



***MUIR BEACH COMMUNITY SERVICES DISTRICT***

19 Seacape Drive • Muir Beach, CA 94965 • 415-388-7804 • [www.muirbeachcsd.com](http://www.muirbeachcsd.com)

**BUDGET**

**Fiscal Year 2016-2017**

**DRAFT** October 12, 2016



# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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## **BUDGET FOR FISCAL YEAR 2016-2017**

**DRAFT October 12, 2016**

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# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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## Introduction

The **Muir Beach Community Services District** governs four service charters within the District's borders: ***Fire Protection, Recreation, Roads, and Water***. The following **Budget for Fiscal Year 2016-17** is formatted to exhibit the financial stewardship for each of these areas so you may understand them individually or as a whole.

The "**Summary of Operations**" page shows the District's overall budgeting but, as noted, does not include any restricted Capital Improvement revenues as they are addressed later in the document. Please refer to the notes throughout to understand significant points of interest on each page.

The next "**General**" section includes the Revenue and Expense sheet for those categories which apply to the overall administration of the District and therefore supply or burden all four departments. This is followed by **Revenue and Expense** sheets for each individual department. At the bottom of each sheet is a balance which shows how that department is doing prior to the application of general funds, i.e. those revenues listed in the Summary as "Unassigned."

Two "**Strategic Planning**" documents follow next. The "**Chartered & General Revenue**" sheet includes three prior years for comparison and three subsequent years to consider where the District needs to supplement revenue to meet the community's needs. After that, a "**Capital Projects**" list has been included to approve expenditures for the current year and schedule future ones.

Finally, the "**Charter Reserves & Capital Expenses**" page lists projected fiscal year end totals per this budget's assumptions. Both the Restricted Reserves and Unrestricted Current Assets, in the District's case that refers to bank account balances, are shown. Again, notes below complement the data above with important considerations.

As always, please feel free to contact me with any questions or concerns you have regarding this document.

Sincerely,

Bill Hansell, District Manager  
Muir Beach Community Services District

**Summary of Operations Revenue/Expenses**

Revenue	Department	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Property Taxes (Unassigned)	95,000	97,294	97,300
	Excess ERAF (Unassigned)	50,000	60,654	60,500
	Interest Income (Unassigned)	600	1,424	1,400
	Other Income (Unassigned)	-	175	-
	Fire (Restricted to Fire Dept)	39,900	42,581	57,200
	Recreation	11,000	15,534	16,500
	Roads	-	-	-
	Water (Restricted to Water Dept)	85,000	78,193	77,000
	<b>Total Operations Revenue:</b>	<b>281,500</b>	<b>295,855</b>	<b>309,900</b>

Expenses	Department	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Fire	32,075	77,257	71,799
	Recreation	53,675	51,090	64,842
	Roads	44,650	54,665	72,234
	Water	146,950	134,865	172,197
	<b>Total Operations Expenses:</b>	<b>277,350</b>	<b>317,878</b>	<b>381,072</b>
	<b>Net Operations Gain/Loss:</b>	<b>4,150</b>	<b>(22,023)</b>	<b>(71,172)</b>

- Summary Notes:**
- 1.) Exclusions: Operations Revenue listed above does NOT include Water Capital Improvement revenue (+\$69,000) as noted on the "Water Department" page. End of Year WCI fund total is shown on the "Capital Reserves & Capital Expenses" page.
  - 2.) Verification: The Actual amounts used above are based on non-audited figures from 6/30/16 and may need to be further reconciled during the pending audit process.
  - 3.) Apportionment: The expense amounts in each of the four charter categories (Fire, Rec, Roads, and Water) include specific expenses for each department but also shared General costs. The apportioned percentages are based on the Administration's relative workload for each category. For budgeting purposes, they are 15% for Fire, 15% for Rec, 30% for Roads, and 40% for Water.
  - 4.) Atypical Expense: Note that the FY16/17 expenses are encumbered by the extraordinary cost of nine audits. See General Details page for the inclusion of the \$70,000 line item. This includes an estimated cost of \$62,100 for the auditors and \$7,900 for the bookkeeper's support time. For a typical year, an audit might cost approximately \$9,500. If that were the case for FY16/17, the Net Operations Balance would be a loss of \$4,172 instead of \$64,672.

**General - Revenue and Expenses Apportioned To All Departments**

Gen Revenue	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Property Taxes (Unassigned)	95,000	97,294	97,300
	Excess ERAF (Unassigned)	50,000	60,654	60,500
	Interest Income (Unassigned)	600	1,424	1,400
	Other Income (Unassigned)	-	175	-
	<b>Gen Revenue Total:</b>	<b>145,600</b>	<b>159,547</b>	<b>159,200</b>

Gen Expense	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Audit	15,000	289	70,000
	Bank & Credit Card Fees	200	203	210
	Bookkeeping	21,000	20,702	21,000
	Dues & Memberships	3,200	1,069	1,200
	Health Insurance (DM)	6,000	5,954	6,000
	Insurance (Umbrella)	8,500	6,651	6,600
	Legal Fees	1,000	2,613	4,000
	Office & Postage	2,000	4,080	4,100
	Other Operating (incl Minutes)	2,800	2,418	2,500
	Payroll (DM) - Jul thru Jan	-	-	48,230
	Payroll (DM) - Feb thru Jun	-	-	22,965
	Payroll (DM) - Total	62,000	64,159	71,195
	Payroll Employer Taxes (DM)	4,800	4,908	5,750
	Payroll Service	3,000	3,097	3,100
	Permits & Fees	1,000	2,102	2,150
	Supplies	-	264	275
	Website	-	-	1,200
	<b>Gen Exp Total:</b>	<b>130,500</b>	<b>118,509</b>	<b>199,280</b>

**General Balance (Prior to Dept Allocations) :**                                 **15,100**                                 **41,038**                                 **(40,080)**

- General Notes:**
- 1.) Apportionment: General Expenses are assigned to each department with the following percentages: Fire = 15%, Rec = 15%, Roads = 30%, and Water = 40%.
  - 2.) Audit: The Audit allowance is to cover eight past years plus FY15-16 plus the cost of additional Bookkeeping time to provide the auditor with the required info. A typical annual audit is estimated to be \$9,500
  - 3.) District Manager: The DM Payroll for FY16-17 assumes the same rate as for FY15-16 (\$53/hr) but is divided into two different line items: July thru Jan assumes 30hrs/wk (per the 10/05/16 Personnel Committee Recommendation) while February thru June reverts back to 20hrs/wk. The DM recommendation is that 30hrs/wk is necessary through June and therefore should be approved now rather than revising the budget next year. If 30hrs/wk thru June is approved, then the total DM Payroll line item will equal \$82,680 (i.e. an additional \$11,485.)

Muir Beach Community Services District: Budget for FY2016-2017 - DRAFT

**Fire Department**

Fire Revenue	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Special Parcel Tax for Fire	31,500	31,363	33,400
	Donations for Fire	-	-	-
	Grants for Fire (Misc)	-	13,000	15,000
	Grants for Fire (West Marin)	8,400	-	16,800
	Workers Comp Reimbursement	-	11,218	7,000
	<b>Fire Revenue incl Cap Imp Rev:</b>	<b>39,900</b>	<b>55,581</b>	<b>72,200</b>
	Deduct Cap Imp Revenue:	-	(13,000)	(15,000)
	<b>Fire Operations Revenue:</b>	<b>39,900</b>	<b>42,581</b>	<b>57,200</b>

Fire Expense	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	<b>General Expenses (15% Share):</b>			
	Audit	2,250	43	10,500
	Bank & Credit Card Fees	30	30	32
	Bookkeeping	3,150	3,105	3,150
	Dues & Memberships	480	160	180
	Health Insurance (DM)	900	893	900
	Insurance (Umbrella)	1,275	998	990
	Legal Fees	150	392	600
	Office & Postage	300	612	615
	Other Operating (incl Minutes)	420	363	375
	Payroll (DM)	9,300	9,624	10,679
	Payroll Employer Taxes (DM)	720	736	863
	Payroll Service	450	465	465
	Permits & Fees	150	315	323
	Supplies	-	40	41
	Website	-	-	180
	<b>Gen Exp (15% Share) Sub-Total:</b>	<b>19,575</b>	<b>17,776</b>	<b>29,892</b>
	<b>Dedicated Expenses:</b>			
	Emergency Preparedness	-	1,330	2,000
	Fire Dept: Membership Dues	-	-	150
	Fire Equip: Station Wear	-	-	1,250
	Fire Equip: Tools/Testing	-	-	200
	Fire Equip: Expendibles	-	1,280	550
	Fire Equip: Turnouts	-	611	5,000
	Fire Training: EMT Re-cert	-	-	52
	Fire Training: First Responder Cert	-	-	1,540
	Fire Training: Office Supplies/Misc	-	1,188	1,000
	Fire Training: Specialists/Speakers	-	-	1,000
	Fire Truck Maintenance/Repairs	-	33,047	12,000
	Insurance (Fire)	5,500	5,695	6,000
	Workers Comp Insurance	7,000	9,000	7,000
	Legal Fees (Fire)	-	-	-
	Med Supplies: AED machines	-	-	2,000
	Med Supplies: AED pads/supplies	-	-	110

**Fire Department**

<b>Fire Expense</b>	<b>Category</b>	<b>FY15/16 Budget</b>	<b>FY15/16 Actual</b>	<b>FY16/17 Budget</b>
	Med Supplies: Epi-pens	-	-	825
	Med Supplies: Other	-	5,141	250
	Med Supplies: Perishable	-	-	200
	Supplies: Other	-	10	-
	Utilities: Elec (Fire)	-	-	180
	Utilities: Phone, Radio (Fire)	-	2,179	600
	Utilities: Propane (Fire)	-	-	-
	Utilities: Refuse (Fire)	-	-	-
	<b>Dedicated Expense Sub-Total:</b>	<b>12,500</b>	<b>59,481</b>	<b>41,907</b>
	<b>Fire Operations Expense Total:</b>	<b>32,075</b>	<b>77,257</b>	<b>71,799</b>
	<b>Fire Ops Balance (Prior to Unassigned Revenue):</b>	<b>7,825</b>	<b>(34,676)</b>	<b>(14,599)</b>

**Fire Notes:**

- 1.) *Disaster Grant Info: The \$13,000 grant in FY15/16 was from the County to purchase Disaster Prep equipment. While the grant was received in FY15/16, the expenditures will be made in FY16/17.*
- 2.) *Fire Grant Info: The \$8,400 West Marin Grant for FY15/16 was not received prior to the end of the fiscal year. The budget assumes that payment for two years will be received in FY16/17.*
- 3.) *New Expense Categories: For this budget, the Fire Chief and the MBVFA refined the expense categories previously used. The FY15/16 Actuals reflect the previous categories while the FY16/17 Budget shows the expanded cost tracking.*
- 4.) *A Grant of \$15,000 is being provided by the MBVFA for initial soft costs in FY16/17 for the new firehouse project.*

Muir Beach Community Services District: Budget for FY2016-2017 - DRAFT

**Recreation Department**

Rec Revenue	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Community Center Classes	1,000	1,293	1,300
	Community Center Functions	-	886	1,200
	Donations for Rec	-	40,000	10,000
	Grants for Rec	-	-	-
	Measure A Tax	34,000	33,781	33,750
	Rentals	10,000	13,355	14,000
	<b>Rec Revenue incl Cap Imp Rev:</b>	<b>45,000</b>	<b>89,315</b>	<b>60,250</b>
	Deduct Cap Imp Revenue:	(34,000)	(73,781)	(43,750)
	<b>Rec Operations Revenue Total:</b>	<b>11,000</b>	<b>15,534</b>	<b>16,500</b>

Rec Expense	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	<b>General Expenses (15% Share):</b>			
	Audit	2,250	43	10,500
	Bank & Credit Card Fees	30	30	32
	Bookkeeping	3,150	3,105	3,150
	Dues & Memberships	480	160	180
	Health Insurance (DM)	900	893	900
	Insurance (Umbrella)	1,275	998	990
	Legal Fees	150	392	600
	Office & Postage	300	612	615
	Other Operating (incl Minutes)	420	363	375
	Payroll (DM)	9,300	9,624	10,679
	Payroll Employer Taxes (DM)	720	736	863
	Payroll Service	450	465	465
	Permits & Fees	150	315	323
	Supplies	-	40	41
	Website	-	-	180
	<b>Gen Exp (15% Share) Sub-Total:</b>	<b>19,575</b>	<b>17,776</b>	<b>29,892</b>
	<b>Dedicated Expenses:</b>			
	Community Center Classes	-	962	1,000
	Community Center Functions	5,000	5,788	7,500
	Legal Fees (Rec)	-	-	-
	Other Operating (Rec)	-	55	-
	Payroll (Rec)	10,000	15,106	15,200
	Payroll Employer Taxes (Rec)	1,500	1,156	1,200
	Repairs & Maintenance (Rec)	12,500	5,312	5,000
	Supplies (Rec)	2,000	2,586	2,600
	Utilities: Elec (Rec)	1,000	982	1,000
	Utilities: Phone (Rec)	750	441	450
	Utilities: Propane (Rec)	350	137	200
	Utilities: Refuse (Rec)	1,000	789	800



<b>Recreation Department</b>			
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Rec Expense	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	<i>Dedicated Expense Sub-Total:</i>	<b>34,100</b>	<b>33,314</b>	<b>34,950</b>
	<i>Rec Operations Expense Total:</i>	<b>53,675</b>	<b>51,090</b>	<b>64,842</b>
	<i>Rec Ops Balance (Prior to Unassigned Revenue):</i>	<b>(42,675)</b>	<b>(35,556)</b>	<b>(48,342)</b>

**Recreation Notes:**

- 1.) *Donation: The \$40,000 donation was officially unrestricted but applied to the further completion of stonework along the ramp of the Community Center.*
- 2.) *Special Tax Revenue: The Measure A Tax revenue offsets former capital expenditures for the FY14/15 playground project.*
- 3.) *Contingent Donation: A \$10,000 donation is expected from the Muir Beach Quilters to be applied to the installation of glass at the Community Center deck railing.*

Muir Beach Community Services District: Budget for FY2016-2017 - DRAFT

**Roads Department**

Roads Revenue	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Fees for Roads	-	-	-
	Donations for Roads	-	-	-
	Grants for Roads	-	-	-
	<b>Roads Revenue incl Cap Imp Rev:</b>	-	-	-
	Deduct Cap Imp Revenue:	-	-	-
	<b>Roads Operations Revenue Total:</b>	-	-	-

Roads Expense	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	<b>General Expenses (30% Share):</b>			
	Audit	4,500	87	21,000
	Bank & Credit Card Fees	60	61	63
	Bookkeeping	6,300	6,211	6,300
	Dues & Memberships	960	321	360
	Health Insurance (DM)	1,800	1,786	1,800
	Insurance (Umbrella)	2,550	1,995	1,980
	Legal Fees	300	784	1,200
	Office & Postage	600	1,224	1,230
	Other Operating (incl Minutes)	840	725	750
	Payroll (DM)	18,600	19,248	21,359
	Payroll Employer Taxes (DM)	1,440	1,472	1,725
	Payroll Service	900	929	930
	Permits & Fees	300	631	645
	Supplies	-	79	83
	Website	-	-	360
	<b>Gen Exp (30% Share) Sub-Total:</b>	<b>39,150</b>	<b>35,553</b>	<b>59,784</b>
	<b>Dedicated Expenses:</b>			
	Legal Fees (Roads)	-	-	2,500
	Payroll (Roads)	5,000	7,179	7,200
	Payroll Employer Taxes (Roads)	500	549	550
	Repairs & Maintenance (Roads)	-	11,211	2,000
	Supplies (Roads)	-	173	200
	<b>Dedicated Expense Sub-Total:</b>	<b>5,500</b>	<b>19,112</b>	<b>12,450</b>
	<b>Roads Operations Expense Total:</b>	<b>44,650</b>	<b>54,665</b>	<b>72,234</b>

**Roads Ops Balance (Prior to Unassigned Revenue):** (44,650) (54,665) (72,234)

**Roads Notes:** 1.) *Repairs & Maintenance: If the Sunset Way project is not approved as a Capital Expense, then expenses for Repairs & Maintenance may increase for FY16-17.*

Muir Beach Community Services District: Budget for FY2016-2017 - DRAFT

**Water Department**

<b>Water Revenue</b>	<b>Category</b>	<b>FY15/16 Budget</b>	<b>FY15/16 Actual</b>	<b>FY16/17 Budget</b>
	Water Service Revenue	85,000	77,203	77,000
	Water Service Revenue (Misc)	-	990	-
	Cap Impr Fee	49,000	50,137	50,000
	Cap Impr (25% of Service)	21,250	19,301	19,000
	Donations for Water	-	-	-
	Grants for Water	-	-	-
	<b>Water Revenue incl Cap Imp:</b>	<b>155,250</b>	<b>147,631</b>	<b>146,000</b>
	Move Cap Impr to Reserves:	(49,000)	(50,137)	(50,000)
	Move 25% Service to Reserves:	(21,250)	(19,301)	(19,000)
	<b>Water Operations Revenue:</b>	<b>85,000</b>	<b>78,193</b>	<b>77,000</b>

<b>Water Expense</b>	<b>Category</b>	<b>FY15/16 Budget</b>	<b>FY15/16 Actual</b>	<b>FY16/17 Budget</b>
	<b>General Expenses (40% Share):</b>			
	Audit	6,000	116	28,000
	Bank & Credit Card Fees	80	81	84
	Bookkeeping	8,400	8,281	8,400
	Dues & Memberships	1,280	428	480
	Health Insurance (DM)	2,400	2,382	2,400
	Insurance (Umbrella)	3,400	2,660	2,640
	Legal Fees	400	1,045	1,600
	Office & Postage	800	1,632	1,640
	Other Operating (incl Minutes)	1,120	967	1,000
	Payroll (DM)	24,800	25,664	28,478
	Payroll Employer Taxes (DM)	1,920	1,963	2,300
	Payroll Service	1,200	1,239	1,240
	Permits & Fees	400	841	860
	Supplies	-	106	110
	Website	-	-	480
	<b>Gen Exp (40% Share) Sub-Total:</b>	<b>52,200</b>	<b>47,404</b>	<b>79,712</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees (Water)	-	3,383	3,400
	Bookkeeping (Water)	-	3,494	3,500
	Dues & Memberships (Water)	1,200	1,325	1,350
	Health Insurance (WM)	5,000	2,457	2,500
	Legal Fees (Water)	-	1,320	8,000
	Other Operating (Water)	-	80	-
	Payroll (Water)	25,000	29,346	30,000
	Payroll Employer Taxes (Water)	1,000	2,246	2,500
	Permits & Fees (Water)	-	153	160
	Repairs & Maintenance (Water)	37,500	23,194	20,000
	Supplies (Water)	2,000	-	-
	Testing (Water)	5,000	2,268	2,300
	Treatment (Water)	8,000	7,691	8,000

<b>Water Department</b>
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Water Expense	Category	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget
	Vehicle Expense (WM)	1,800	1,800	1,900
	Utilities: Elec (Water)	7,500	7,854	8,000
	Utilities: Tel (WM)	750	851	875
	<b>Dedicated Expense Sub-Total:</b>	<b>94,750</b>	<b>87,462</b>	<b>92,485</b>
	<b>Water Operations Expense Total:</b>	<b>146,950</b>	<b>134,865</b>	<b>172,197</b>
	 <b>Water Ops Balance (Prior to Unassigned Revenue):</b>	 <b>(61,950)</b>	 <b>(56,672)</b>	 <b>(95,197)</b>

**Water Notes:** 1.) See the Chartered Reserves and Capital Expenses sheet to track the Capital Improvement funds. Capital Improvement revenues have been noted above but subtracted to determine the Water Operations Balance.

Muir Beach Community Services District: Budget for FY2016-2017 - DRAFT

**Strategic Planning - Chartered & General Revenue Per Year**

Category	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20
Fire Dept: Donation	-	-	-	-	-	-	-
Fire Dept: Grant (West Marin)	16,800	8,400	13,000	16,800	8,400	8,400	8,400
Fire Dept: Grants (Misc)	-	-	-	15,000	-	-	-
Fire Dept: Tax	31,697	31,363	31,363	33,400	37,408	41,896	46,925
Fire Dept: Workers Comp Reimb	-	-	11,218	7,000	7,000	7,000	7,000
	<b>48,497</b>	<b>39,763</b>	<b>55,581</b>	<b>72,200</b>	<b>52,808</b>	<b>57,296</b>	<b>62,325</b>

Rec Dept: CC Classes	1,390	1,375	1,293	1,300	1,300	1,300	1,300
Rec Dept: CC Functions	-	-	886	1,200	1,200	1,200	1,200
Rec Dept: Donation	126	55,000	40,000	10,000	-	-	-
Rec Dept: Grants	-	-	-	-	-	-	-
Rec Dept: Measure A Funds	-	50,841	33,781	33,800	33,800	33,800	33,800
Rec Dept: Rentals	8,158	13,800	13,355	14,000	15,000	16,000	17,000
	<b>9,674</b>	<b>121,016</b>	<b>89,315</b>	<b>60,300</b>	<b>51,300</b>	<b>52,300</b>	<b>53,300</b>

Roads Dept: Donations	-	4,100	-	-	-	-	-
Roads Dept: Grants	-	-	-	-	-	-	-
	-	<b>4,100</b>	-	-	-	-	-

Water Dept: Cap Imp Fund	71,558	69,589	69,438	69,000	69,000	69,000	69,000
Water Dept: Donations	-	-	-	-	-	-	-
Water Dept: Service Revenue	90,877	80,301	78,193	77,000	77,000	77,000	77,000
Water Dept: Grants	-	-	-	-	-	-	-
	<b>162,435</b>	<b>149,890</b>	<b>147,631</b>	<b>146,000</b>	<b>146,000</b>	<b>146,000</b>	<b>146,000</b>

<b>Chartered Revenue Total:</b>	<b>220,606</b>	<b>314,769</b>	<b>292,527</b>	<b>278,500</b>	<b>250,108</b>	<b>255,596</b>	<b>261,625</b>
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<b>General Revenue Total:</b>	<b>164,010</b>	<b>155,109</b>	<b>157,948</b>	<b>159,200</b>	<b>159,200</b>	<b>159,200</b>	<b>159,200</b>
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<b>Combined Revenue Total:</b>	<b>384,616</b>	<b>469,878</b>	<b>450,475</b>	<b>437,700</b>	<b>409,308</b>	<b>414,796</b>	<b>420,825</b>
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**Revenue Notes:**

1.) Strategic Planning: Future fiscal years are shown to allow for testing of various scenarios. The current draft budget does not include any predications for increasing revenue although the various line items should all be explored for potential expansion and greater return.

**Strategic Planning - Capital Projects by Department**

Category	FY13/14	FY14/15	FY15/16	FY16/17	Notes:
<b>Fire Department Projects:</b>					
Firehouse	2,925	500		15,000	Pending MBVFA grant
Hydrants for Sunset			6,152		
Disaster Prep: Tents, etc				13,590	County grant paid \$13k in FY15/16
Storage Container					
Radio Link Storage Shed				500	
<i>Total:</i>	<i>2,925</i>	<i>500</i>	<i>6,152</i>	<i>29,090</i>	
<b>Recreation Dept Projects:</b>					
CC: ADA Accessibility Upgrades				4,000	Pending County grant
CC: Bathrm Flrs, Cab, Lighting					
CC: Deck Enclosure Curtains	4,814			500	
CC: Deck Railing Glass				10,000	Pending grant from Quilters
CC: Deck Skylight Repairs				8,000	
CC: Elec Improvements				1,000	
CC: Ext Siding					
CC: Flooring				20,000	
CC: Framing & Seismic Check					
CC: Heating					
CC: Insulation					
CC: Interior Painting				1,000	Materials only
CC: Kids Room Remodel				1,000	
CC: Landscaping at Front					
CC: Landscaping at Rear				2,500	Remaining funds previously donated
CC: Parking/Edge of Road					
CC: Playground	66,563	107,865	761		
CC: Propane Tank Issues				2,000	
CC: Relocate Garbage Shed					
CC: Replace Door w/Window				5,000	
CC: Shelving	3,768				
CC: Stonework at Ramps			32,093	7,600	Paid to date; FY15/16 grant compl.
CC: Storage Shed Door Lock				100	
CC: Topo Survey at CC	5,900				
CC: Upstairs Bthrm Remodel				1,000	Materials only
CC: Upstairs Deck Issues				7,500	Pending County grant
CC: Upstairs Flooring				3,000	
CC: Upstairs Heating				500	Materials only
CC: Upstairs Kitchen Remodel				1,000	Materials only
CC: Windows Double Glazing					
CC: Woodstove	3,699				
<i>Total:</i>	<i>84,744</i>	<i>107,865</i>	<i>32,854</i>	<i>75,700</i>	-

**Strategic Planning - Capital Projects by Department**

Category	FY13/14	FY14/15	FY15/16	FY16/17	Notes:
<b>Roads Department Projects:</b>					
Charlotte's Way Re-graveling	26,550				
Resurfacing				11,000	Fund for interim road repairs
Shed Roof for Chipper	3,688				
Signs	138			1,500	
Sunset Way Evaluation				2,500	
Sunset Way/Cove Lane Project	4,920	44,051	3,101		
Sunset/Ahab Stairway		28,130			
Trailwork	546				
<i>Total:</i>	<i>35,842</i>	<i>72,181</i>	<i>3,101</i>	<i>15,000</i>	

**Water Department Projects:**

Cove Lane Eng Dwg Review			1,778		
Equip & Controls	770	2,046		34,000	
Gate at Pumphouse	6,239	234	494		
Grid Connect			300		
Lower Water Tank Liner					
Lower Water Tank Roof				4,500	
Pacific Way Work		500			
Sunset Way Evaluation				2,500	
Sunset Way Project	4,920	42,637	1,508		
Upper Tank Improvements		600			
Water Tanks Air Circulator			1,224		
Water Meter Replacements				40,000	Pending grant funds
<i>Total:</i>	<i>11,929</i>	<i>46,017</i>	<i>5,304</i>	<i>81,000</i>	
<b>Total of All Projects:</b>	<b>135,440</b>	<b>226,563</b>	<b>47,411</b>	<b>200,790</b>	
<i>Funding by Grants, Gifts, Etc.:</i>				<b>(99,600)</b>	Assuming approval & receipt.
<i>Adjusted Cost of Projects:</i>				<b>101,190</b>	Deduction from Fund Balance.

**Capital Projects Notes:**

1.) The draft list of Capital Projects should be expanded to address the needs and goals of the community. Estimated costs for future projects should be determined and the spreadsheet completed to schedule capital expenses and future revenue demands.

**Charter Reserves & Capital Expenses - End of Fiscal Year Balances**

Category	Actual FY14/15	Actual FY15/16	Budget FY16/17
Fire Dept Year End Restricted Balance	106,365	86,738	58,049
Fire Capital Expense	500	6,152	29,090
Recreation Dept Restricted Balance	-	-	-
Recreation Capital Expense	107,865	32,855	75,700
Roads Dept Reserve	-	-	-
Roads Capital Expense	72,681	3,101	15,000
Water Cap Imp Year End Restricted Bal.	59,991	91,803	79,803
Water Capital Expense	46,017	5,304	81,000
Emergency Ops Reserve	-	-	150,000
Unfunded Liabilities Reserve	-	-	-
<b>Capital Expenses Total:</b>	<b>227,063</b>	<b>47,412</b>	<b>200,790</b>
<b>Debt Service (Loan Pmts for CapEx):</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expense and Debt Pmts Total:</b>	<b>227,063</b>	<b>47,412</b>	<b>200,790</b>
<b>Total of Restricted Balances:</b>	<b>166,356</b>	<b>178,541</b>	<b>287,852</b>
<b>Unrestricted Current Assets (Cash):</b>	<b>694,272</b>	<b>764,911</b>	<b>452,638</b>
<b>Total of Reserves and Unrestricted:</b>	<b>860,628</b>	<b>943,452</b>	<b>740,490</b>

Budget Beginning Balance:	943,452
Budget Operations Revenue:	309,900
Budget Water Cap Revenue:	69,000
	1,322,352
Budget Operations Expense:	-381,072
Budget Capital Expenses:	-200,790
<b>Budget Ending Balance w/o grants &amp; gifts:</b>	<b>740,490</b>
<b>Budget Ending Balance w/ grants &amp; gifts:</b>	<b>840,090</b>

**Reserves & Expenses Note:**

1. Debt Service: A line has been included above for Debt Service. If long-term loans are considered to finance future capital projects, the annual premium should be listed here. The annual Debt Service total would be deducted from the General Fund or appropriate dedicated fund, e.g. WCI. Recent years have shown a net operations gain could be applied to debt servicing a capital expense instead of depleting cash reserves. Here are loan amounts and their relative annual premium:

\$1,000,000 Loan    \$67,215 Annual Pmt / 20 yrs  
 \$1,500,000 Loan    \$100,823 Annual Pmt / 20yrs  
 \$2,000,000 Loan    \$134,431 Annual Pmt / 20yrs

2. Emergency Ops Reserve: \$150K is suggested as the minimum.



<b>Appendix A: Assets - Per Quickbooks Balance Sheet</b>
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Category	As of 06/30/15:	As of 06/30/16:	As of 06/30/17:
Unassigned Current (Cash)	694,272	764,911	
Fire Current	106,365	86,738	
Recreation Current	-	-	
Roads Current	-	-	
Water Current	59,991	91,803	
<b>Current Assets Total:</b>	<b>860,628</b>	<b>943,452</b>	-
Water System: Storage Tanks	654,493	654,493	
Water System: Land	546,323	546,323	
Water System: Mains and Valves	152,776	152,776	
Water System: Other Water System	55,638	58,924	
Water System: Equipment & Controls	37,789	39,313	
Water System: Wells	21,620	21,620	
Accumulated Depreciation	(345,401)	(345,401)	
<b>Water System Fixed Assets Total:</b>	<b>1,123,238</b>	<b>1,128,048</b>	
Other: Buildings	453,756	485,850	
Other: Playground	173,428	174,189	
Other: Equipment	153,535	153,535	
Other: Land - 1793 Shoreline	147,918	147,918	
Other: Road Improvements	125,589	134,843	-
Other: Fire Trucks	103,871	103,871	
Other: Land	80,573	80,573	-
Other: Fire Station	30,270	30,270	
Other: CC Furniture & Fixtures	10,467	10,467	
Other: Electric Gate	6,473	6,967	
Other: Shed Roof	3,688	3,688	
Accumulated Depreciation	(278,336)	(278,336)	
<b>Other Fixed Assets Total:</b>	<b>1,011,232</b>	<b>1,053,835</b>	
<b>All Fixed Assets Total:</b>	<b>2,134,470</b>	<b>2,181,883</b>	
<b>Current and Fixed Assets Total:</b>	<b>2,995,098</b>	<b>3,125,335</b>	

**Appendix B: Prior Year (FY2015-16 ) Employee Payroll & Taxes for Reference**

Payroll	E. Perez	H. Pearlman	J. Alcalá	J. Gonzalez	L. Hills	S. Gonzalez	Total
<i>Recreation</i>	583	4,097	0	5,616	0	4,810	15,106
<i>Roads</i>	88	3,016	1,475	0	0	2,600	7,179
<i>Water</i>	3,652	24,283	625	0	116	670	29,346
<b>Total</b>	<b>4,323</b>	<b>31,396</b>	<b>2,100</b>	<b>5,616</b>	<b>116</b>	<b>8,080</b>	<b>51,631</b>

Payroll	B. Hansell	S. Wynn	Total	Payroll Grand Total
<i>DM (Split)</i>	43,906	20,253	64,159	115,790

Employee Taxes (Incl in Payroll)	E. Perez	H. Pearlman	J. Alcalá	J. Gonzalez	L. Hills	S. Gonzalez	Total
<i>Recreation</i>	112	1,010	0	430	0	760	3,123
<i>Roads</i>	17	744	273	0	0	411	1,484
<i>Water</i>	700	5,988	115	0	9	106	6,067
<b>Total</b>	<b>829</b>	<b>7,742</b>	<b>388</b>	<b>430</b>	<b>9</b>	<b>1,277</b>	<b>10,675</b>

Employee Taxes	B. Hansell	S. Wynn	Total	Payroll Taxes Grand Total
<i>DM (Split)</i>	12,532	3,076	15,608	26,283

Employer Taxes	E. Perez	H. Pearlman	J. Alcalá	J. Gonzalez	L. Hills	S. Gonzalez	Total
<i>Recreation</i>	45	313	0	430	0	368	1,156
<i>Roads</i>	7	231	113	0	0	199	549
<i>Water</i>	280	1,858	48	0	9	51	2,246
<b>Total</b>	<b>331</b>	<b>2,402</b>	<b>161</b>	<b>430</b>	<b>9</b>	<b>618</b>	<b>3,951</b>

Employer Taxes	B. Hansell	S. Wynn	Total	Employer Taxes Grand Total
<i>DM (Split)</i>	3,359	1,549	4,908	8,859