



June 20, 2017



- OPEN SPACE DISTRICT
- REGIONAL PARKS & PATHWAYS
- COMMUNITY PARKS
- LANDSCAPE SERVICES

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Board of Directors  
 Marin County Open Space District  
 3501 Civic Center Drive  
 San Rafael, California 94903

**SUBJECT: REQUEST TO ADOPT THE OPEN SPACE DISTRICT BUDGET FOR FISCAL YEAR 2017-18**

Dear Board Members:

**RECOMMENDATION:**

1. Adopt the Open Space District Budget for Fiscal Year 2017–18 subject to changes recommended by the Board.
2. Supplement existing Vehicle Replacement fund designation account number 330325 by an additional \$89,929.
3. Add one FTE two-year fixed term Administrative Services Technician.

**SUMMARY:**

Attached for your Board’s consideration is the Open Space District’s proposed budget for Fiscal Year 2017–2018. Your board will consider the General Fund Parks and Measure A Budgets as separate items. Today, we request that your Board adopt the Fiscal Year 2017–18 Open Space District budget.

Total proposed Open Space District expenditures are \$7,343,481 for Fiscal Year 2017–18. All anticipated forms of revenue, including project-related grants, amount to \$7,343,481.

**Overview of Department Funds**

Marin County Parks oversees management of the county parks system and Open Space District lands. Three principal funds support this work:

- The General Fund funds the County park system.
- The Open Space Fund funds the Open Space District.
- The Measure A Fund funds both county parks and the Open Space District.

The following is a consolidated summary of the Open Space District, Measure A, and Parks Fiscal Year 2017–18 Budgets:

	Open Space District	Measure A	General (Parks)	Total
<b>Expenditures</b>	<b>\$7,343,481</b>	\$13,893,483	\$6,244,842	\$27,481,806
<b>Revenues</b>	<b>(\$7,343,481)</b>	(\$13,893,483)	(\$2,408,440)	(\$23,645,404)
<b>Net County Cost/ Fund Balance</b>	<b>\$0</b>	\$0	\$3,836,402	\$3,836,402

**Overview of the Open Space District Budget**

The Open Space District’s Fiscal Year 2017-18 budget development process was guided by the Parks and Open Space Strategic Plan, the Department’s annual Performance Plan, Measure A Expenditure Plan, the Open Space District’s Inclusive Access Plan, and the Road and Trail Management Plan. The District’s budget is based on the same tax revenue projections used by the County Administrator’s office to develop the county budget.

The Open Space District Budget includes a \$106,330 recommended proposal to add one FTE Administrative Services Technician for a two year fixed term. This position will help the department complete the increased workload created by the MUNIS financial software transition as well as the MUNIS human capital software implementation.

Total proposed expenditures for the Open Space District amount to \$7,343,481. All forms of revenue, including project-related grants, amount to \$7,343,481. Pending approval by your Board, today’s recommended action would supplement the existing Vehicle Replacement Fund designation account 330325 with an additional \$89,929.

**Measure A Funds Supplement Open Space District Projects and Programs**

Measure A, passed by Marin voters in November 2012, continues to provide funding for Open Space District (District) projects, programs, and service enhancements that are beyond the capacity of the District’s own property tax revenue base. Because Measure A has its own separate budget, considered on June 19, those expenditures are not reflected in the Open Space District budget before your Board today. The combination of Measure A funds with the District’s revenues substantially increases the District’s capacity to provide its essential core services.

Attachment A summarizes project expenditures by program, and the contributions of Measure A and the Open Space District to each. All of the projects and expenditures summarized in the table emerged as high priorities in the department's budget development process. Attachment B is a table that summarizes project expenditures by salaries and benefits and subprograms, and the contributions of Measure A and the Open Space District to each. General Fund expenditures are also included for comparison, though these expenditures relate to the county's park system.

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**FY 2017-18 BUDGET  
SALARIES, BENEFITS AND PROGRAM EXPENDITURE CATEGORIES**

	<b>Open Space</b>	<b>Measure A</b>	<b>General (Parks)</b>
<b>Revenue</b>	<b>\$ 7,343,481</b>	\$ 13,893,483	\$ 2,408,440
<b>Expenditures</b>			
<b>Project Costs</b>			
Road and Trail Management	\$ 709,083	\$ 962,076	\$ 0
Natural Resources Management	\$ 350,125	\$ 1,382,922	\$ 0
Parks Facilities & Landscape	\$ 0	\$ 1,295,900	\$ 1,523,399
Real Estate Admin & Acquisitions	\$ 44,450	\$ 0	\$ 0
Visitor Services	\$ 48,475	\$ 334,800	\$ 0
Science and Research	\$ 0	\$ 282,400	\$ 0
Communications	\$ 191,530	\$ 0	\$ 71,000
<b>Salaries, Benefits &amp; Administration</b> (not including project specific seasonal employee costs)			
Road and Trail Management	\$ 1,283,059	\$ 123,008	\$ 0
Natural Resources Management	\$ 464,826	\$ 337,821	\$ 0
Parks Facilities & Landscape	\$ 0	\$ 1,003,749	\$ 2,810,921
Real Estate Admin & Acquisitions	\$ 158,605	\$ 0	\$ 0
Visitor Services	\$ 1,661,220	\$ 675,415	\$ 513,445
Science and Research	\$ 0	\$ 158,605	\$ 0
Communications	\$ 174,697	\$ 272,531	\$ 0
Administration	\$ 2,257,411	\$ 545,152	\$ 1,326,077
Reserve for Acquisition (POS Measure A)	\$ 0	\$ 1,661,809	\$ 0
Farmland Preservation	\$ 0	\$ 2,775,597	\$ 0
Cities, Towns and Special Districts	\$ 0	\$ 2,081,698	\$ 0
<b>Total Expenditures</b>	<b>\$ 7,343,481</b>	\$ 13,893,483	\$ 6,244,842
<b>Net County Cost/Fund Balance</b>	<b>\$ 0</b>	\$ 0	\$ 3,836,402

**FISCAL IMPACT:**

The proposed Open Space District budget is balanced. Total proposed expenditures amount to \$7,343,481. All forms of Open Space District revenue, including project-related grants, amount to \$7,343,481. Approving recommendations as requested today will supplement the existing Vehicle Replacement Fund designation account 330325 with \$89,929. *The Open Space District is a dependent special district and is not funded by the County General Fund.* The District's main source of operating revenue comes from annual property taxes. The Open Space District receives approximately one percent of all property tax revenues collected annually in Marin County.

**REVIEWED BY:**

- Department of Finance     N/A
- County Counsel             N/A
- Human Resources         N/A

Respectfully submitted,

Max Korten  
General Manager  
Marin County Open Space District

**Attachments**

- A: FY 2017–18 Projected Expenditures Charts
- B: FY 2017–18 List of Consolidated Project Expenditures Including Measure A

MK/YZ/RP/kbl