



Midpeninsula Regional  
Open Space District

R-22-20  
Meeting 22-04  
February 9, 2022

### AGENDA ITEM 3

#### AGENDA ITEM

Quarter 2 Proposed Budget Amendments to the Fiscal Year ending June 30, 2022

#### GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution approving the proposed Quarter 2 budget amendments for the fiscal year ending June 30, 2022.

#### SUMMARY

This report presents the Quarter 2 (Q2) proposed budget amendments by fund for both revenues and expenses. Proposed budget adjustments for the fiscal year ending June 30, 2022 (FY22) decrease revenue by \$555,000 in the Fund 10 property tax budget because tax receipts in December were below expected due to a reduction in supplemental taxes. Proposed Q2 FY22 expenditure budget adjustments for personnel services, services, supplies and capital improvements result in a \$706,763 net decrease from the amended budget. This decrease is primarily due to project delays and cost savings, which are explained in more detail in the discussion section of this report.

The quarterly budget amendment process includes an evaluation of the year-to-date financial performance to highlight any potential material changes on future financial performance expectations for Board consideration. The Q2 review of financial performance and economic conditions indicates that the expected financial performance remains in line with longer-term financial projections (see Attachments 5 and 6 for supporting commentary and schedules).

#### DISCUSSION

The Board adopted the FY22 Budget and Action Plan on June 9, 2021 (R-21-72) with a total budget of \$89.6 million. Prior Board-approved adjustments have brought the FY22 amended budget to \$91.3 million. The proposed Q2 adjustments decrease this number by \$706,763 to \$90.6 million (see Table 2). The original FY22 revenues were projected at \$69.2 million. Based on revised projections, revenues are now estimated at \$70 million (see Table 1).

#### Proposed FY22 Budget Quarter 2 Amendments – Revenues

The adopted FY22 revenue budget was \$69.2 million. Prior Board-approved adjustments amended the FY22 revenue projections to \$70.5 million. The proposed Q2 revenue adjustments include a decrease of \$555,000 to the General Fund Operating (Fund 10) property tax revenue given that tax receipts in December were below expected due to a reduction in supplemental taxes. This decrease brings the amended FY22 revenue budget to \$70 million, or \$790,000 above

the adopted revenue budget. Table 1 lists the projected revenue by Fund, including amendments to date.

**Table 1: Summary of Projected FY22 Revenue**

DISTRICT REVENUE BY FUND & CATEGORY	FY22 Adopted Budget	YTD Approved Budget Amendments	Amended Budget (as of 12/31/2021)	Quarter 2 Proposed Budget Amendments	FY22 Proposed Amended Budget
<b>General Fund Operating (Fund 10)</b>	<b>\$60,291,232</b>	<b>\$1,420,000</b>	<b>\$61,711,232</b>	<b>(\$555,000)</b>	<b>\$61,156,232</b>
Property Tax	57,778,577	1,020,000	58,798,577	(555,000)	58,243,577
Grants	314,000	400,000	714,000		714,000
Interest Income	465,000		465,000		465,000
Rental Income	1,239,100		1,239,100		1,239,100
Rancho San Antonio Agreement	394,555		394,555		394,555
Miscellaneous	100,000		100,000		100,000
<b>Hawthorns (Fund 20)</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>
Interest Income	5,000		5,000		5,000
<b>Measure AA Land/Capital (Fund 30)</b>	<b>\$3,297,932</b>	<b>(\$75,000)</b>	<b>\$3,222,932</b>	<b>\$0</b>	<b>\$3,222,932</b>
Grants	3,088,932	(75,000)	3,013,932		3,013,932
Interest Income	209,000		209,000		209,000
<b>General Fund Land/Capital (Fund 40)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Grants	0		0		-
<b>Debt Service Fund (Fund 50)</b>	<b>\$5,579,000</b>	<b>\$0</b>	<b>\$5,579,000</b>	<b>\$0</b>	<b>5,579,000</b>
Property Tax	5,560,000		5,560,000		5,560,000
Interest Income	19,000		19,000		19,000
<b>TOTAL DISTRICT REVENUE</b>	<b>\$69,173,164</b>	<b>\$1,345,000</b>	<b>\$70,518,164</b>	<b>(\$555,000)</b>	<b>\$69,963,164</b>

### **Proposed Quarter 2 Amendments to the FY22 Budget – Expenses**

The proposed Q2 budget amendments result in a net decrease of \$706,763, bringing the total new amended FY22 Budget to \$90,569,759. Table 2 summarizes the FY22 adopted budget and proposed Q2 budget amendments by Fund. A summary of changes by fund follows Table 2.

**Table 2: Summary of FY22 Budget by Fund**

DISTRICT BUDGET BY FUNDING SOURCE	FY22 Adopted Budget	YTD Approved Budget Amendments	Amended Budget (as of 12/31/2021)	Quarter 2 Proposed Budget Amendments	FY22 Proposed Amended Budget
Fund 10 - General Fund Operating	\$41,413,605	(\$245,550)	\$41,168,055	\$59,703	\$41,227,758
Fund 20 - Hawthorn Fund	\$124,500	\$0	\$124,500	\$0	\$124,500
Fund 30 - MAA Land/Capital	\$8,697,439	\$278,000	\$8,975,439	(\$296,466)	\$8,678,973
Fund 40 - General Fund Land/Capital	\$23,360,120	\$1,603,520	\$24,963,640	(\$470,000)	\$24,493,640
Fund 50 - Debt Service	\$16,044,888	\$0	\$16,044,888	\$0	\$16,044,888
<b>Total</b>	<b>\$89,640,552</b>	<b>\$1,635,970</b>	<b>\$91,276,522</b>	<b>(\$706,763)</b>	<b>\$90,569,759</b>

The General Fund Operating (Fund 10) budget is proposed to increase by a net of \$59,703 primarily due to the following:

- An increase of \$96,466 in full time salaries due to give back from MAA projects where labor budget was not needed. Projects include *Purissima-to-the-Sea Trail and Parking Area - Feasibility Study* (MAA03-005) which is explained below and *Purissima Upland Site Clean Up and Soil Remediation* (MAA03-002) which is explained in Attachment 2.
- A reduction of \$58,000 to the *Hwy 35 Multi-use Trail Crossing and Parking - Feasibility Study* (31903) project. Consultant costs came in under budget because some biological surveys were determined not to be necessary due to the absence of rare species in the area. Also, the certain design tasks are being shifted to FY23 to incorporate the technical studies and program development work that is occurring this fiscal year.
- A reduction of \$22,000 to training, conferences, and public meeting expenses. Fewer events are being held and those that are taking place are being held virtually, resulting in cost savings due to the ongoing pandemic.

The Measure AA Capital (Fund 30) budget is decreasing by a net of \$296,466 primarily due to:

- A reduction of \$150,000 to the *Restoration Forestry Demonstration Project* (MAA05-010). Partner organizations have required additional time to provide feedback on the project, extending the public input process and therefore also the project schedule.
- A reduction of \$78,848 to the *Purissima-to-the-Sea Trail and Parking Area - Feasibility Study* project (MAA03-005). The project budget had originally included funds for trail scouting work, which has since been determined to not be MAA reimbursable.

The General Fund Capital (Fund 40) budget is decreasing by \$470,000 primarily due to:

- A reduction of \$210,500 to the *Structures Disposition* (35010) project. A cultural survey performed for two candidate structures that may be approved for demolition confirmed a lack of historic significance and therefore a streamlined CEQA process with significant cost savings. Disposition options for these two structures will be brought to the Board for consideration and selection in late February.
- A reduction of \$139,500 to the *Kennedy Restroom Replacements* (35006) project. In light of recently received neighborhood input, the scope of the project has expanded, and the work moved to FY24, to study the feasibility of a parking area expansion with new restroom facilities to reduce roadside parking impacts.
- A reduction of \$120,000 to the *Sierra Azul Ranger Residence* (35004) project. Project design services and subsequent project phases are delayed through the end of FY22, as staff works to identify feasible repair design alternatives and confirm that these meet Santa Clara County requirements; coordination with the County has been delayed due to limited County staff availability.

The proposed budget amendments listed above (see Attachment 2 for full list) require Board approval per Board policy *3.04 Budget and Expenditure Authority*.

## FISCAL IMPACT

The original projection for FY22 revenue was \$69,173,164. The total amended revenues are now estimated at \$69,963,164. The District retains \$23,422,551 in other funding sources, resulting in

a total of \$93,385,715 in available funding. The FY22 proposed Q2 budget amendments result in a net budget decrease of \$706,763 and a new amended budget of \$90,569,759.

Table 3 summarizes the FY22 estimated change in fund balance as a positive change, with a resulting total fund balance of \$2,815,956.

**Table 3: FY22 Estimated Change in Fund Balance**

FY22 Estimated Change in Fund Balance	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Total
	General Fund	Hawthorn	Measure AA Capital	General Fund Capital	Debt Service	
Total Amended Revenues	\$61,156,232	\$5,000	\$3,222,932	\$0	\$5,579,000	\$69,963,164
Total Amended Other Funding Sources	(17,590,855)	119,500	5,665,041	24,493,640	10,735,225	23,422,551
<b>Grand Total: Revenues &amp; Other Funding Sources</b>	<b>\$43,565,377</b>	<b>\$124,500</b>	<b>\$8,887,973</b>	<b>\$24,493,640</b>	<b>\$16,314,225</b>	<b>\$93,385,715</b>
<b>Total Amended Expenses</b>	<b>\$41,227,758</b>	<b>\$124,500</b>	<b>\$8,678,973</b>	<b>\$24,493,640</b>	<b>\$16,044,888</b>	<b>\$90,569,759</b>
Adopted Change in Fund Balance	765	0	209,000	0	269,337	479,102
Net Change in Fund Balance	2,336,854	0	0	0	0	2,336,854
<b>Amended Change in Fund Balance</b>	<b>\$2,337,619</b>	<b>\$0</b>	<b>\$209,000</b>	<b>\$0</b>	<b>\$269,337</b>	<b>\$2,815,956</b>

## BOARD AND COMMITTEE REVIEW

- **June 9, 2021:** Board adoption of the Fiscal Year 2021-22 Budget and Capital Improvement and Action Plan ([R-21-72](#), [minutes](#))
- **August 11, 2021:** Board approval of proposed amendments to the Fiscal Year 2021-22 Capital Improvement & Action Plan (CIAP) and Budget ([R-21-104](#), [minutes](#))
- **November 10, 2021:** Board adoption of the FY22 Quarter 1 budget adjustments ([R-21-151](#), [minutes](#))

## PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

## CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

## NEXT STEPS

Upon Board approval, staff will make the necessary Budget amendments.

Attachments:

1. Resolution Amending the FY22 Budget by Fund
2. FY22 Quarter 2 Budget Amendments by Fund and Project
3. FY22 Quarter 2 Budget Amendments by Department & Budget Category
4. FY22 Quarter 2 Budget Amendments Detail by GL Account

5. Q2 FY22 Financial Performance Comments
6. Q2 FY22 Budget Performance Report - "Green Report"
7. Draft Budget and Action Plan meeting minutes for May 4, 2021

Responsible Department Head / Staff contact:  
Rafaela Duran, Budget & Analysis Manager

Prepared by:  
Rafaela Duran, Budget & Analysis Manager  
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Lupe Hernandez, Management Analyst II

**RESOLUTION NO. 22-\_\_****RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING  
THE BUDGET FOR FISCAL YEAR 2021-2022**

**WHEREAS**, on June 9, 2021 the Board of Directors (Board) of the Midpeninsula Regional Open Space District (District) adopted the Fiscal Year ending June 30, 2022 (FY22) Budget and Action Plan; and

**WHEREAS**, on August 11, 2021, August 25, 2021, November 10, 2021, and January 12, 2022 the Board of Directors of the Midpeninsula Regional Open Space District amended the FY22 Budget; and

**WHEREAS**, the General Manager recommends amending the FY22 Budget to reflect changes resulting in a net budget decrease.

**NOW, THEREFORE**, the Board of Directors of the Midpeninsula Regional Open Space District does resolve as follows:

**SECTION ONE.** Approve the recommended revenue amendments to the District's FY22 Budget resulting in a net decrease as follows:

<b>DISTRICT REVENUE BY FUNDING SOURCE</b>	<b>FY22 Adopted Budget</b>	<b>YTD Approved Budget Amendments</b>	<b>Amended Budget (as of 12/31/2021)</b>	<b>Quarter 2 Proposed Budget Amendments</b>	<b>FY22 Proposed Amended Budget</b>
Fund 10 - General Fund Operating	\$60,291,232	\$1,420,000	\$61,711,232	(\$555,000)	\$61,156,232
Fund 20 - Hawthorn Fund	\$5,000	\$0	\$5,000	\$0	\$5,000
Fund 30 - MAA Land/Capital	\$3,297,932	(\$75,000)	\$3,222,932	\$0	\$3,222,932
Fund 40 - General Fund Land/Capital	\$0	\$0	\$0	\$0	\$0
Fund 50 - Debt Service	\$5,579,000	\$0	\$5,579,000	\$0	\$5,579,000
<b>Total</b>	<b>\$69,173,164</b>	<b>\$1,345,000</b>	<b>\$70,518,164</b>	<b>(\$555,000)</b>	<b>\$69,963,164</b>

**SECTION TWO.** Approve the recommended budget amendments to the District FY22 Budget resulting in a net decrease as follows:

<b>DISTRICT BUDGET BY FUNDING SOURCE</b>	<b>FY22 Adopted Budget</b>	<b>YTD Approved Budget Amendments</b>	<b>Amended Budget (as of 12/31/2021)</b>	<b>Quarter 2 Proposed Budget Amendments</b>	<b>FY22 Proposed Amended Budget</b>
Fund 10 - General Fund Operating	\$41,413,605	(\$245,550)	\$41,168,055	\$59,703	\$41,227,758
Fund 20 - Hawthorn Fund	\$124,500	\$0	\$124,500	\$0	\$124,500
Fund 30 - MAA Land/Capital	\$8,697,439	\$278,000	\$8,975,439	(\$296,466)	\$8,678,973
Fund 40 - General Fund Land/Capital	\$23,360,120	\$1,603,520	\$24,963,640	(\$470,000)	\$24,493,640
Fund 50 - Debt Service	\$16,044,888	\$0	\$16,044,888	\$0	\$16,044,888
<b>Total</b>	<b>\$89,640,552</b>	<b>\$1,635,970</b>	<b>\$91,276,522</b>	<b>(\$706,763)</b>	<b>\$90,569,759</b>

**SECTION THREE.** Monies are hereby appropriated in accordance with said budget by fund.

**SECTION FOUR.** Except as herein modified, the FY22 Budget and CIAP, Resolution No. 21-18 as amended, shall remain in full force and effect.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 2022, at a regular meeting thereof, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Karen Holman, Secretary  
Board of Directors

\_\_\_\_\_  
Zoe Kersteen-Tucker, President  
Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

\_\_\_\_\_  
Jennifer Woodworth, District Clerk

## FY22 Quarter 2 Budget Amendments by Project including description (Attachment 2)

Operating (Fund 10) Project Adjustments		Q2 Adjustment	Icon	Explanation
31902	Historic Resources Procedural Guide/Library	(15,000)	↑↓	Historical consulting services not needed this fiscal year because creating the internal historic resources guide, library, and GIS database can be achieved using internal resources.
31903	Hwy 35 Multi-use Trail Crossing and Parking - Feasibility Study	(58,000)	< \$	Consultant costs came in under budget because some biological surveys were determined not to be necessary due to absence of rare species in the area. Also, the certain design tasks are being shifted to FY23 to incorporate the technical studies and program development work that is occurring this fiscal year.
31904	Purisima Preserve Multimodal Access Study	30,000	↑	Additional budget needed in light of increased consultant speed in project delivery.
61023	Los Gatos Creek Watershed - Wildland Fire Resiliency	(23,500)	↑↓	Correcting project budget to more accurately reflect how much work will be done per fiscal year. Total project costs remain the same, change only reflects a fiscal year allocation correction.
80054	Badger/Burrowing Owl Habitat Assessment	20,000	↑↓	Net zero adjustment, assigning funds from 5211 and 5202. Contract amendment changed annual budget breakdown for this multi-year project.
<b>TOTAL FUND 10</b>		<b>(46,500)</b>		
	Fund 10 - net operating expense adjustments	106,203	< \$	Less events/trainings/conferences are being held and those that are taking place are being held virtually, resulting in cost savings due to the ongoing pandemic. Also less labor needed for various MAA projects (explained below).
<b>GRAND TOTAL FUND 10</b>		<b>59,703</b>		

Measure AA Capital (Fund 30) Project Adjustments		Q2 Adjustment	Icon	Explanation
MAA03-002	Purisima Upland Site Clean Up and Soil Remediation	(33,734)	↑↓	Most Engineering and Construction department labor not needed this fiscal year because project has moved to Natural Resources department given staff vacancy. Sufficient labor is already budgeted in Natural Resources.
MAA03-005	Purisima-to-the-Sea Trail and Parking Area - Feasibility Study	(78,848)	↑↓	The project budget had originally included funds for trail scouting work, which has since been determined to not be MAA reimbursable.
MAA05-008	La Honda Creek White Barn Structural Rehabilitation	(23,000)	↑↓	FY22 scope of work for the White Barn is complete; remaining budget is shifting to Redwood Cabin to complete CEQA.
MAA05-009	La Honda Creek Redwood Cabin Removal and Site Restoration	23,000	↑↓	FY22 scope of work for the White Barn is complete; remaining budget is shifting to Redwood Cabin to complete CEQA.
MAA05-010	Restoration Forestry Demonstration Project	(150,000)	↑↓	Partner organizations have required additional time to provide feedback on the project, extending the public input process and therefore also the project schedule.
MAA07-011	Phase II Loop Trails, Lower La Honda Creek OSP	(50,000)	↑↓	CEQA services are not needed this fiscal year.
MAA20-002	Bay Area Ridge Trail: Highway 17 Crossing	17,250	↑↓	Additional labor funds needed to account for work completed by Senior Planner.
MAA25-002	Billingsley Property Acquisition and Site Cleanup	(1,134)	< \$	Project nearly complete, Natural Resources MAA labor not needed to close out project.
<b>TOTAL FUND 30</b>		<b>(\$296,466)</b>		



## FY22 Quarter 2 Budget Amendments by Project including description (Attachment 2)

General Fund Capital (Fund 40) Project Adjustments		Q2 Adjustment	Icon	Explanation
35004	Sierra Azul Ranger Residence	(120,000)	↑↓	Project environmental, permitting, and construction inspection support services will be delayed until FY23 because the project design services will continue through FY22.
35006	Kennedy Restroom Replacements	(139,500)	↑↓	Project deferred to FY24 to further study the feasibility of a parking lot expansion project, that will be considered by the board at a future date.
35010	Structure Disposition	(210,500)	< \$	Bio exclusion work can't take place until after bat maternity roosting season and nesting bird season have concluded. Thus, construction is delayed until after summer. Also, the cultural survey provided favorable results which includes a streamlined CEQA process resulting in project savings.
<b>TOTAL FUND 40</b>		<b>(\$470,000)</b>		

	<b>GRAND TOTAL</b>	<b>(\$706,763)</b>		
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→	Project will continue next fiscal year (or later)	\$0
↑	Increase to project cost	\$30,000
↑↓	Reallocation of funds, no net increase	(\$558,332)
< \$	Savings this fiscal year	(\$178,431)
<b>TOTAL</b>		<b>(\$706,763)</b>

## FY22 Quarter 2 Budget Amendments by Department &amp; Budget Category (Attachment 3)

DISTRICT BUDGET BY EXPENDITURE CATEGORY	FY22 Adopted Budget	YTD Approved Budget Amendments	Amended Budget (as of 12/31/2021)	Quarter 2 Proposed Budget Amendments	FY22 Proposed Amended Budget
<b>Administrative Services</b>					
Salaries and Benefits	\$5,791,536		\$5,791,536		\$5,791,536
Services and Supplies	\$2,181,406		\$2,181,406		\$2,181,406
<b>Total Operating Expenditures</b>	<b>\$7,972,942</b>	<b>\$0</b>	<b>\$7,972,942</b>	<b>\$0</b>	<b>\$7,972,942</b>
General Fund Capital	\$62,000	(\$62,000)	\$0		\$0
<b>Total Capital Expenditures</b>	<b>\$62,000</b>	<b>(\$62,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Administrative Services Expenditures</b>	<b>\$8,034,942</b>	<b>(\$62,000)</b>	<b>\$7,972,942</b>	<b>\$0</b>	<b>\$7,972,942</b>
<b>Engineering &amp; Construction</b>					
Salaries and Benefits	\$1,206,827		\$1,206,827		\$1,206,827
Less: MAA Reimbursable Staff Costs	(\$258,414)		(\$258,414)	\$33,734	(\$224,680)
Net Salaries and Benefits	\$948,413	\$0	\$948,413	\$33,734	\$982,147
Services and Supplies	\$190,319		\$190,319	(\$20,000)	\$170,319
<b>Total Operating Expenditures</b>	<b>\$1,138,732</b>		<b>\$1,138,732</b>	<b>\$13,734</b>	<b>\$1,152,466</b>
Hawthorn Capital	\$47,300		\$47,300		\$47,300
<b>Total Hawthorn Expenditures</b>	<b>\$47,300</b>	<b>\$0</b>	<b>\$47,300</b>	<b>\$0</b>	<b>\$47,300</b>
Measure AA Capital	\$5,814,803	(\$300,975)	\$5,513,828	(\$33,734)	\$5,480,094
General Fund Capital	\$19,634,983	\$1,879,527	\$21,514,510	(\$467,000)	\$21,047,510
<b>Total Capital Expenditures</b>	<b>\$25,449,786</b>	<b>\$1,578,552</b>	<b>\$27,028,338</b>	<b>(\$500,734)</b>	<b>\$26,527,604</b>
<b>Total Engineering &amp; Construction Expenditures</b>	<b>\$26,635,818</b>	<b>\$1,578,552</b>	<b>\$28,214,370</b>	<b>(\$487,000)</b>	<b>\$27,727,370</b>
<b>General Counsel</b>					
Salaries and Benefits	\$801,859		\$801,859		\$801,859
Services and Supplies	\$98,985		\$98,985		\$98,985
<b>Total Operating Expenditures</b>	<b>\$900,844</b>	<b>\$0</b>	<b>\$900,844</b>	<b>\$0</b>	<b>\$900,844</b>
<b>Total General Counsel Expenditures</b>	<b>\$900,844</b>	<b>\$0</b>	<b>\$900,844</b>	<b>\$0</b>	<b>\$900,844</b>
<b>General Manager</b>					
Salaries and Benefits	\$1,855,225		\$1,855,225		\$1,855,225
Services and Supplies	\$402,125	\$55,000	\$457,125		\$457,125
<b>Total Operating Expenditures</b>	<b>\$2,257,350</b>	<b>\$55,000</b>	<b>\$2,312,350</b>	<b>\$0</b>	<b>\$2,312,350</b>
<b>Total General Manager Expenditures</b>	<b>\$2,257,350</b>	<b>\$55,000</b>	<b>\$2,312,350</b>	<b>\$0</b>	<b>\$2,312,350</b>
<b>Land &amp; Facilities</b>					
Salaries and Benefits	\$7,210,449		\$7,210,449		\$7,210,449
Less: MAA Reimbursable Staff Costs	(\$193,321)	(\$77,300)	(\$270,621)	\$78,848	(\$191,773)
Net Salaries and Benefits	\$7,017,128	(\$77,300)	\$6,939,828	\$78,848	\$7,018,676
Services and Supplies	\$4,742,204	(\$183,750)	\$4,558,454	(\$23,500)	\$4,534,954
<b>Total Operating Expenditures</b>	<b>\$11,759,332</b>	<b>(\$261,050)</b>	<b>\$11,498,282</b>	<b>\$55,348</b>	<b>\$11,553,630</b>
Hawthorn Services and Supplies	\$77,200		\$77,200		\$77,200
<b>Total Hawthorn Expenditures</b>	<b>\$77,200</b>	<b>\$0</b>	<b>\$77,200</b>	<b>\$0</b>	<b>\$77,200</b>
Measure AA Capital	\$419,821	\$248,225	\$668,046	(\$78,848)	\$589,198
General Fund Capital	\$1,656,925	(\$204,007)	\$1,452,918		\$1,452,918
<b>Total Capital Expenditures</b>	<b>\$2,076,746</b>	<b>\$44,218</b>	<b>\$2,120,964</b>	<b>(\$78,848)</b>	<b>\$2,042,116</b>
<b>Total Land &amp; Facilities Expenditures</b>	<b>\$13,913,278</b>	<b>(\$216,832)</b>	<b>\$13,696,446</b>	<b>(\$23,500)</b>	<b>\$13,672,946</b>
<b>Natural Resources</b>					
Salaries and Benefits	\$1,778,648		\$1,778,648		\$1,778,648
Less: MAA Reimbursable Staff Costs	(\$91,920)		(\$91,920)	\$1,134	(\$90,786)
Net Salaries and Benefits	\$1,686,728		\$1,686,728	\$1,134	\$1,687,862
Services and Supplies	\$3,275,223	(\$52,500)	\$3,222,723	\$35,000	\$3,257,723
<b>Total Operating Expenditures</b>	<b>\$4,961,951</b>	<b>(\$52,500)</b>	<b>\$4,909,451</b>	<b>\$36,134</b>	<b>\$4,945,585</b>
Measure AA Capital	\$1,316,920	(\$15,000)	\$1,301,920	(\$151,134)	\$1,150,786
General Fund Capital	\$161,000		\$161,000		\$161,000
<b>Total Capital Expenditures</b>	<b>\$1,477,920</b>	<b>(\$15,000)</b>	<b>\$1,462,920</b>	<b>(\$151,134)</b>	<b>\$1,311,786</b>
<b>Total Natural Resources Expenditures</b>	<b>\$6,439,871</b>	<b>(\$67,500)</b>	<b>\$6,372,371</b>	<b>(\$115,000)</b>	<b>\$6,257,371</b>

## FY22 Quarter 2 Budget Amendments by Department &amp; Budget Category (Attachment 3)

DISTRICT BUDGET BY EXPENDITURE CATEGORY	FY22 Adopted Budget	YTD Approved Budget Amendments	Amended Budget (as of 12/31/2021)	Quarter 2 Proposed Budget Amendments	FY22 Proposed Amended Budget
<b>Planning</b>					
Salaries and Benefits	\$1,727,229		\$1,727,229		\$1,727,229
<i>Less: MAA Reimbursable Staff Costs</i>	<i>(\$75,645)</i>		<i>(\$75,645)</i>	<i>(\$17,250)</i>	<i>(\$92,895)</i>
Net Salaries and Benefits	\$1,651,584		\$1,651,584	<i>(\$17,250)</i>	\$1,634,334
Services and Supplies	\$674,783	<i>(\$75,000)</i>	\$599,783	<i>(\$28,263)</i>	\$571,520
<b>Total Operating Expenditures</b>	<b>\$2,326,367</b>	<b><i>(\$75,000)</i></b>	<b>\$2,251,367</b>	<b><i>(\$45,513)</i></b>	<b>\$2,205,854</b>
<i>Measure AA Capital</i>	<i>\$1,021,645</i>	<i>\$107,000</i>	<i>\$1,128,645</i>	<i>(\$32,750)</i>	<i>\$1,095,895</i>
<i>General Fund Capital</i>	<i>\$33,000</i>		<i>\$33,000</i>	<i>(\$3,000)</i>	<i>\$30,000</i>
<b>Total Capital Expenditures</b>	<b>\$1,054,645</b>	<b>\$107,000</b>	<b>\$1,161,645</b>	<b><i>(\$35,750)</i></b>	<b>\$1,125,895</b>
<b>Total Planning Expenditures</b>	<b>\$3,381,012</b>	<b>\$32,000</b>	<b>\$3,413,012</b>	<b><i>(\$81,263)</i></b>	<b>\$3,331,749</b>
<b>Public Affairs</b>					
Salaries and Benefits	\$1,191,021	\$43,000	\$1,234,021		\$1,234,021
Services and Supplies	\$1,204,292	<i>(\$10,000)</i>	\$1,194,292		\$1,194,292
<b>Total Operating Expenditures</b>	<b>\$2,395,313</b>	<b>\$33,000</b>	<b>\$2,428,313</b>	<b>\$0</b>	<b>\$2,428,313</b>
<b>Total Public Affairs Expenditures</b>	<b>\$2,395,313</b>	<b>\$33,000</b>	<b>\$2,428,313</b>	<b>\$0</b>	<b>\$2,428,313</b>
<b>Real Property</b>					
Salaries and Benefits	\$810,192		\$810,192		\$810,192
Services and Supplies	\$99,324		\$99,324		\$99,324
<b>Total Operating Expenditures</b>	<b>\$909,516</b>		<b>\$909,516</b>	<b>\$0</b>	<b>\$909,516</b>
<i>Measure AA Land and Associated Costs</i>	<i>\$124,250</i>	<i>\$238,750</i>	<i>\$363,000</i>		<i>\$363,000</i>
<i>General Fund Land and Associated Costs</i>	<i>\$634,000</i>	<i>(\$10,000)</i>	<i>\$624,000</i>		<i>\$624,000</i>
<b>Total Land and Associated Costs</b>	<b>\$758,250</b>	<b>\$228,750</b>	<b>\$987,000</b>	<b>\$0</b>	<b>\$987,000</b>
<b>Total Real Property Expenditures</b>	<b>\$1,667,766</b>	<b>\$228,750</b>	<b>\$1,896,516</b>	<b>\$0</b>	<b>\$1,896,516</b>
<b>Visitor Services</b>					
Salaries and Benefits	\$6,123,818	\$30,000	\$6,153,818		\$6,153,818
Services and Supplies	\$667,440	\$25,000	\$692,440		\$692,440
<b>Total Operating Expenditures</b>	<b>\$6,791,258</b>	<b>\$55,000</b>	<b>\$6,846,258</b>	<b>\$0</b>	<b>\$6,846,258</b>
<i>General Fund Land and Associated Costs</i>	<i>\$1,178,212</i>		<i>\$1,178,212</i>		<i>\$1,178,212</i>
<b>Total Land and Associated Costs</b>	<b>\$1,178,212</b>	<b>\$0</b>	<b>\$1,178,212</b>	<b>\$0</b>	<b>\$1,178,212</b>
<b>Total Visitor Services Expenditures</b>	<b>\$7,969,470</b>	<b>\$55,000</b>	<b>\$8,024,470</b>	<b>\$0</b>	<b>\$8,024,470</b>
<b>Debt Service</b>					
Debt Service	\$16,044,888		\$16,044,888		\$16,044,888
<b>Total Debt Service Expenditures</b>	<b>\$16,044,888</b>		<b>\$16,044,888</b>		<b>\$16,044,888</b>
<b>Total Debt Service Expenditures</b>	<b>\$16,044,888</b>		<b>\$16,044,888</b>		<b>\$16,044,888</b>
<b>Total District Budget</b>	<b>\$89,640,552</b>	<b>\$1,635,970</b>	<b>\$91,276,522</b>	<b><i>(\$706,763)</i></b>	<b>\$90,569,759</b>

## FY22 Quarter 2 Budget Amendments by GL Account (Attachment 4)

Budget Categories / Accounts	Budget as of Dec 31	Quarter 2 Proposed Budget Amendment	Quarter 2 Proposed Amended Budget
10-30-310-4101 - Full Time	\$1,240,384	(\$17,250)	\$1,223,134
10-35-315-4101 - Full Time	\$705,873	\$33,734	\$739,607
10-61-611-4101 - Full Time	\$4,670,456	\$78,848	\$4,749,304
10-80-810-4101 - Full Time	\$1,278,237	\$1,134	\$1,279,371
<b>General Fund (10) Salaries &amp; Benefits</b>		<b>\$96,466</b>	
10-30-310-6501 - Public Meeting Expense	\$22,000	(\$12,000)	\$10,000
10-30-310-6601 - Training & Conferences	\$32,600	(\$13,263)	\$19,337
10-30-320-5218 - Bio Survey	\$30,000	(\$18,000)	\$12,000
10-30-320-5299 - Other Professional Services	\$342,250	\$15,000	\$357,250
10-35-315-5004 - Temporary Office Help	\$0	\$20,000	\$20,000
10-35-325-5204 - Architect/Engineering Fees	\$115,000	(\$40,000)	\$75,000
10-61-631-5211 - Resource/Environmental	\$82,000	\$20,000	\$102,000
10-61-631-5218 - Bio Survey	\$102,000	(\$10,000)	\$92,000
10-61-631-5299 - Other Professional Services	\$30,000	\$32,500	\$62,500
10-61-631-7001 - Field Equipment/Shop Supplies	\$25,000	\$20,000	\$45,000
10-61-631-7109 - Facility Maint - Trails & Roads	\$235,000	(\$85,000)	\$150,000
10-61-631-7112.01 - IPM Program - Maintenance	\$0	\$60,000	\$60,000
10-61-631-7112.07 - Fuels Management	\$168,000	(\$126,000)	\$42,000
10-61-651-7101 - Facility Maint - Structures - Exterior/Interior	\$12,000	\$65,000	\$77,000
10-80-820-5218 - Bio Survey	\$50,000	\$35,000	\$85,000
10-80-830-5202 - Graphic Design & Layout	\$15,000	(\$10,000)	\$5,000
10-80-830-5211 - Resource/Environmental	\$754,239	\$10,000	\$764,239
<b>General Fund (10) Services &amp; Supplies</b>		<b>(\$36,763)</b>	
30-30-310-4109 - Measure AA Labor Reimbursement	\$75,645	\$17,250	\$92,895
30-35-315-4109 - Measure AA Labor Reimbursement	\$258,414	(\$33,734)	\$224,680
30-61-611-4109 - Measure AA Labor Reimbursement	\$270,621	(\$78,848)	\$191,773
30-80-810-4109 - Measure AA Labor Reimbursement	\$91,920	(\$1,134)	\$90,786
<b>MAA (30) Salaries &amp; Benefits</b>		<b>(\$96,466)</b>	
30-30-320-8201 - ARCHITECT/ENGINEERING SERVS	\$268,000	(\$10,000)	\$258,000
30-30-320-8202 - ENVIRONMENTAL/PLANNING SERVICES	\$720,000	(\$40,000)	\$680,000
30-80-850-8201 - ARCHITECT/ENGINEERING SERVS	\$230,000	(\$130,000)	\$100,000
30-80-850-8202 - ENVIRONMENTAL/PLANNING SERVICES	\$380,000	(\$20,000)	\$360,000
<b>MAA (30) Capital/Fixed Assets</b>		<b>(\$200,000)</b>	
40-30-320-8201 - ARCHITECT/ENGINEERING SERVS	\$33,000	(\$3,000)	\$30,000
40-35-325-8201 - ARCHITECT/ENGINEERING SERVS	\$825,425	(\$11,000)	\$814,425
40-35-325-8202 - ENVIRONMENTAL/PLANNING SERVICES	\$478,000	(\$224,500)	\$253,500
40-35-325-8203 - CONSTRUCTION & SPECIAL INSPECTION/MONITORING	\$687,500	(\$40,000)	\$647,500
40-35-325-8204 - PERMITTING FEES	\$276,000	(\$70,000)	\$206,000
40-35-325-8205 - CONSTRUCTION	\$18,247,585	(\$121,500)	\$18,126,085
<b>General Fund (40) Capital/Fixed Assets</b>		<b>(\$470,000)</b>	
<b>Total Budget Amendments - Increase / (Decrease)</b>		<b>(\$706,763)</b>	

## Q2 FY22 Financial Performance Comments

### **Overall District Financial Health:**

With Fiscal Year 2022 (FY22) expenditures tracking to budget or less, and revenues tracking to budget or better, District financial health is currently expected to be consistent with, or better than, the FY22 adopted budget.

### **Revenues:**

The vast majority of budgeted annual revenue is derived from Property Taxes (92%), which are received in Q2 (December) and Q4 (April). Accordingly, Q2 revenues of \$29.7 million represent 43% of the annual amended budget of \$70 million. Additional commentary on Q2 revenue budget variances can be found in the Q2 Budget Amendment Board report. The Controller's Monthly Investment report for December 2021 indicates that the assessed value in both Santa Clara and San Mateo Counties continues to increase at about a combined 6.1% annual rate. The inflation factor is now set at a 2% maximum for annual assessed property valuations.

### **Expenditures:**

Expenditures for Q2 were \$41.7 million or about 46% of the annual amended budget. The Q2 percentage spend of the annual budget is tracking similarly to past years. If the proposed Q2 budget amendments are adopted (see Board report for more detail), expenditures are expected to end the year at or below the amended FY22 budget.

### **Other Financial Considerations:**

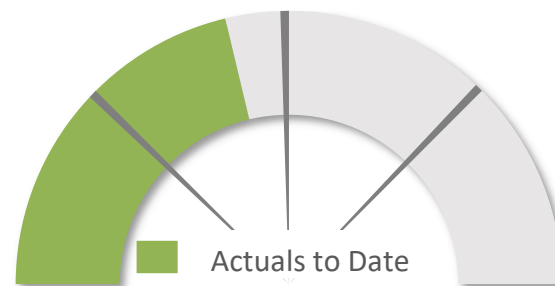
Some important economic factors have improved since the initial economic impacts of the pandemic:

- The national unemployment rate fell from 4.7% in September to 3.9% in December 2021, with a continuing declining trend (US Bureau of Labor Statistics, Civilian Unemployment Rate). For comparison, the San Jose-Sunnyvale-Santa Clara, CA Metropolitan Statistical Area unemployment rate was 3.2% in November 2021 (the latest reporting period).
- The S&P 500 ended the year with positive returns, approximately 11% in the quarter ending December 2021.
- The yield on a 10-Year U.S. Treasury Bond increased from 0.93% at the end of December 2020 to 1.52% at the end of December 2021. Interest rates are approximately 30 basis points lower than pre-pandemic levels.
- Real GDP increased by 2.3% in the third quarter of 2021, the lowest increase since the beginning of the pandemic. Bay Area CPI (San Francisco-Oakland-Hayward) increased by 2.2% from December 2020 to December 2021.

Major fiscal stimulus actions have aided economic recovery, but many expired at the end of the calendar year. It is uncertain how this might impact the overall economy and fiscal recovery efforts.



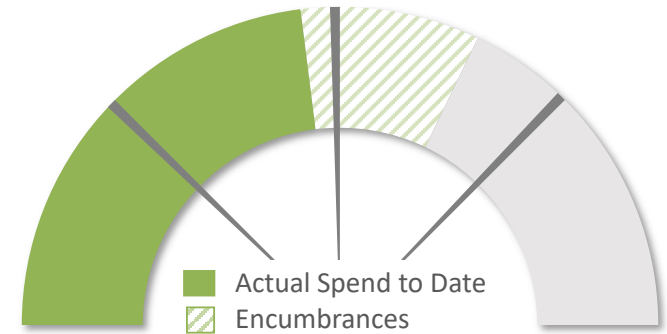
# Revenue Quarterly Performance Report



DISTRICT REVENUES BY FUND & CATEGORY	FY22 Adopted Budget	FY22 Budget Adjustments	FY22 Amended Budget	FY22 Actual (through 12/31)	Budget Remaining	Budget Used (%)
<b>Fund 10 - General Fund</b>	<b>60,291,232</b>	<b>865,000</b>	<b>61,156,232</b>	<b>26,366,762</b>	<b>34,789,470</b>	<b>43%</b>
General Property Taxes	57,778,577	465,000	58,243,577	25,438,564	32,805,013	44%
Grants Revenue	314,000	400,000	714,000	-	714,000	0%
Interest Income	465,000	-	465,000	253,800	211,200	55%
Rental Income	1,239,100	-	1,239,100	380,869	858,231	31%
Other Revenues	494,555	-	494,555	293,529	201,026	59%
<b>Fund 20 - Hawthorn Fund</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>0%</b>
Interest Income	5,000	-	5,000	-	5,000	0%
<b>Fund 30 - MAA Fund</b>	<b>3,297,932</b>	<b>(75,000)</b>	<b>3,222,932</b>	<b>3,160,434</b>	<b>62,498</b>	<b>98%</b>
Grants Revenue	3,088,932	(75,000)	3,013,932	3,160,434	(146,502)	105%
Interest Income	209,000		209,000	-	209,000	0%
<b>Fund 40 - General Fund Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Fund 50 - Debt Service</b>	<b>5,579,000</b>	<b>-</b>	<b>5,579,000</b>	<b>215,155</b>	<b>5,363,845</b>	<b>4%</b>
General Property Taxes	5,560,000	-	5,560,000	204,198	5,355,802	4%
Interest Income	19,000	-	19,000	10,957	8,043	58%
<b>DISTRICT REVENUES (All Funds)</b>	<b>69,173,164</b>	<b>790,000</b>	<b>69,963,164</b>	<b>29,742,351</b>	<b>40,220,813</b>	<b>43%</b>



# Expenses Quarterly Performance Report



DISTRICT EXPENSES BY FUND	FY22 Adopted Budget	FY22 Budget Adjustments	FY22 Amended Budget	YTD Encumbrances	FY22 Actual (through 12/31)	Budget Remaining of Amended (\$)	Budget Remaining of Amended with Encumbrances (\$)	FY22 Budget Spent of Amended (%)	FY22 Budget Spent of Amended with Encumbrances (%)	FY21 Budget Spent of Amended (%)	FY21 Budget Spent of Amended with Encumbrances (%)
Fund 10 - General Fund	41,413,605	(185,847)	41,227,758	2,941,057	18,011,119	23,216,639	20,275,582	44%	51%	43%	52%
Fund 20 - Hawthorn Fund	124,500	-	124,500	12,470	8,837	115,663	103,193	7%	17%	19%	19%
Fund 30 - MAA Fund	8,697,439	(18,466)	8,678,973	4,084,026	1,816,582	6,862,391	2,778,365	21%	68%	40%	51%
Fund 40 - General Fund Capital	7,191,637	(893,582)	6,298,055	1,038,846	1,843,906	4,454,149	3,415,303	29%	46%	24%	73%
<b>DISTRICT EXPENSES (Subtotal)</b>	<b>57,427,181</b>	<b>(1,097,895)</b>	<b>56,329,286</b>	<b>8,076,399</b>	<b>21,680,444</b>	<b>34,648,842</b>	<b>26,572,443</b>	<b>38%</b>	<b>53%</b>	<b>41%</b>	<b>53%</b>
Fund 40 - One Time Expenses	16,168,483	2,027,102	18,195,585	8,413,564	7,851,695	10,343,890	1,930,326	43%	89%	19%	21%
Fund 50 - Debt Service	16,044,888	-	16,044,888	-	12,166,081	3,878,807	3,878,807	76%	76%	76%	76%
<b>DISTRICT EXPENSES (All Funds)</b>	<b>89,640,552</b>	<b>929,207</b>	<b>90,569,759</b>	<b>16,489,963</b>	<b>41,698,220</b>	<b>48,871,539</b>	<b>32,381,576</b>	<b>46%</b>	<b>64%</b>	<b>44%</b>	<b>53%</b>

**FY22 Budget Performance Report - "Green Report" by Category**  
(through Dec 31)

Attachment 6

DISTRICT EXPENSES BY FUND & CATEGORY	FY22 Adopted Budget	FY22 Budget Adjustments	FY22 Amended Budget	YTD Encumbrances	FY22 Actual (through 12/31)	Budget Remaining of Amended (\$)	Budget Remaining of Amended with Encumbrances (\$)	FY22 Budget Spent of Amended (%)	FY22 Budget Spent of Amended with Encumbrances (%)	FY21 Budget Spent of Amended (%)	FY21 Budget Spent of Amended with Encumbrances (%)
<b>Fund 10 - General Fund</b>	<b>41,413,605</b>	<b>(185,847)</b>	<b>41,227,758</b>	<b>2,941,057</b>	<b>18,011,119</b>	<b>23,216,639</b>	<b>20,275,582</b>	<b>44%</b>	<b>51%</b>	<b>43%</b>	<b>52%</b>
Personnel Services	27,877,504	49,166	27,926,670	-	14,555,225	13,371,445	13,371,445	52%	52%	48%	48%
Services and Supplies	13,536,101	(235,013)	13,301,088	2,941,057	3,455,894	9,845,194	6,904,137	26%	48%	30%	60%
<b>Fund 20 - Hawthorn Fund</b>	<b>124,500</b>	<b>-</b>	<b>124,500</b>	<b>12,470</b>	<b>8,837</b>	<b>115,663</b>	<b>103,193</b>	<b>7%</b>	<b>17%</b>	<b>19%</b>	<b>19%</b>
Services and Supplies	77,200	-	77,200	-	57	77,143	77,143	0%	0%	20%	20%
Capital/Fixed Assets	47,300	-	47,300	12,470	8,780	38,520	26,050	19%	45%	0%	0%
<b>Fund 30 - MAA Fund</b>	<b>8,697,439</b>	<b>(18,466)</b>	<b>8,678,973</b>	<b>4,084,026</b>	<b>1,816,582</b>	<b>6,862,391</b>	<b>2,778,365</b>	<b>21%</b>	<b>68%</b>	<b>40%</b>	<b>51%</b>
Personnel Services	619,300	(19,166)	600,134	-	315,975	284,159	284,159	53%	53%	35%	35%
Capital/Fixed Assets	8,078,139	700	8,078,839	4,084,026	1,500,607	6,578,232	2,494,206	19%	69%	40%	52%
<b>Fund 40 - General Fund Capital</b>	<b>7,191,637</b>	<b>(893,582)</b>	<b>6,298,055</b>	<b>1,038,846</b>	<b>1,843,906</b>	<b>4,454,149</b>	<b>3,415,303</b>	<b>29%</b>	<b>46%</b>	<b>24%</b>	<b>73%</b>
Capital/Fixed Assets	7,191,637	(893,582)	6,298,055	1,038,846	1,843,906	4,454,149	3,415,303	29%	46%	24%	73%
<b>DISTRICT EXPENSES (Subtotal)</b>	<b>57,427,181</b>	<b>(1,097,895)</b>	<b>56,329,286</b>	<b>8,076,399</b>	<b>21,680,444</b>	<b>34,648,842</b>	<b>26,572,443</b>	<b>38%</b>	<b>53%</b>	<b>41%</b>	<b>53%</b>
<b>Fund 40 - One Time Expenses</b>	<b>16,168,483</b>	<b>2,027,102</b>	<b>18,195,585</b>	<b>8,413,564</b>	<b>7,851,695</b>	<b>10,343,890</b>	<b>1,930,326</b>	<b>43%</b>	<b>89%</b>	<b>19%</b>	<b>21%</b>
<b>Fund 50 - Debt Service</b>	<b>16,044,888</b>	<b>-</b>	<b>16,044,888</b>		<b>12,166,081</b>	<b>3,878,807</b>	<b>3,878,807</b>	<b>76%</b>	<b>76%</b>	<b>76%</b>	<b>76%</b>
<b>DISTRICT EXPENSES (All Funds)</b>	<b>89,640,552</b>	<b>929,207</b>	<b>90,569,759</b>	<b>16,489,963</b>	<b>41,698,220</b>	<b>48,871,539</b>	<b>32,381,576</b>	<b>46%</b>	<b>64%</b>	<b>44%</b>	<b>53%</b>

DISTRICT EXPENSES BY FUND & CATEGORY	FY22 Adopted Budget	FY22 Budget Adjustments	FY22 Amended Budget	YTD Encumbrances	FY22 Actual (through 12/31)	Budget Remaining of Amended (\$)	Budget Remaining of Amended with Encumbrances (\$)	FY22 Budget Spent of Amended (%)	FY22 Budget Spent of Amended with Encumbrances (%)	FY21 Budget Spent of Amended (%)	FY21 Budget Spent of Amended with Encumbrances (%)
Personnel Services	28,496,804	30,000	28,526,804	-	14,871,200	13,655,604	13,655,604	52%	52%	48%	48%
Services and Supplies	13,613,301	(235,013)	13,378,288	2,941,057	3,455,951	9,922,337	6,981,280	26%	48%	30%	60%
Capital/Fixed Assets	15,317,076	(892,882)	14,424,194	5,135,342	3,353,293	11,070,901	5,935,559	23%	59%	37%	55%
<b>DISTRICT EXPENSES (Subtotal)</b>	<b>57,427,181</b>	<b>(1,097,895)</b>	<b>56,329,286</b>	<b>8,076,399</b>	<b>21,680,444</b>	<b>34,648,842</b>	<b>26,572,443</b>	<b>38%</b>	<b>53%</b>	<b>41%</b>	<b>53%</b>
One Time Expenses	16,168,483	2,027,102	18,195,585	8,413,564	7,851,695	10,343,890	1,930,326	43%	89%	19%	21%
Debt Service	16,044,888	-	16,044,888	-	12,166,081	3,878,807	3,878,807	76%	76%	76%	76%
<b>DISTRICT EXPENSES (All Funds)</b>	<b>89,640,552</b>	<b>929,207</b>	<b>90,569,759</b>	<b>16,489,963</b>	<b>41,698,220</b>	<b>48,871,539</b>	<b>32,381,576</b>	<b>46%</b>	<b>64%</b>	<b>44%</b>	<b>53%</b>



**FY22 Budget Performance Report - "Green Report" by Department  
(through Dec 31)**

Attachment 6

DISTRICT EXPENSES BY DEPARTMENTS (All Funds)	FY22 Adopted Budget	FY22 Budget Adjustments	FY22 Amended Budget	YTD Encumbrances	FY22 Actual (through 12/31)	Budget Remaining of Amended (\$)	Budget Remaining of Amended with Encumbrances (\$)	FY22 Budget Spent of Amended (%)	FY22 Budget Spent of Amended with Encumbrances (%)	FY21 Budget Spent of Amended (%)	FY21 Budget Spent of Amended with Encumbrances (%)
Administrative Services	8,034,942	(62,000)	7,972,942	412,890	4,114,801	3,858,141	3,445,251	52%	57%	47%	53%
Engineering & Construction	10,467,335	(935,550)	9,531,785	3,549,206	3,254,770	6,277,015	2,727,809	34%	71%	39%	41%
General Counsel	900,844	-	900,844	24,327	439,480	461,364	437,037	49%	51%	44%	46%
General Manager	2,257,350	55,000	2,312,350	30,529	1,011,081	1,301,269	1,270,740	44%	45%	40%	41%
Land & Facilities	13,913,278	(240,332)	13,672,946	741,927	5,604,272	8,068,674	7,326,747	41%	46%	43%	48%
Natural Resources	6,439,871	(182,500)	6,257,371	1,555,172	1,571,160	4,686,211	3,131,039	25%	50%	28%	60%
Planning	3,381,012	(49,263)	3,331,749	944,072	1,212,927	2,118,822	1,174,750	36%	65%	37%	51%
Public Affairs	2,395,313	33,000	2,428,313	505,526	794,173	1,634,140	1,128,614	33%	54%	36%	86%
Real Property	1,667,766	228,750	1,896,516	188,516	496,215	1,400,301	1,211,784	26%	36%	60%	61%
Visitor Services	7,969,470	55,000	8,024,470	124,235	3,181,563	4,842,907	4,718,672	40%	41%	47%	49%
<b>DISTRICT EXPENSES (Subtotal)</b>	<b>57,427,181</b>	<b>(1,097,895)</b>	<b>56,329,286</b>	<b>8,076,399</b>	<b>21,680,444</b>	<b>34,648,842</b>	<b>26,572,443</b>	<b>38%</b>	<b>53%</b>	<b>44%</b>	<b>52%</b>
One Time Expense: Fund 40	16,168,483	2,027,102	18,195,585	8,413,564	7,851,695	10,343,890	1,930,326	43%	89%	5%	29%
Debt Service	16,044,888	-	16,044,888	-	12,166,081	3,878,807	3,878,807	76%	76%	76%	76%
<b>DISTRICT EXPENSES (All Funds)</b>	<b>89,640,552</b>	<b>929,207</b>	<b>90,569,759</b>	<b>16,489,963</b>	<b>41,698,220</b>	<b>48,871,539</b>	<b>32,381,576</b>	<b>46%</b>	<b>64%</b>	<b>44%</b>	<b>53%</b>



Midpeninsula Regional  
Open Space District

**ACTION PLAN AND BUDGET COMMITTEE**

**May 4, 2021**

*The Board of Directors conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20. All Board members and staff participated via teleconference.*

**DRAFT MINUTES**

**ROLL CALL**

Director Cyr called the meeting to order at 1:00 p.m.

**Members Present:** Jed Cyr, Larry Hassett, and Yoriko Kishimoto

**Members Absent:** None

**Staff Present:** General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Budget & Analysis Manager Rafaela Duran, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

**ADOPTION OF AGENDA**

**Motion:** Director Hassett moved, and Director Kishimoto seconded the motion to adopt the agenda.

**ROLL CALL VOTE: 3-0-0**

**ORAL COMMUNICATIONS**

District Clerk Jennifer Woodworth reported no public comments have been submitted.

**COMMITTEE BUSINESS**

**1. Approve the April 29, 2021 Action Plan & Budget Committee Minutes**

Item 1 was heard after Item 2.

**Motion:** Director Hassett moved, and Director Kishimoto seconded the motion to approve the April 29, 2021 Action Plan and Budget Committee minutes.

**ROLL CALL VOTE: 3-0-0**

**2. Continued Discussion of Proposed Fiscal Year 2021-22 Budget and Action Plan Overview (R-21-57)**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of changes to the proposed FY2021-22 budget based on updated expenditure information and additional information regarding restricted funds in the general fund.

Assistant General Manager Susanna Chan reviewed projects included in the Public Access, Education, and Outreach program, including numerous regional trails, such as the Purisima-to-the-Sea Trail, Alpine Road Regional Trail, and Highway 17 trail crossing; Districtwide ADA barrier removal; and expanding public access at District preserves, such as at La Honda Creek, Bear Creek Redwoods, and Windy Hill Preserves.

Director Kishimoto requested and received an update regarding use of the Driscoll Event Center parking lot for hiker use, which was recently opened by permit.

Director Hassett requested and received an update regarding implementation of short-term measures to support public access, which were suggested by the La Honda Public Access Working Group.

Assistant General Manager Brian Malone described projects included in the Assets and Organizational Support Program. Projects include agricultural workforce housing at the La Honda Creek Open Space Preserve, property management for residential, office, and other building sites, and improvements to business systems and administrative processes.

Director Hassett requested an update regarding the Skyline Field Office remodel project and spoke in support of making necessary facility updates.

Mr. Malone reported the permit requirements for the driveway improvements and water storage requirements raised the project costs back in 2008/09, and the project was subsequently removed at that time from the action plan. In lieu of a major expansion, Mr. Malone described updates and small improvements to the facility, which have since been made.

Directors Hassett and Cyr spoke in favor of a live staff member answering District phones.

Mr. Jaskulak provided additional information regarding the District's phone system, which allows callers to reach individual staff members directly or speak with the front desk staff member.

Director Kishimoto requested additional information regarding projects supporting the District's diversity, equity, and inclusion (DEI) initiatives.

Public Affairs Manager Kori Skinner reported many aspects of the 50th anniversary celebration will include activities supporting DEI initiatives, and DEI components are also included in many of the District's other projects, such as for the grants program. The District also has internal staff teams working on DEI initiatives.

Director Kishimoto suggested including information highlighting DEI initiatives and projects in the budget book.

Director Kishimoto requested that when the Measure AA projects are prioritized again that a status update on current progress also be included.

Mr. Malone reported staff has typically brought the prioritization criteria to the Board for approval.

Director Kishimoto asked that the Board be able to provide more input into the prioritized list.

Public comments opened at 2:38 p.m.

Ms. Woodworth reported no public comments were received for this item.

Public comments closed at 2:38 p.m.

**Motion:** Director Kishimoto moved, and Director Hassett seconded the motion to recommend Board adoption of the Fiscal Year 2021-22 Budget and Action Plan.

Director Hassett requested adding a project to the Budget and Action Plan to update the Skyline Field Office.

Ms. Ruiz stated additional information is needed to understand staff deployment to support current and future District preserves. This information and recommendations are being developed as part of the Coastal Management Plan that is underway. Once that information is gathered, potential projects scopes to update or expand field offices can be identified and resource loaded for Board consideration. Findings from the Coastal Management Plan are expected to be ready for Board review by late 2021.

**ROLL CALL VOTE: 3-0-0**

### **ADJOURNMENT**

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 2:45 p.m.

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Jennifer Woodworth, MMC  
District Clerk