

**COUNTY OF SAN MATEO**  
Parks Department



**DATE:** 11/19/2015

**COMMISSION MEETING DATE:** 12/03/2015

**TO:** Parks and Recreation Commission  
**FROM:** Eduardo Castillo, Management Analyst  
**SUBJECT:** Budget Activities Since Last Commission Meeting

**RECOMMENDATION:**

Review and accept report.

**BACKGROUND:**

This report covers budget activities since the Commission's October 1, 2015 meeting.

**DISCUSSION:**

Since this report covers revenues and expenditures through the month of October, it represents one third or 33% of the fiscal year.

Revenues are only at 9%. However, this is not of major concern at the moment as most of the revenue for capital projects is projected to come in at the later part of the fiscal year from grant reimbursements, parks reservation fees which are transferred from the Special Deposits Trust Fund at the end of the fiscal year, \$4.8 Million to come from Measure A reimbursements in the next eight months, and \$1.2 million in reimbursements from the General Fund for one-time costs associated with Pillar Point Marsh, the Midcoast Multi-Modal Trail, and the Memorial Park Water Storage Project.

Total expenditures are at 17%. We have expanded our Budget Monitoring spreadsheets to also track extra help salaries, not only in order to manage these costs in the current fiscal year, but also to identify the need in extra help salaries for future years. Although we are currently at 25% in extra help salaries, these positions are seasonal. Therefore, we expect a drop during the next few months until they are re-hired sometime in late February or early March. Ranger IVs continue to have access to their District's revenue and expenditures so that they can monitor their budgets and make proper decisions in the field.

Fixed Assets expenditures are only at 1% as capital projects are in their planning, design and permitting stages. Some of these projects include Coyote Point Eastern Promenade, Memorial Park Water Storage Project, Green Valley Trail, Midcoast Multi-Modal Trail, and the acquisition of the Pillar Point Marsh property.

Parks Department FY2015-16 Budget and Year-to-Date Revenue and Expenditures as of October 31, 2015 are as follows:

REVENUE	Budget	Actuals	%	Difference
<b>GRAND TOTAL REVENUE</b>	<b>10,408,422</b>	<b>908,172</b>	<b>9%</b>	<b>9,500,250</b>
<b>EXPENDITURES</b>				
	<b>Budget</b>	<b>Actuals</b>	<b>%</b>	<b>Difference</b>
<b>SALARIES &amp; BENEFITS</b>	-	-	-	-
Salaries	5,366,687	1,610,709	30%	3,755,978
Extra Help Salaries	824,420	210,155	25%	614,265
<b>Total Salaries</b>	<b>6,191,107</b>	<b>1,820,864</b>	<b>29%</b>	<b>4,370,243</b>
Benefits	3,433,088	931,167	27%	2,501,921
<b>Total Salaries &amp; Benefits</b>	<b>9,624,195</b>	<b>2,752,031</b>	<b>29%</b>	<b>6,872,164</b>
<b>OPERATING EXPENSES</b>	-	-	-	-
Services & Supplies	9,069,964	849,481	9%	8,220,483
Other Charges	2,434,726	591,635	24%	1,843,091
Fixed Assets	4,296,672	57,005	1%	4,239,667
<b>Sub total</b>	<b>15,801,362</b>	<b>1,498,121</b>	<b>9%</b>	<b>14,303,241</b>
<b>GROSS APPROPRIATIONS</b>	<b>25,425,557</b>	<b>4,250,152</b>	<b>17%</b>	<b>21,175,405</b>

Other Items of Note:

On-Call Contracts

Eighteen vendors have been chosen to be awarded on-call contracts as a result of the Request for Proposal (RFP) for the following categories:

- Civil Engineering
- Geotechnical Engineering
- Topographic and Bathometric Surveying
- Marina Engineering
- Landscape Architecture
- Biological Monitoring, CEQA/NEPA, and Permitting Compliance
- Archaeology
- Construction Management and Inspection

Reservations System Migration

On November 2<sup>nd</sup>, we migrated onto our new reservation system ITINIO. The transition on the public's side appears to have been seamless as no complaints have been received and reservations continue to be made directly on line.