

Marin County Department of Public Works

CSA 29 – PARADISE CAY
ADVISORY BOARD MEETING
MARCH 7, 2018

STAFF REPORT

Item 1. Approval of Meeting Minutes for May 23, 2017

Recommended Action: Approve minutes.

Item 2. Open Time for Items Not on the Agenda

Comments will be heard from the public for items not on the agenda.
(Limited to three minutes per speaker)

Item 3. Engineer's Report

a) Update on LAFCO Boundary Adjustment

Staff has been working with Marin LAFCO on the boundary adjustment that will detach six parcels from CSA 29, and annex one parcel into the CSA. To date, the required mapping has been completed and staff has acquired landowner consent forms from six of the seven parcels involved, including the parcel to be annexed into the CSA. As of the date of this staff report, staff has contacted LAFCO regarding the one parcel with the pending landowner consent form, and LAFCO will inform staff of the best next steps to take. At the last AB meeting, staff was asked to explore the topic of how five of these parcels were added to the CSA in 2011. Staff has determined that the five parcels in question were at one time a single lot that was included in the CSA in 1991, and when the single lot was subdivided, the five subsequent lots were considered in the CSA. The pending boundary adjustment will remove these five lots from the CSA.

b) Update on 2019 Dredging Episode

The next dredging episode for CSA 29 is tentatively scheduled for 2019 calendar year. The permitting work for this 2019 dredge will begin in Fiscal Year (FY) 2018-19. The contract for the dredge would be awarded in FY 2018-19 and therefore is budgeted for FY 2018-19. The dredge would take place in the summer/fall of 2019.

Item 4. CSA 29 FY 2018-19 Budget Review

The CSA 29 budget for FY 2018-2019 (begins July 1, 2018 and ends June 30, 2019) will be presented to the Board of Supervisors at a hearing this spring. At today's meeting, a proposed budget summary will be presented to the AB by staff for review.

Recommended Action: Recommend Board of Supervisors approve budget.

Item 5. Schedule Next Meeting

Staff and AB will select a date for the next meeting.

CSA 29 FY 2018-19 Proposed Operating Budget
with anticipated three-year cash flow projection

DRAFT

FY 2016-2017 Fund Ending Balance: \$574,967

Proposed budget, subject to change

Expected Expenditure Description Some expenditures include 3% annual increase	FY 2016-17	FY 2016-17	FY 2017-18	Year 1 FY 2018-19	Year 2 FY 2019-20	Year 3 FY 2021-22
	Budget	Actuals	Budget	Proposed	Estimate	Estimate

Staffing Costs						
Water Resources Staff	\$ 45,000	\$ 15,367	\$ 45,000	\$ 35,000	\$ 70,000	\$45,000
Real Estate Division Staff	\$ -	\$ -		\$ -	\$ -	\$0
Engineering Division Staff	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$0
Salaries, Benefits, and Overhead	\$ 50,000	\$ 15,367	\$ 50,000	\$ 35,000	\$ 75,000	\$ 45,000
Professional Services						
Professional Services (surveys, permitting, applications)	\$ 70,000	\$ 673	\$ 9,000	\$ 97,000	\$ -	\$ -
Construction						
Construction - dredging **	\$ -	\$ -	\$ -	\$ 790,000	\$ -	\$ -
Miscellaneous						
Misc. Expenses	\$ 100	\$ 2,071	\$ 1,000	\$ 1,000	\$ 3,000	\$1,000
Service and Supplies	\$ 70,100	\$ 2,744	\$ 10,000	\$ 888,000	\$ 3,000	\$ 1,000
Total Expenditures	\$ 120,100	\$ 18,111	\$ 60,000	\$ 923,000	\$ 78,000	\$ 46,000
Revenues	\$163,700	\$165,256	\$204,540	\$210,120	\$216,424	\$222,916
Projected Fund Ending Balance***	\$ 387,453	\$ 574,967	\$ 719,507	\$ 6,627	\$ 145,051	\$ 321,967

**The contract for the dredge would be awarded in FY 2018-19 and is budgeted for FY 2018-19. The dredge would take place in the summer/fall of 2019.

***Fund ending balance will change with updated information

Note: project funds not expended in a given fiscal year will roll over into the next fiscal year