OPEN SPACE ADVISORY COMMITTEE STAFF REPORT

MEETING DATE:

June 18, 2012

AGENDA ITEM NUMBER:

3G

STAFF:

Juan F. Guzman, Open Space Manager

REQUEST:

For possible action to review and accept the Budget Tracking

Report through June 8, 2012.

GENERAL DISCUSSION:

Attached for your use find the Question-18 Open Space Budget Recap Report prepared by Daria Petrenko, Administrative Assistant with the Parks and Recreation Department. This report is prepared in order to facilitate one of the Committee's functions which is to advise the Board of Supervisors regarding the expenditure of funds from the Open Space portion of the Question 18 Quality of Life Initiative sales tax.

The group of accounts under Sections A and B are entitled "Salaries and Wages" and "Employee Benefits." For the most part, those accounts are managed by the Finance Department directly. It is important to note that the account line for salaries includes the 100% cost of paying for two full-time positions, the Open Space Manager and the Natural Resources Specialist. In addition, small percentages are paid toward other support staff such as the Parks and Recreation Director, Administrative Assistant, Management Assistant, and some others.

The "Service and Supplies" account is listed under Section C. Staff wishes to highlight the Professional Services account (0309) which shows over-expenditures in the vicinity of \$8,200. Staff has previously discussed with the Committee that the overdraft relates to expenditures charged towards the contract of Akerman Senterfitt, our lobbyists in Washington, D.C. The expenditures for that contract are shared among the Public Works Department and the City Manager's budget.

The Unemployment Compensation line (0362) has an overdraft of \$960 that relates to our portion for the share of employees that qualify for those payments. Towards the center of Page 2, the "ISC General Fund" account line (0901) shows that \$35,262 is our share towards the Internal Service Charge in accordance with the Board of Supervisors adjustments to reduce the amount charged to the Question-18 Open Space fund. Staff wishes to note that the figures that are bolded are referred to as "carry overs" meaning that the monies not expended within those accounts are available to be carried over into the next fiscal year's budget. These adjustments normally happen throughout the middle of the budget cycle. The principle of "bottom line" is used in order to manage these accounts that were just discussed.

The accounts listed under Section D of the report are referred to as the Capital Outlay accounts. Please notice that line for Lands Bill Conveyance (0305) shows as an overdraft for approximately \$26,300 which will be covered by the Capital Lands Bill (7405) account.

Section E of the report shows the grants that are currently active and relate to the Open Space Division. Those include the USDA-NRCS Fire Rehabilitation Grant #68-9327-10-13. That grant provided for drainage improvements on the Quill Ranch, the property that handles drainage from Kings Canyon and other drainages to the north. Those improvements have been completed and the grant is closed. The improvements were constructed managed by the Public Works Department.

The second grant is entitled the USDA DI - SNPLMA Fuels Reduction which provides for monies to be used in reducing fuels along the western side of Carson City in accordance with a preapproved fuels reduction management plan. Ann Bollinger coordinates closely with the Fire Department, U.S. Forest Service, and Nevada Division of Forestry for the implementation of those projects.

The last grant, just about to be closed, refers to the U.S. Department of Interior SNPLMA-Bently Acquisition for approximately \$656,200. We have used \$561,354 to date. Approximately \$94,845 is left in the grant. Staff believes that an additional amount approximating \$12,000 may be charged into that grant for eligible staff time cost.

Section F, the last section of the report, provides for the proposed apportionment of the sales tax as approved by the Question-18 referendum. Our 40% was estimated to generate \$707,313.

RECOMMENDED ACTION:

I move to accept the Budget Tracking Report through June 8, 2012.

Q18 OPEN SPACE BUDGET RECAP. 254-5047-452 FY 11/12

	ACCOUNT NUMBER	BUDGET	EXPENDITURES	BALANCE	PERCENT EXPENDED
	SALARIES 0101	\$187,337.00			
,	HOURLY/SEASONAL 0102	\$25,000.00	\$32,200.06		
	ADMINISTRATIVE PAY 0103	\$0.00		\$0.00	#DIV/0!
	SHIFT DIFFERENTIAL 0104	\$0.00	·	· ·	
	MANAGEMENT LEAVE 0106	\$0.00	\$3,547.65		
	ANNUAL LEAVE 0107	\$0.00	\$0.00		
	SICK LEAVE 0108	\$0.00	\$0.00		
	OVERTIME 0111	\$0.00	\$446.42	-\$446.42	#DIV/0!
	CALL BACK PAY 0112	\$0.00	\$0.00	\$0.00	#DIV/0!
	STANDBY 0113	\$0.00	\$0.00	\$0.00	#DIV/0!
	FLSA 0114	\$0.00	\$6.89	-\$6.89	#DIV/0!
	SALARIES AND WAGES TOTAL	\$212,337.00	\$195,961.59	\$16,375.41	92.29%
				\$16,375.41	
	MEDICARE 0225	\$3,116.00	\$2,400.26	\$715.74	77.03%
	RETIREMENT 0230	\$43,356.00	\$38,088.14	\$5,267.86	87.85%
	GROUP INSURANCE 0240	\$24,726.00	\$20,445.22	\$4,280.78	82.69%
	DISABILITY INSURANCE 0242	\$277.00	\$242.01	\$34.99	87.37%
	WORKERS COMP. 0250	\$3,795.00	\$2,733.87	\$1,061.13	72.04%
)	EDUCATION INCENTIVE 0260	\$0.00	\$0.00	\$0.00	#DIV/0!
	FOUL WEATHER ALLOWANCE 0266	\$15.00	\$30.00	-\$15.00	200.00%
	ÇAR ALLOWANCE 0270	\$4,497.00	\$3,967.50	\$529.50	88.23%
	PHONE ALLOWANCE 0271	\$1,509.00	\$1,195.00	\$314.00	79.19%
	EMPLOYEE BENEFITS TOTAL	\$81,291.00	\$69,102.00	\$12,189.00	85.01%
	PROFESSIONAL SERVICES 0309	\$60,000.00	\$68,228.75	-\$8,228.75	113.71%
	TRAINING 0330	\$3,000.00	\$2,096.00		
	CONTRACTUAL SERVICE 0349	\$15,000.00	\$4,440.00	\$10,560.00	29.60%
	UNEMPLOYMENT COMPENSATION 0362	\$0.00	\$960.00	-\$960.00	#DIV/0!
	VEHICLE REPAIR & MAINT. 0435	\$0.00	\$0.00	\$0.00	#DIV/0!
	OFFICE EQUIPMENT RENTAL 0444	\$0.00	\$0.00	\$0.00	#DIV/0!
	MAINTENANCE/MANAGEMENT 0450	\$176,595.00	\$40,624.14	\$135,970.86	23.00%

Q18 OPEN SPACE BUDGET RECAP. 254-5047-452 FY 11/12

added \$100K + (\$76,595.00 FY 11/12)				
FIRE SUPPRESSION 0451	\$100,000.00	\$0.00	\$100,000.00	0.00%
HORSECREEK STEWARDSHIP/MAN. 0452	\$47,875.00	\$1,400.00	\$46,475.00	2.92%
PRINTING/ADVERTISING 0542	\$500.00	\$51.90	\$448.10	10.38%
MEMBERSHIP/PUBLICATIONS 0545	\$1,000.00	\$396.00	\$604.00	39.60%
TRAVEL 0580	\$5,375.00	\$5,203.31	\$171.69	96.81%
OFFICE SUPPLIES 0601	\$4,000.00	\$3,164.13	\$835.87	79.10%
POSTAGE/SHIPPING 0602	\$500.00	\$98.00	\$402.00	19.60%
OPERATING SUPPLIES 0625	\$2,000.00	\$1,380.22	\$619.78	69.01%
BOOKS/PERIODICALS 0645	\$250.00	\$10.00	\$240.00	4.00%
VEHICLE FUEL 0660	\$1,000.00	\$778.89	\$221.11	77.89%
SMALL FURNISHINGS 0675	\$0.00	\$0.00	\$0.00	#DIV/0!
DONATIONS/TRAILS 0688	\$0.00	\$0.00	\$0.00	#DIV/0!
TELEPHONE 0710	\$1,500.00	\$87.55	\$1,412.45	5.84%
ISC GENERAL FUND 0901	\$35,262.00	\$35,262.00	\$0.00	100.00%
FLEET MANAGEMENT 0950	\$3,096.00	\$3,096.00	\$0.00	100.00%
SERVICE AND SUPPLIES	\$456,953.00	\$167,276.89	\$289,676.11	36.61%
SNPLMA-FUELS REDUCTION 1220	\$372,626.00	\$7,808.95	\$364,817.05	2.10%
PED & EQUESTRIAN BRIDGE 6502	\$50,000.00	\$0.00	\$50,000.00	0.00%
(JE#328, \$40,923.75 moved to 0309)				
USDA-NRCS#68-9327-10-13 6590	\$301,314.00	\$300,696.80	\$617.20	99.80%
LAND ACQUISITION 7401	\$1,374,624.00	\$882,652.37	\$491,971.63	64.21%
added \$57,750.00 + \$1,316,873.50				
LANDS BILL 7405	\$534,288.00	\$9,690.68	\$524,597.32	1.81%
LANDS BILL CONVEYANCE 0305	\$0.00	\$26,378.50	-\$26,378.50	#DIV/0!
SNPLMA-BENTLEY ACQUISITION 7406	\$656,200.00	\$561,354.42	\$94,845.58	85.55%
CAPITAL OUTLAY TOTAL	\$3,289,052.00	\$1,788,581.72	\$1,500,470.28	54.38%
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GRAND TOTAL Expenditures	\$4,039,633.00	\$2,220,922.20	\$1,818,710.80	54.98%
USDA-NRCS FIRE 68-932710-13				1
254-0000-331-1590	\$ 301,314.00 \$	300,696.50	\$617.50	

Q18 OPEN SPACE BUDGET RECAP. 254-5047-452 FY 11/12

E	USDI-SNPLMA FUELS REDUCTION 254-0000-331-7320	\$	372,626.00	\$ 6,930.00	\$365,696.00	
_	USDI-SNPLMA BENTLY 254-0000-331-7306	\$	656,200.00	\$ 561,917.09	\$94,282.91	
F	SELECTIVE SALES & USE TAX 254-0000-314-2500 20% - 254-5012-452 40% - 254-5046-452 40% - 254-5047-452	-	OPOSED 1,768,282.00 353,656.00 707,313.00 707,313.00	,	% OF FY 11/12	94.25%
	BOLD ARE CARRYOVERS					