

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

# **TVCS D PARK**

**DRAFT**

**INCOME AND EXPENSE BUDGET**

**FISCAL YEAR 2019-2020**

**SUBMITTED: MAY 8, 2019**

**PRELIMINARY APPROVED: May 8, 2019**

**FINAL APPROVED: July 10, 2019**

# **Tomales Village Community Services District**

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

DATE: May 8, 2019

TO: Stakeholders

FROM: TVCSD Board & Committees

SUBJECT: **Preliminary TVCSD Park Budget and Measure A Work Plan for 2019-2020**

## **OVERVIEW:**

Tomales Community Park has been able to plan major park improvements with funding from Measure A. Prior to 2013, we depended on local donations, grassroots fundraising events and occasional grants to maintain the park and undertake necessary improvements. Since 2013, Measure A funds allocated annually have been offering a more predictable source of income for longer range financial planning and are to continue until 2022.

In the 2019-2020 budget year, we are finally hoping to undertake major construction projects that include the building of a new gazebo, four ADA play structure ramps, and the replacement of the North fence. The Park budget for the next fiscal year includes Measure A funds and use of restricted matching grants. Delays have occurred in our search for contractors to perform these public work projects, largely due to the re-building boom since the 2017 and 2018 Fires. In the meanwhile, as we have widened our search for construction bids and extended our construction permit, we have continued with general park maintenance of landscaping and paths; bathrooms; benches, picnic tables and old gazebo; and various play structures.

## **Operating Income:**

### **Measure A Funds:**

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The disbursement from Marin County for Fiscal Year 2019-2020 is \$37,582. As outlined in the Measure A Work Plan, 95% of these funds will be designated for capital projects. The remaining 5% is designated for park landscape and building maintenance, electrical service, and financial management. TVCSD has a carry-over balance from previous fiscal years of \$111,765. The total allocation for Measure A expenses in this budget is \$129,844 as indicated in the Measure A Work Plan for Fiscal Year 2019-2020.

### **Restricted Funds:**

A total of \$25,000 in restricted grants for building a new gazebo will be allocated for the coming fiscal year. TVCSD received \$10,000 from Marin County and \$15,000 from Dean Whitter Foundation specifically for construction of a new gazebo. These funds are indicated as matching funds in the Measure A Work Plan.

### **Unrestricted Funds:**

Our tenant in the water tower continues to pay a partial PG&E cost of \$70 per month or \$840 annually, as shown in the budget (322.60). The Park has a long history of rental usage by private groups and non-profit organizations for special events, and contributions from the public who enjoy park facilities. This budget allocates \$400 as expected rental income (322.00) and \$500 for contributions to park maintenance (320.00). This budget also estimates \$850 for nominal interest income (311).

### **Capital Expenses (414.81):**

#### **Gazebo Shade Shelter:**

This budget has allocated \$92,575 from Measure A funds and \$25,000 from restricted grants (Marin County and Dean Whitter Foundation) for the construction of a new 20' diameter gazebo shade shelter with steel columns, concrete floor, a roof with copper edge flashing and cedar ceiling, beams and fascia. The total budget allocation for this fiscal year is \$117,575 for the entire project as indicated in the Measure A Work Plan.

#### **Paths and ADA Ramps:**

The Park is required to build ADA concrete ramp ways into the four completed play structure areas to meet current park certification requirements. This budget allocates \$8000 from Measure A funds for this project.

#### **North Fence Replacement:**

The North fence that runs the entire length of the Park was originally built in 1979 and is now in disrepair. This budget allocates \$13,800 from Measure A funds to build a replacement fence and a necessary retaining wall at the upper end.

## **Other:**

Measure A funds have been allocated in this budget to include \$700 for an additional picnic table and bench. The budget also includes \$5,000 in Measure A funds for Project Management of all projects during fiscal year 2019-2020.

## **Maintenance Expenses (414.82):**

While the bulk of the Measure A Funds are allocated for capital projects, a small portion of 5% can be utilized for routine maintenance expenses. This budget allocates \$1,300 for PG&E; \$1,300 for supplies and services; \$500 for supplies for a mural for the east exterior bathroom wall; \$6,009 for new playground surface material; and \$1,500 for financial management services.

Supplies and services include paper products for the restrooms; filter and well service; refuse pick up; and miscellaneous expenses for volunteer workdays.

The Park is maintained largely through the local volunteer efforts of David Judd, Henry Elfstrom and Walter Earle, the Park Advisory Committee, and other local Tomales residents. Volunteer clean up events are scheduled prior to large community-wide events that utilize the Park and there is an Annual Park Clean-Up Day that attracts many volunteers. Tomales High School students can earn community service hours to assist. We also are registered with Marin County as a site for minor offenders to perform court-mandated community service hours such as landscaping maintenance. In all of these volunteer ways, TVCSD receives in-kind services for park maintenance.

## **RECOMMENDATIONS:**

Approve the Preliminary 2019-2020 Park Budget and Approve the Measure A Work Plan at the TVCSD Board of Directors' Meeting on May 8, 2019.

Hold a Public Hearing on July 10, 2019. Approve the Final Park Budget and Measure A Work Plan at the Board of Directors' regular meeting on July 10, 2019.



**2019/2020 Park Program Budget**

				<b>Income</b>	
<b>311.00</b>		<b>· Interest Income</b>			850
<b>315.80</b>		<b>· Measure A Funds</b>			37,582
<b>320.00</b>		<b>· Contributions Income</b>			500
<b>322.00</b>		<b>· Park Use Rental</b>			400
<b>322.60</b>		<b>· Water Tower PGE</b>			840
<b>Total Income</b>					<b>40,172</b>
				<b>Expenses</b>	
<b>414.81 · Measure A Project Expenses</b>					
		Picnic Table and Log Bench			700
		Gazebo			117,575
		Paths and Ramps			8,000
		Fence Replacement			13,800
		Playground Surface Material			6,009
		Project Management			5,000
<b>Total 414.81 Measure A Project Expense</b>					<b>151,084</b>
<b>414.82 · Measure A Maintenance Expense</b>					
		Supplies and Services			1,300
		Mural for East Bathroom Wall			500
		PGE Park			1,300
		Financial Management			1,500
<b>Total 414.82 · Measure A Maintenance Expense</b>					<b>4,600</b>
<b>Total Expense</b>					<b>155,684</b>
<b>Net Ordinary Income</b>					<b>(115,512)</b>
<b>To Be Funded By Use of Prior Year Funds</b>					<b>115,512</b>
<b>Beginning Cash Estimated for July 1, 2019</b>					
					<b>183,500</b>
<b>Use of Prior Year Measure A Funding</b>					<b>(91,342)</b>
<b>Use of Prior Year Grant Funding</b>					<b>(25,000)</b>
<b>Estimated Ending Cash</b>					<b>67,158</b>