.

<sup>1</sup> Reflects Board approval of salary range recommended in 2011 Classification and Compensation Study

The Classification and Compensation Plan does not include the Board Appointee Group. Compensation for this Group is set out below.

Board Appointee Group	Hourly Salary	Monthly Salary	Annual Salary	Effective Date	Last Revised
General Manager	\$87.093	\$15,096	\$181,153	4/1/2010	7/8/2009
Controller - <i>Part-time position</i>	\$39.424	\$6,833	\$82,002	4/1/2010	7/8/2009
General Counsel	\$83.204	\$14,422	\$173,064	4/1/2010	7/8/2009

**EXHIBIT B**  
**Midpeninsula Regional Open Space District**  
FY2012-13  
Proposed Budget Summary

	2011-2012 Adopted Budget	2011-2012 Mid-Year Budget	2012-2013 Proposed Budget	Percentage Change from 2011-12 Mid Year
<b>I. Revenues</b>				
A. Tax Revenues	27,641,000	27,619,000	28,383,000	2.8%
A1. Santa Clara County Parks Income	293,550	293,550	295,000	0.5%
B. Grant Income - Acquisition Grant	2,270,000	1,005,000	2,475,000	146.3%
Grant Income - Development Grant	921,000	401,000	2,319,000	478.3%
C. Interest Income	330,000	330,000	300,000	(9.1%)
D. Property Management-Rental Income	1,076,000	1,076,000	1,109,000	3.1%
E. Other Income	225,000	225,450	205,000	(9.1%)
F. Land Donation	-	11,000,000	615,000	(94.4%)
<b>TOTAL REVENUES</b>	<b>32,756,550</b>	<b>41,950,000</b>	<b>35,701,000</b>	<b>(14.9%)</b>
<b>II. Change in Reserves</b>	<b>(10,660,358)</b>	<b>(941,829)</b>	<b>(5,678,220)</b>	502.9%
<b>III. Expenditures</b>				
A. Debt Service				
1. Interest	5,272,291	5,272,291	6,059,604	14.9%
2. Principal	4,456,684	4,456,684	2,842,752	(36.2%)
<b>Debt Service Subtotal</b>	<b>9,728,975</b>	<b>9,728,975</b>	<b>8,902,356</b>	<b>(8.5%)</b>
B. Salaries				
1. Board Appointees	394,967	394,967	395,954	0.2%
2. General Manager Appointees	7,859,355	7,781,695	8,569,121	10.1%
3. Vacation Payout	28,537	35,604	37,404	5.1%
<b>Salaries Subtotal</b>	<b>8,282,859</b>	<b>8,212,266</b>	<b>9,002,479</b>	9.6%
C. Benefits	3,368,041	3,406,632	3,850,107	13.0%
D. Director's Fees	25,000	25,000	25,000	0
<b>Salaries and Benefits Subtotal</b>	<b>11,675,900</b>	<b>11,643,898</b>	<b>12,877,586</b>	10.6%

**EXHIBIT B**  
**Midpeninsula Regional Open Space District**  
 FY2012-13  
 Proposed Budget Summary

	<b>2011-2012 Adopted Budget</b>	<b>2011-2012 Mid-Year Budget</b>	<b>2012-2013 Proposed Budget</b>	<b>Percentage Change from 2011-12 Mid Year</b>
E. Services and Supplies	3,562,722	3,251,894	4,278,923	31.6%
F. Fixed Assets				
1. New & Prior Land Purchases	13,495,000	13,495,000	9,000,000	(33.3%)
2. Real Property Support Costs - Appraisals, Title, Legal, Engineering	280,000	249,500	701,000	181.0%
3. Guadalupe Land Company	6,000	6,000	4,000	(33.3%)
4. Structures and Improvements	2,728,310	2,566,562	4,804,080	87.2%
5. Field/Office Equipment	1,720,000	1,723,000	641,275	(62.8%)
6. Vehicles	220,000	227,000	170,000	(25.1%)
<b>Fixed Assets Subtotal</b>	<b>18,449,310</b>	<b>18,267,062</b>	<b>15,320,355</b>	<b>(16.1%)</b>
<b>TOTAL BUDGET</b>	<b>43,416,908</b>	<b>42,891,829</b>	<b>41,379,220</b>	<b>(3.5%)</b>



**EXHIBIT C:  
FY2012-13 PROPOSED DISTRICT-WIDE BUDGET**

<b>Base + Class &amp; Compensation + FTE Adds Proposal</b>						
<b>DISTRICT Operating Budget: Expenditures (Base + Class &amp; Compensation + FTE Adds Proposal)</b>	<b>2011-12 Mid-Year Budget (0% Cola)</b>	<b>2011-12 Projected Budget (0% Cola)</b>	<b>(1) 2012-13 Proposed Annual Budget (0% Cola)</b>	<b>\$ Change from 11-12 Mid-Year</b>	<b>% Change from 11-12 Mid-Year</b>	<b>% of Total Proposed Budget (before Grant Income)</b>
Salaries and Benefits	11,534,388	11,447,213	12,651,887	1,117,499	10%	30.58%
Services and Supplies	3,006,315	2,854,720	3,307,098	300,783	10%	7.99%
<b>Subtotal: Operating Expense Budget</b>	<b>14,540,703</b>	<b>14,301,934</b>	<b>15,958,985</b>	<b>1,418,282</b>	<b>10%</b>	<b>38.57%</b>
Property Management	259,509	202,379	292,426	32,918	13%	0.71%
Strategic Plan & Special Projects			871,068	871,068		2.11%
<b>Subtotal: Prop Mgt, Strat. Plan &amp; Spec. Proj.</b>	<b>259,509</b>	<b>202,379</b>	<b>1,163,494</b>	<b>903,986</b>	<b>348%</b>	<b>2.81%</b>
Unanticipated CIP	175,000	175,000	25,000	(150,000)	-86%	0.06%
Public Access Facilities	895,500	721,120	1,400,500	505,000	56%	3.38%
Staff Facilities	533,500	308,000	180,000	(353,500)	-66%	0.44%
Planning Projects	149,500	194,500	162,000	12,500	8%	0.39%
Mt. Umunhum	652,133	604,511	2,123,011	1,470,878	226%	5.13%
Fixed Assets & Special Cap. Proj.	2,216,510	1,947,510	1,788,875	(427,635)	-19%	4.32%
<b>Subtotal: Capital Expenditures</b>	<b>4,622,143</b>	<b>3,950,641</b>	<b>5,679,386</b>	<b>1,057,243</b>	<b>23%</b>	<b>13.73%</b>
<b>Subtotal: Full Operating Budget</b>	<b>19,422,354</b>	<b>18,454,953</b>	<b>22,801,865</b>	<b>3,379,511</b>	<b>17%</b>	<b>55.10%</b>
<sup>(2&amp;3)</sup> Land + Assoc. Costs	13,740,500	9,247,642	9,675,000	(4,065,500)	-30%	23.38%
Debt Service	9,728,975	9,728,975	8,902,356	(826,619)	-8%	21.51%
<b>District Budget Total - Before Grant Income &amp; POST Funding</b>	<b>42,891,829</b>	<b>37,431,570</b>	<b>41,379,220</b>	<b>(1,512,609)</b>	<b>-4%</b>	<b>100.00%</b>
Grant Income & POST Funding - Development	400,665	490,599	2,318,626	1,917,961	479%	5.60%
<b>District Budget Total - After Grant Income &amp; POST Funding</b>	<b>42,491,164</b>	<b>36,940,971</b>	<b>39,060,594</b>	<b>(3,430,570)</b>	<b>-8%</b>	<b>94.40%</b>
<b>District Target: OPEX (Excl: FY10-11; 11-12; 12-13: Rancho \$285K; \$294K; \$298K)</b>	<b>14,540,703</b>	<b>14,540,703</b>	<b>16,091,753</b>	<b>1,551,050</b>	<b>11%</b>	
<b>District Target - OPEX: Over (Under)</b>	<b>0</b>	<b>(238,769)</b>	<b>(132,769)</b>	<b>(132,768)</b>		
<sup>(1)</sup> Assumption: FY2012-13 Proposed Annual Budget: 0% Cola, Proposed FTE adds (Including: AGM)						
<sup>(2)</sup> Assumption: FY2011-12 Projected Land & Associated Costs is net of Hawthorns & Madonna Creek Gifts of \$13.875M						
<sup>(3)</sup> Assumption: FY2012-13 Proposed Land & Associated Costs recorded @ Projected Cash expenditure only						