

COUNTY OF SAN MATEO
Parks Department



DATE: January 24, 2016

COMMISSION MEETING DATE: February 4, 2016

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 December 3, 2015 meeting.

DISCUSSION:

Since this report covers revenues and expenditures through the month of December, it represents one half or 50% of the fiscal year.

Revenues are only at 15%. 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 six 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.

Salaries and benefits are at 42%. However, we expect an increase in extra help salaries in the second part of this fiscal year as the spring season begins. Additionally, two positions that are currently vacant (Park Ranger III- Natural Resource Specialist and a Park Ranger II – Interpretive Specialist) will be filled shortly.

Services and Supplies expenditures are at only 13%. However, the \$4.8 million of Measure A projects that has not yet been spent is within this category, as well as over \$2 million in contract expenditures for a number of projects. Some of the work has been

delayed due to weather conditions, but we expect to use most of these funds by fiscal year end.

Other Charges are at 42%. These charges include automation, radio, telephone, facility, insurance, human resources, motor vehicle replacement, and County security.

Fixed Assets expenditures are only at 10%. Expenditures for capital projects are still 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. The purchase of the Garbage Collector Truck in the amount of \$300,000 will not take place until the following fiscal year.

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

REVENUE	Budget	Actuals	%	Difference
GRAND TOTAL REVENUE	10,408,422	1,599,951	15%	8,808,471
EXPENDITURES				
SALARIES & BENEFITS				
Total Salaries & Benefits	9,624,195	4,077,215	42%	5,546,980
OPERATING EXPENSES				
Services & Supplies	9,132,004	1,212,180	13%	7,919,824
Other Charges	2,434,726	1,011,551	42%	1,423,175
Fixed Assets	4,296,672	423,044	10%	3,873,628
Sub total	15,863,402	2,646,776	17%	13,216,627
GROSS APPROPRIATIONS	25,487,597	6,723,990	26%	18,763,607

Year-end Fund Balance Estimates

Every year, the County Manager’s Office (CMO) requires departments to project their revenues and expenditures through the fiscal year-end and report estimated year-end fund balances.

The following are the results provided to the CMO:

3900B – Parks Department

Adopted Budget Fund Balance	Estimated Fund Balance	Difference From Adopted Fund Balance
\$473,770	\$1,378,850	\$905,080

Additional Estimated Fund Balance is due to reduced expenditures because of conservative spending measures and expenditures in Measure A Parks Maintenance projects, the purchase of a garbage collection truck, restoration work of Sanchez Adobe, the construction of a metal out-building to house a tractor and sweeper at Devil's Slide Trail, and structural upgrades to Magic Mountain Playground that are all being deferred to FY16/17.

3950B – Fish & Game

Adopted Budget Fund Balance	Estimated Fund Balance	Difference From Adopted Fund Balance
\$58,389	\$70,814	\$12,425

Additional estimated Fund Balance is due to projecting no expenditures in the Trust Fund for FY2015/16 and incurring additional revenue from interest earnings from the Department of Fish and Game for fishing license fines.

3970B – Parks Acquisitions and Development

Adopted Budget Fund Balance	Estimated Fund Balance	Difference From Adopted Fund Balance
\$784,109	\$1,650,562	\$866,453

Additional projected Fund Balance is due to reduced expenditures and revenues from Measure A and Operating Transfer in Funds for Capital and Non-capital projects being rolled over to FY16-17.

3980B – Coyote Point Marina

Adopted Budget Fund Balance	Estimated Fund Balance	Difference From Adopted Fund Balance
\$1,021,720	\$1,465,289	\$443,569

Additional Fund Balance is mainly derived from savings in operational expenses due to conservative spending measures, deferred capital project expenditures, and loan payment paid in the previous fiscal year, as well as reduced revenues mainly due to unrealized Marina fuel sales.