



COUNTY OF SAN MATEO
Parks Department



DATE: March 23, 2016

COMMISSION MEETING DATE: April 7, 2016

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

RECOMMENDATION:

Read report.

BACKGROUND:

This report covers budget activities since the Commission's February 4, 2016 meeting.

DISCUSSION:

We are almost at the end of the third quarter for FY 2015-16. As the fiscal year end nears, the fiscal unit will concentrate on closely monitoring both revenues and expenditures to ensure that we remain within budget.

As of February 29th, we have spent 57% of our budgeted salaries and benefits. As the spring season begins, Park Aides are coming on board for the season and previously vacant positions are being filled, such as a Natural Resource Specialist and an Interpretive Specialist. We recently lost Rolando Jorquera, our MPA Intern Fellow, to the County Manager's Office, Budget and Performance Unit. We will be conducting interviews the last week in March to refill this position. All indications are that we will remain within budget with salaries and benefits.

The fiscal unit is also working closely with operations to ensure that one-time funding that was given to us for FY 2015-16 for specific needs (two chippers, truck for District IV, equipment for Devil's Slide, hazardous tree removal, and fire fuel reduction) are being spent accordingly so that we can seek proper reimbursement from the County Manager's Office by fiscal year end.

A recent request has been made to the County Manager's Office for additional funding for the remainder of FY 2015-16. The request included an Assistant Director position, Park Aides for District I (Crystal Springs Trail and Coyote Point Recreation Area), Park Aides for the new District VII (Junipero Serra Park and San Bruno Mountain Park), as

well as additional needs for District VII, such as an additional vehicle, portable radios, and uniforms.

FY 2106-17 Budget

The second year of our two-year budget begins on July 1, 2017. Therefore, budget activities for FY 2016-2017 have begun.

Updated service department charges have been released. These are charges for Human Resources (HR), Information Systems (ISD), Facilities (DPW), County Security (Sheriff) and General Liability (Risk Management). The increases in each of these costs need to be accounted for in the FY 2016-17 budget.

As a result of decreases in health and retirement costs, there will be a corresponding decrease of about \$79,000 in benefit costs for FY 2016-17.

We are currently working on a list to request additional General Funds to cover a combination of on-going and one-time starting costs associated with the following:

- Assistant Director
- District I – Park Aides
- District VII
 - Ranger II
 - Park Aides
 - Operational expenses

- Pedro Point Headlands (Should the transfer be approved by the Board of Supervisors)
 - Ranger II
 - Park Aides
 - Operational Expenses
 - 4x4 vehicle
 - Radios
 - Various equipment

Additional Measure A funds are being requested for improvements of Sanchez Adobe.

The updates to the FY 2016-2017 budget are due to the County Manager's Office by April 15, 2016.

I'll be happy to answer any questions regarding this report at the Commission meeting.