

Muir Beach Community Services District

Balance Sheet

As of January 31, 2025

Accrual Basis

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	874,899
TriC Lower Tank Reserve	220,001
TriC Pipes & Equip Reserve	99,791
TriC Measure A	(2,056)
TriC General Fund	(22,802)
TriC Water	(69,013)
Total TriC Checking	1,100,820
TriC MMF - General Fund	201,746
Total Checking/Savings	1,302,566
Other Current Assets	
Due from Water Ops to Gen'l Fd	69,013
Undeposited Funds	7,899
Total Other Current Assets	76,912
Accounts Receivable	
Receivables	2,971
Total Accounts Receivable	2,971
Total Current Assets	1,382,448
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,305,973
Land	755,573
Buildings	580,973
CIP	319,024
CC Parking Project	252,302
Playground Upgrades	173,427
Equipment	149,820
Land - Fire Station	147,918
Buildings - Fire Station	110,837
Equipment - Fire Trucks	103,871
Electric Gate	9,927
Furniture & Fixtures - CC	7,684
Shed Roof	(0)
Accumulated Depreciation	(1,522,076)
Total Other Fixed Assets	2,395,253
Water System Assets	
100-Year Equipment Post 2008	651,666
Historic Water System Equipment	504,638
40-Year Equipment Post 2008	380,551
15-Year Equipment Post 2008	44,944
Mains and Valves (historic)	34,973
Wells (historic)	21,620
10-Year Equipment Post 2008	19,781
Equipt and Controls (historic)	0
Other Water System Assets	0
20-Year Equipment Post 2008	(0)
5-Year Equipment Post 2008	(0)
Accumulated Depreciation	(791,696)

Muir Beach Community Services District

Balance Sheet

As of January 31, 2025

Accrual Basis

	Jan 31, 25
Total Water System Assets	866,478
Invested in Capital Assets	(2,224,181)
Total Fixed Assets	1,037,550
TOTAL ASSETS	2,419,997
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	69,013
Total Other Current Liabilities	69,013
Accounts Payable	
Accounts Payable	8,749
Total Accounts Payable	8,749
Credit Cards	
Credit Card	2,608
Total Credit Cards	2,608
Total Current Liabilities	80,370
Total Liabilities	80,370
Equity	
Retained Earnings	1,751,801
Gov't Net Position	419,393
Net Income	168,434
Total Equity	2,339,627
TOTAL LIABILITIES & EQUITY	2,419,997

Muir Beach Community Services District Profit & Loss - Excluding Water (Operations, WCI)

January 2025

	Jan 25
Income	
Donations & Grants	9,840
Combined Tax Revenues	
Measure C Rev-Fire	
Measure C - Local	3,737
Measure C - D Space	3,737
Total Measure C Rev-Fire	7,473
Property Tax Revenues	
Property Tax Revenues	1,960
Total Property Tax Revenues	1,960
Total Combined Tax Revenues	9,433
Lease Income	2,600
Interest Income	3
Total Income	21,876
Expense	
Payroll Expenses	
Wages	5,188
Employer Payroll Taxes	820
Payroll Service	462
Total Payroll Expenses	6,470
Community Classes & Functions	
Community Center Functions	3,933
Rental Expense	350
Total Community Classes & Functions	4,283
Fire Dept Expenses	
Fire Chief Stipend	2,500
Phone, Radio Link for Bolinas	335
Certification & Training	100
Total Fire Dept Expenses	2,935
Trails Maintenance	1,646
Bookkeeping	1,496
Repairs & Maint (non-water)	1,432
Audit Expense	1,200
Health Insurance	1,116
Grounds Maintenance/Gardening	900
Grant Spending	790
Supplies (non-water)	470
Office and Postage	262
Utilities	
Electric	187
Refuse Service	38
Telephone	7
Total Utilities	232
Receipts Outstanding	
CG Receipts Outstanding	156
Total Receipts Outstanding	156
Other Operating Expenses	40
Meeting Expense	16
Website Hosting & Maintenance	5
Uncategorized Expenses	0
Total Expense	23,448

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Accrual Basis

Muir Beach Community Services District
Profit & Loss - Excluding Water (Operations, WCI)
January 2025

	Jan 25
Net Income	<u>(1,571)</u>

Muir Beach Community Services District
Profit & Loss - Water (Operations,WCI)
January 2025

	Jan 25
Income	
Combined Water Revenues	
Water Operations Revenues	
Water Service Revenues	18,695
Misc Water Revenues	90
Total Water Operations Revenues	18,785
Water Capital Improvement Revs	
Capital Improvement Revenues	13,843
Total Water Capital Improvement Revs	13,843
Total Combined Water Revenues	32,628
Total Income	32,628
Expense	
Payroll Expenses	
Wages	5,526
Total Payroll Expenses	5,526
Water Enterprise	
Water Expense & Repairs	2,771
Water Testing	93
Total Water Enterprise	2,864
Utilities	
Electric	1,281
Telephone	21
Total Utilities	1,302
Bookkeeping	791
Bank Fees & Credit Card Fees	774
Total Expense	11,257
Net Income	21,371

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
January 2025

Date	Name	Memo	Amount
Audit Expense			
01/31/2025	O'Connor & Company, Inc	Annual State Controller's audit	1,200
Total Audit Expense			1,200
Bank Fees & Credit Card Fees			
01/15/2025	TriCounties Bank	Analysis/Treasury Charges	50
01/31/2025		Batch Fee ID=-732919483	20
01/03/2025		Batch Fee ID=508360883	9
01/25/2025		Batch Fee ID=550560053	33
01/24/2025		Batch Fee ID=550560093	655
01/27/2025		Batch Fee ID=554894903	6
Total Bank Fees & Credit Card Fees			774
Bookkeeping			
01/31/2025	Mullin, Sharon	Bookkeeping/water billing	1,496
01/31/2025	Mullin, Sharon	Bookkeeping/water billing	791
Total Bookkeeping			2,287
Fire Dept Expenses			
Phone, Radio Link for Bolinas			
01/03/2025	AT&T	Phone @ fire barn; 415 380-9627	280
01/11/2025	CalNet	Phone @ fire barn; 415 380-9627	55
Total Phone, Radio Link for Bolinas			335
Total Fire Dept Expenses			335
Health Insurance			
01/14/2025	CALPERS	Halley	1,116
Total Health Insurance			1,116
Office and Postage			
01/25/2025	Costco	Copy paper	22
01/23/2025	eFileMy Forms	efile 1099-NEC online	54
01/31/2025	Mullin, Sharon	Efile Forms 1099, 1096	86
01/21/2025	Microsoft	MS Office subscription	100
Total Office and Postage			262
Other Operating Expenses			
01/31/2025	Mullin, Sharon	Parking & tolls	40
Total Other Operating Expenses			40
Repairs & Maint (non-water)			
01/23/2025	Alcala, Jose - v	CC pathway electrical & light & sign storm repair	800
01/07/2025	Golden State Lumber	Parts to repair CC pathway lights	332
01/23/2025	Alcala, Jose - v	X-mas Faire setup; CC cleanup and trash haul	300
Total Repairs & Maint (non-water)			1,432
Supplies (non-water)			
01/23/2025	Alcala, Jose - v	cost of Cuco splitting & delivering free firewood	360
01/23/2025	Alcala, Jose - v	reimbursement to Cuco for firewood cost	110
Total Supplies (non-water)			470
Utilities			
Electric			
01/16/2025	SMITH, Brent (1104)	Credit for electricity usage	8
01/24/2025	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	156
01/24/2025	PG&E Firehouse 6226-2	Electric - Firehouse	30
01/24/2025	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	340
01/24/2025	PG&E Pumping from Wells 745-7	Pumping	933
Total Electric			1,468
Refuse Service			

**Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
January 2025**

Date	Name	Memo	Amount
01/17/2025	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
Telephone			
01/01/2025	Ooma	Telephone	7
01/04/2025	Ooma	Telephone	7
01/17/2025	Ooma	Telephone	7
01/29/2025	Ooma	Telephone	7
Total Telephone			29
Total Utilities			1,534
Water Enterprise			
Water Expense & Repairs			
01/22/2025	DXP Enterprises, Inc.	Freight charge to return chlorinator for repair	21
01/31/2025	Jerry & Don's Yager Pump & Well S...	New cooling sleeve on 2002 well pump	2,749
Total Water Expense & Repairs			2,771
Water Testing			
01/10/2025	Brelje and Race Laboratories, Inc.	Monthly bacs	93
Total Water Testing			93
Total Water Enterprise			2,864
TOTAL			12,313

**Muir Beach Community Services District
Expenditures for Fixed Assets
As of January 31, 2025**

Date	Num	Name	Memo	Amount
Water System Assets				
Historic Water System Equipment				
Total Historic Water System Equipment				
Mains and Valves (historic)				
Total Mains and Valves (historic)				
Equipt and Controls (historic)				
Total Equipt and Controls (historic)				
Wells (historic)				
Total Wells (historic)				
100-Year Equipment Post 2008				
Total 100-Year Equipment Post 2008				
40-Year Equipment Post 2008				
Total 40-Year Equipment Post 2008				
20-Year Equipment Post 2008				
Total 20-Year Equipment Post 2008				
15-Year Equipment Post 2008				
Total 15-Year Equipment Post 2008				
10-Year Equipment Post 2008				
Total 10-Year Equipment Post 2008				
5-Year Equipment Post 2008				
Total 5-Year Equipment Post 2008				
Other Water System Assets				
Total Other Water System Assets				
Total Water System Assets				
Other Fixed Assets				
Playground Upgrades				
Total Playground Upgrades				
Land				
Total Land				
Land - Fire Station				
Total Land - Fire Station				
Buildings				
Total Buildings				
Buildings - Fire Station				
01/08/2025		Marin County CDA	EHS permit for Firehouse septic holding tank	1,153.00
Total Buildings - Fire Station				1,153.00
Equipment				
Total Equipment				
Equipment - Fire Trucks				
Total Equipment - Fire Trucks				
Electric Gate				
Total Electric Gate				
Furniture & Fixtures - CC				
Total Furniture & Fixtures - CC				
Road Improvements				
Shed Roof				
Total Shed Roof				

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Accrual Basis

Muir Beach Community Services District
Expenditures for Fixed Assets
As of January 31, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
		Total Other Fixed Assets		1,153.00
		TOTAL		1,153.00

COMPENSATION REPORT

Name	7/1/2023 to 7/1/2024 to		Notes
	6/30/2024	1/31/2025	
Halley	85,000	51,625	Hire 7/10/17; sal incr to \$72,000 eff 6/1/19; to \$78,000 7/21; 5% CPI incr to \$81,900 eff 5/22; to \$85,000 eff 7/23; to \$88,500 7/24
Blank	15,437	8,297	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	12,519	7,061	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	6,575	3,591	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	2,500	1,750	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400, to \$3,000 5/24
Karel	1,511	1,280	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.

\$ 123,542 \$ 73,604

Muir Beach Community Services District: Budget vs. Actual - year-to-date

General - Revenue and Expenses Apportioned To All Departments

1/31/2025

Gen Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Property Taxes (Unassigned)	187,000	87,549	47%
	Excess ERAF (Unassigned)	70,000	68,771	98%
	Grants/donations (Unassigned)		200	
	Interest Income (Unassigned)	200	24	12%
	Other Income (Unassigned)	31,400	18,200	58%
	Gen Revenue Total:	288,600	174,744	61%

Gen Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Payroll (DM) - Total *	88,500	51,625	58%
	Audit (incl fees+bookkeeping) *	12,700	11,957	94%
	Insurance (DM Health) *	12,300	7,350	60%
	Bookkeeping	12,000	7,523	63%
	Payroll Employer Taxes (DM) *	6,770	3,949	58%
	Insurance (Umbrella)	5,500		0%
	Office & Postage *	2,500	717	29%
	Payroll Service *	2,420	1,363	56%
	Dues & Memberships	2,215	2,619	118%
	Permits & Fees	2,200	1,203	55%
	Insurance (DM Workers Comp) *	2,100		0%
	Meetings (inc Minutes) *	2,000	112	6%
	Legal Fees	1,000	124	12%
	Repair & Maint (non-water)	500	125	25%
	Website & Document Management *	500	35	7%
	Utilities (Telephone-RingCentral)	410	403	98%
	Other Operating	330	329	100%
	Insurance (Board Workers Comp)	160		0%
	Supplies	150		0%
	Tree Management Program	-		
	Interest Expense	-		
	General Expense Total:	154,255	89,434	58%
	General Expenses (Net of Dept Allocations Total):	102,339	66,389	65%
	General Balance (Prior to Dept Allocations) :	134,345	85,310	64%
	Gen Balance (After Dept Allocations):	186,261	108,355	58%
	Loan Payment(None):	-	-	0%
	Gen Balance (After Loan Payment):	186,261	108,355	

General Notes: 1.)Apportionment: General Expenses are assigned to departments by the following percentages:
 General = 60%, Water = 40% *(DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC, Audits, Website, Postage and Office, Board Meeting Expenditures incl Minutes) Capital Improvement Projects: Fire = 10%, Rec = 10%, Roads = 10% (DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC)

Muir Beach Community Services District: Budget vs. Actual - year-to-date

Water Department				
1/31/2025				
Water Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Water Service Revenue	155,000	126,920	82%
	Water Conservation Discount	(49,600)	(37,193)	75%
	Meter Reading Fee	8,930	5,823	65%
	Water Service Revenue (Misc)	500	1,402	280%
	Water Service fee Net Revenue	114,830	96,952	84%
	Meter Charge (CIP Reserves)	83,000	54,865	66%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	Water Revenue incl Meter Charge:	197,830	151,817	77%
	Move Meter Charge to Reserves:	(83,000)	(54,865)	66%
	<i>Water Operations Revenue:</i>	<i>114,830</i>	<i>96,952</i>	<i>84%</i>
	<i>Water CIP (PE Reserves):</i>	<i>43,000</i>	<i>28,198</i>	<i>66%</i>
	<i>Water CIP (LT Reserves):</i>	<i>40,000</i>	<i>26,667</i>	<i>67%</i>
Water Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (40% Share):*	51,916	30,843	59%
	Payroll (DM) - Total	35,400	20,650	58%
	Audit	5,080	4,783	94%
	Health Insurance (DM)	4,920	2,940	60%
	Payroll Employer Taxes (DM)	2,708	1,580	58%
	Office & Postage	1,000	287	29%
	Payroll Service	968	545	56%
	Insurance (Workers Comp)	840	-	0%
	Meetings (incl Minutes)	800	45	6%
	Website & Doc Management	200	14	7%
	Gen Exp (Water Ops 40% Share):	51,916	30,843	59%
	Dedicated Expenses:			
	Payroll (Water Team)	30,500	16,638	55%
	Utilities: Electric (Water)	15,000	10,172	68%
	Rep & Maint incl Grant Spending	13,000	8,289	64%
	Bookkeeping (Water)	6,530	4,378	67%
	Treatment (Water)	5,000	3,368	67%
	Bank & Credit Card Fees(Customer)	4,500	3,795	84%
	Insurance (Water)	3,000	-	0%
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Testing (Water)	2,500	1,518	61%
	Payroll Employer Taxes (Water)	2,333	1,273	55%
	Permits & Fees (Water)	2,000	2,189	109%
	Payroll Employer (WC)	1,900	-	0%
	Legal Fees (Water)	1,000	-	0%

Muir Beach Community Services District: Budget vs. Actual - year-to-date

Water Department			
	1/31/2025		
Dues & Memberships (Water)	520	-	0%
Pay (Maintenance Sub-contractor)	400	90	
Utilities: Telephone (Water-Ooma)	400	262	66%
Other Operating (Water)	200	24	12%
Grant Spending	-	-	
Dedicated Expense Sub-Total:	91,383	51,996	57%
Water Operations Expense Total:	143,299	82,839	58%
 <i>Water Conservation Reserve (Beginning Balance):</i>	 <i>49,600</i>	 <i>49,600</i>	
<i>Water Conservation Reserve (Discounts):</i>	<i>(49,600)</i>	<i>(37,193)</i>	<i>75%</i>
<i>Water Conservation Reserve (Ending balance):</i>	<i>-</i>	<i>12,407</i>	
 <i>Water Operations Balance :</i>	 <i>(28,469)</i>	 <i>14,113</i>	 <i>-50%</i>
 <i>Water Capital Improvements (Beginning PE Balance):</i>	 <i>98,732</i>	 <i>98,732</i>	
<i>Water Capital Improvement (Balance to PE Reserves):</i>	<i>43,000</i>	<i>28,198</i>	<i>66%</i>
<i>Water Capital Improvement (Capital spending):</i>	<i>-</i>	<i>(27,140)</i>	
<i>Water Capital Improvement (Change to PE Reserve):</i>	<i>141,732</i>	<i>99,790</i>	<i>70%</i>
<i>Water Capital Improvements (Beginning LT Balance):</i>	<i>193,334</i>	<i>193,334</i>	
<i>Water Capital Improvement (Balance to LT Reserves):</i>	<i>40,000</i>	<i>26,667</i>	<i>67%</i>
<i>Water Capital Improvement (Change to LT Reserve):</i>	<i>233,334</i>	<i>220,001</i>	<i>94%</i>
<i>Water Capital Improvement (Net PE and LT Reserves):</i>	<i>375,066</i>	<i>319,791</i>	<i>85%</i>

Notes: Meter Reading Charge (\$2400) + Water Bookkeeping (\$6140) = \$8540

Muir Beach Community Services District: Budget vs. Actual - year-to-date

Fire Department				
1/31/2025				
Fire Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Special Parcel Tax for Fire	44,679	25,160	56%
	Grants/Donations for Fire (Misc)	10,000	9,840	98%
	Grants for Fire (Measure C)	13,000	8,184	63%
	Grants for Fire (Measure W)	70,000	28,140	40%
	Grants for Fire (FVA Firehouse)	-	-	-
	Grants for Fire (West Marin)	8,400	-	0%
	Fire Revenue incl Cap Imp Rev:	146,079	71,324	49%
	Deduct Cap Imp Revenue:	-	-	-
	Fire Operations Revenue:	146,079	71,324	49%
Fire Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Fire Chief Stipend	30,000	17,500	58%
	Grant Spending	30,000	16,540	55%
	Fire Truck Maint & Repair	8,000	-	0%
	Insurance: VFIS	6,409	6,409	100%
	Fire Equip & Tools	4,000	-	0%
	Supplies: Sta wear/Turnouts	4,000	818	20%
	Insurance: Workers Comp	3,000	(3,144)	-105%
	Other Operating (Fire)	3,000	817	27%
	Emergency Preparedness	2,500	230	9%
	Fire Training/Certification	2,000	640	32%
	Utilities: Phone, Radio	640	661	103%
	Legal	500	-	0%
	Supplies: Medical	500	2,031	406%
	Dues: Membership	320	239	75%
	Utilities: Electric	320	170	53%
	Credit Card Receipts Outstanding		156	
	Dedicated Expense Sub-Total:	95,189	43,067	45%
	Fire Operations Expense Total:	95,189	43,067	45%
	Fire Operations Balance:	50,890	28,257	56%
	Fire Station Donations/Grants	340,000		
	Fire Station Expenditures	84,049		
	Funds Remaining	255,951		

Muir Beach Community Services District: Budget vs. Actual - year-to-date

Roads Department				
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1/31/2025

Roads Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Fees for Roads	-		
	Donations for Roads	-		
	Grants for Roads	-	-	
	Roads Operations Revenue Total:	-	-	

Roads Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Gen Exp (10% Share): p/project			

Dedicated Expenses:

Repairs & Maintenance (Roads)	10,000	(2,300)	-23%
Pay (Maintenance Sub-Contractor)	2,000	2,025	101%
Legal Fees (Roads)	1,000	-	0%
Other Operating (Roads)	300	-	0%
Payroll (Roads)	-	-	
Payroll Employer Taxes (Roads)	-	-	
Payroll (WC-Roads)	-	-	
Supplies (Roads)	-	-	
Dedicated Expense Sub-Total:	13,300	(275)	-2%
Roads Operations Expense Total:	13,300	(275)	-2%
 Roads Operations Balance:	 (13,300)	 275	 -2%

Capital Spending:

Capital Expenditures	40,000		
Total Capital Project Balance:	-	-	-

Muir Beach Community Services District: Budget vs. Actual - year-to-date

Recreation Department

1/31/2025

Rec Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	1,000	-	0%
	Grants/Donations for Rec	177,952	-	0%
	Measure A Tax	43,168	22,782	53%
	Rentals	4,000	600	15%
	Rec Operations Revenue Total:	226,120	23,382	10%
	Rec Ops non-Measure A Total:	182,952	600	0%

Rec Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Grant Spending (Rec)	177,952	5,109	3%
	Measure A Projects	43,000	32,072	75%
	Grounds Maintenance	9,000	5,085	57%
	Community Center Functions	8,000	6,594	82%
	Payroll (Rec)	9,200	5,341	58%
	Payroll (Rental Coordinator)	4,200	2,450	58%
	Repairs & Maintenance (Rec)	2,000	5,638	282%
	Trails Maintenance	1,500	3,485	232%
	Utilities: Refuse (Rec)	1,700	789	46%
	Supplies (CC)	1,000	721	72%
	Utilities: Elec (CC)	1,000	754	75%
	Payroll (WC-Rec)	650	-	0%
	Payroll Employer Taxes (Rec)	704	409	58%
	Rental Expenses (CC)	500	-	0%
	Other Operating (Rec)	100	-	0%
	Utilities: Phone (CC-Ooma)	80	58	73%
	Utilities: Propane (CC)	370	117	32%
	Community Center Classes	-	-	
	Legal Fees (Rec)	-	-	
	Dedicated Expense Sub-Total:	260,956	68,622	26%
	Non-Measure A Expense Total:	217,956	63,281	29%
	Rec Ops Balance(including Restricted Revenue):	(34,836)	(45,240)	130%
	Rec Ops Balance(non-Measure A):	(35,004)	(62,681)	179%

Budget for Capital Spending:

Measure A: CC Garbage Enclosure	5,000	2,011
Measure A: CC Deck Curtains	10,000	
Measure A: Trail Improvements(S-C)	13,000	748
Measure A: CC Parking Project	15,000	3,909
Prop 68: Parking Project	177,952	4,509
Total Spending:	220,952	11,177