

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCS D PARK

INCOME AND EXPENSE BUDGET

FISCAL YEAR 2017-2018

SUBMITTED: MAY 10, 2017

DRAFT APPROVED: May 10, 2017

FINAL APPROVED: June 14, 2017

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971 707/878/2767

Date: May 10, 2017

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Park Budget for 2017-2018

OVERVIEW:

Tomales Community Park has seen increased stability of its finances with the addition of Measure A funds. Prior years made dependence on local donations, grassroots fundraising events, rental income and occasional grants a challenge to undertake the major capital improvements necessary to upgrade the original infrastructure from the 1970's. Measure A funds are offering a more predictable source of income as we address necessary projects to continue to provide safe and reliable public access to our Park, which is a community resource for local residents, community organizations and the increasing visitors coming to the Northwest Marin area.

Over the past year, we have been able to plan and engineer several major projects and obtain necessary permits for construction. We have purchased and installed an ADA water fountain with handrails, installed required signage, re-surfaced four play structure areas, removed a large tree that died, ordered 2 new picnic tables, and allocated funds for pavement re-stripping in our parking lot.

We are now seeking competitive bids in a Request for Proposal for planned capital improvement construction projects, namely a new gazebo, a replacement north fence, and ADA concrete ramps into 4 play areas. With funding and permits in hand, the District is eager to launch these projects as soon as we can select contractors and schedule them to begin.

This Park Budget for Fiscal Year 2017-2018 has been developed in our Park Advisory Committee with the assistance of Melinda Bell, Financial Manager, and with periodic reviews by the Financial Advisory Committee.

RESTRICTED FUNDS:

Operating Income:

Measure A:

Measure A funds are distributed twice each year, once in July and once in January. The anticipated disbursement from Marin County for Fiscal Year 2017-18 is \$36,003, up slightly from the prior year. As per the spending requirements, the bulk of these funds will be designated for capital projects recommended by the Park Advisory Committee and approved by the TVCSD Board of Directors. A small amount is set aside in unrestricted funds for general park maintenance, project management and financial management. With the \$ 67,995 carry-over from unspent 2016-17 funds, the total allocation for capital projects in this budget is \$ 85,000 as indicated in the Measure A Work Plan at the end of this Budget.

EXPENSES:

Gazebo and Shade Shelter:

This budget has allocated \$60,000 from Measure A funds and grant funds for the construction of the new gazebo.

Paths and ADA Ramps:

This budget contains \$8,000 from Measure A funds for the construction of the State mandated ADA concrete ramps into the four completed play structure areas.

Replacement North Fence:

The north fence was originally built in 1979 and is now in disrepair. This budget allocates \$12,000 in Measure A funds for its replacement.

UNRESTRICTED FUNDS:

Measure A Funds:

While the bulk of the Measure A Funds are allocated for capital projects, the conditions of the Fund allow a portion to be spent on routine maintenance. This budget allocates \$1,660 for PG&E, supplies and services; \$300 for landscaping; \$4,495 for Project Management; and \$1,000 for Financial Services.

Henry's PG&E Usage:

Our tenant in the water tower continues to pay a partial PG&E cost of \$70 per month or \$840 annually as shown in this budget.

Park Rentals:

The Park has a history of rental usage by non-profit organizations and other outside private parties and businesses. Based on Park Policy we have rental fees we charge. It is difficult to project rental usage for the year ahead, but we have allocated \$400 as a minimum expected rental income.

EXPENSES:

Routine Maintenance:

The Park is maintained largely through the volunteer efforts of David Judd, Henry Elfstrom, Margaret Graham, Walter Earle, and the Park Advisory Committee and its volunteers from the Tomales community. There is an Annual Park Workday that attracts many volunteers, and also students from the high school who earn community service hours. There are also volunteer clean up events scheduled as required prior to large community events or private rentals.

Regular maintenance includes paper products for the bathrooms, filter and well service, and miscellaneous expenses for workdays. These maintenance expenses are paid from Measure A funds and park rentals.

PG&E Expenses:

The remainder of the PG&E costs have been budgeted at \$1,200 and are offset by Measure A funds.

RECOMMENDATIONS:

This Budget for Fiscal Year 2017-2018 recommends that the Park Advisory Committee and the TVCSD Board of Directors take the following action:

- Preliminary vote on Park Budget at the May 10, 2017 Board of Director's Meeting
- Adopt the Final Park Budget at the June 10, 2017 Board of Director's Meeting.

**Tomales Village Community Services District
Park Program Proposed Budget 2017/2018**

				Income			
311.00	· Interest Income						5
315.80	· Measure A Funds						36,003
320.00	· Contributions Income						100
322.00	· Park Use Rental						400
322.60	· Water Tower PGE						840
Total Income							37,348
				Expenses			
414.81	· Measure A Project Expenses						
		Gazebo					60,000
		Paths and Ramps					8,000
		Fence Replacement					12,000
		Project Management					5,000
Total 414.81 Measure A Project Expense							85,000
414.82	· Measure A Maintenance Expense						
		Supplies and Services					1,300
		Landscaping					300
		PGE Park					1,200
		Financial Management					1,000
Total 414.82 · Measure A Maintenance Expense							3,800
Total Expense							88,800
Net Ordinary Income							(51,452)
To Be Funded By Use of Prior Year Dean Witter Grant							10,000
To Be Funded By Use of Prior Year Marin County Grant							15,000
To Be Funded By Use of Prior Year Measure A Funds							26,452
							51,452



Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2017 to June 30, 2018

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2017.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: _____ Melinda Bell _____
(Print)

Title: _____ Financial Manager _____
(Print)

Address: _____ P O Box 303 _____

City, Zip: _____ Tomales, CA 94971-0303 _____

Phone: _____ 707-878-2767 _____

E-mail: _____ melinda@tomalescsd.ca.gov _____

C. Total estimated funds for Fiscal Year 2017-18:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2017-18 (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 17-18 (i + ii).
\$ 67,995	\$36,003	\$103,998

D. Recipient's Measure A Work Plan for Fiscal Year 2017-18:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PG&E, Supplies, Services	Maintenance a	Electricity, trash, bathroom, landscaping supplies, maintenance	\$1,660	\$840	\$2,500
Gazebo	Construction c	Specifications, bids, construction	\$35,000	\$25,000	\$60,000
Paths and Ramps	Construction c	Grading, pouring, inspection	\$8,000		\$8,000
Fence Replacement	Renovation b	Clear area, haul debris, construction	\$12,000		\$12,000
Project Manager	Construction c	Review bids, oversee park projects	\$4,495	\$505	\$5,000
Financial Manager	Maintenance a	Pay park bills, prepare reports Budgets, for park program	\$1,000		\$1,000
Landscaping	Maintenance a	Plant, weed, trim, mow park area	\$300		\$300
Estimated Total			\$62,455	\$26,345	\$88,800

****Select work or project purpose only from the following menu:**

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Fuel reduction - all types of fuelbreaks, including primary, ridgeline, etc.
- f) Flashy fuel reduction (ROW, street ends, trail heads, etc.)
- g) Natural resource protection and restoration, and invasive plant control
- h) Maintaining vehicle access
- i) Sudden Oak Death
- j) Hazard tree removal
- k) Inventory and monitoring
- l) Wildlife management monitoring
- m) Vegetation and wildlife management - Other-

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

Melinda K. Bell

Signature

Financial Manager

Title

Melinda K. Bell

Print Name

5/7/2017

Date