

COUNTY OF SAN MATEO
Parks Department



DATE: May 23, 2016
COMMISSION MEETING DATE: June 2, 2016

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

RECOMMENDATION:
Read report.

BACKGROUND:
This report covers budget activities since the Commission's April 7, 2016 meeting.

DISCUSSION:
As the fiscal year-end nears, the fiscal unit continues to closely monitor both revenues and expenditures to ensure that we remain within budget. As of April 30, we have completed ten of the twelve months or 83% of the fiscal year.

As of April 30, we have spent 75% of our budgeted salaries and benefits. Since the busy season has begun, Park Aide positions for the season are being filled. In addition, the vacant Management Fellow position has been filled. This position will cover budget monitoring activities, assist in budget development, accounts payables, accounts receivables, contracts, performance measures and special projects.

Over \$425,000 in Measure A reimbursements were received from the County Manager's Office in April. These are reimbursements for general Parks maintenance projects and consultant fees for a number of studies (i.e. concessions and organizational studies). We currently have 95 maintenance projects and we expect to complete between 75% and 80% of these projects by fiscal year-end. Due to these, the fiscal unit has received many requests for contracts. We are close to having entered 100 total contracts so far for the fiscal year.

The last day for purchasing has been set for June 10. This will allow time for the purchased items to arrive, for the vendors to provide their invoices for payment and for us to be able to submit payment requests to the Controller's Office by the year-end deadline. We will be contacting our usual vendors to remind them of our year-end deadline to ensure timely receipt of invoices.

We are also gathering copies of invoices for one-time funded items (Equipment, Fuel Reduction, Hazardous Tree Removal) that are reimbursable by the County Manager's Office. We will submit reimbursements for these in the next few weeks.

FY 2106-17 Budget

2016-17 marks the second year in the two-year budget. Even so, adjustments are necessary. The Recommended FY2016-17 Budget is set to go to the Board of Supervisors for approval on June 21, 2016.

The FY2016-17 Parks Department Recommended Budget consists of the following:

TOTAL EXPENDITURES	27,389,674
TOTAL REVENUE	<u>-15,918,575</u>
NET COUNTY COST	
(Amount Funded by the General Fund)	\$ 11,471,099

The above represents an increase of \$908,267 in Net County Cost over FY2015-16. Add-ons requested include two new positions: a fiscal office specialist and an IT/GIS technician as well as two position reclassifications.