



*"Small Town Atmosphere
Outstanding Quality of Life"*

April 12, 2013

Ms. Susan Cohen
Contra Costa County Public Works
255 Glacier Drive
Martinez, CA 94553-4825

Dear Susan:

Enclosed is the 2013/14 estimated Operating Budget Summary, Exhibit B, for the maintenance and management of Hap Magee Ranch Park. A summary page representing estimated direct costs and overhead incurred by the Town related to this site is included. Some of these costs have increased slightly due to CPI increases related to contract services and slight increases in utility expenses. The total amount of rental revenues for the year are subtracted from total expenditures and then divided by two since, by Town/County agreement, each agency is responsible for 50% of the total cost. For 2013/14, the County's portion is estimated at \$172,384.94, which is a decrease from the amount in 2012/13 of \$173,484.58.

Exhibit C outlines the supplemental agreement regarding any capital improvement costs for 2013/14. In 2013/14, the anticipated County obligations for CIP funds to be expended (\$13,552.50) consist of projects to re-sod and renovate the large dog park, refinishing of wood floors and the painting of the exterior of the Magee house. The Town will utilize CIP funds from project B#400. I have included a copy of that document as Exhibit D.

If you have any questions regarding the Agreement Supplements and attached materials, please contact me at 314-3419.

Sincerely,
TOWN OF DANVILLE

Jed Johnson
Maintenance Services Director

510 LA GONDA WAY, DANVILLE, CALIFORNIA 94526

Administration
(925) 314-3388

Building
(925) 314-3330

Engineering & Planning
(925) 314-3310

Transportation
(925) 314-3310

Maintenance
(925) 314-3450

Police
(925) 314-3700

Parks and Recreation
(925) 314-3400

April 12, 2013

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Enclosure

c: Lani Ha, Financial Services Supervisor
Jed Johnson, Maintenance Services Manager
Henry Perezalonso, Recreation Services Manager
Joe Calabrigo, Town Manager

TOWN OF DANVILLE
HAP MAGEE RANCH PARK – 2013/14 REPORT
ESTIMATE - OPERATING BUDGET SUMMARY

Keep
EXPENDITURES
FOR PERIOD
07/1/13–06/30/14

| | |
|--------------------------|---------------------|
| Employee Expenses | \$191,081.32 |
| Administration | \$39,815.82 |
| Building Maintenance | \$25,275.85 |
| Park Maintenance | \$105,483.19 |
| Facility Attendants | \$20,506.46 |

| | |
|---------------------------------|---------------------|
| Materials & Supplies | \$ 24,941.00 |
| Administration | \$ 507.00 |
| Building Maintenance | \$ 2,750.00 |
| Irrigation Maintenance | \$ 5,808.00 |
| Litter Control | \$ 5,374.00 |
| Hardscape Repairs | \$ 5,752.00 |
| Plantscape Maintenance | \$ 4,750.00 |

| | |
|------------------------------|---------------------|
| Contract Maintenance | \$ 40,893.00 |
| Landscape Maintenance | \$ 21,815.00 |
| Custodial Services | \$ 6,228.00 |
| Parking Lot Sweeping | \$ 500.00 |
| Seasonal/Specialty Contracts | \$ 12,350.00 |

| | |
|-------------------------------------|---------------------|
| Utilities | \$ 53,621.50 |
| Water – EBMUD | \$ 44,350.00 |
| Electricity & Gas – P.G.&E. | \$ 6,850.00 |
| Paid by CCC Sewer – CCC Sanitary | \$ 1,311.68 |
| Paid by CCC Street Lights | \$1,109.82 |

Overhead-20% of total expenses less utilities payment made by County **61,623.06**

SUBTOTAL \$372,159.88
Less 2012/13 Rental revenues (\$22,547.00)

TOTAL **\$349,612.88**

50% of net expense \$174,806.44
Less Utilities paid by CCC-Street Light Assessments (\$1,109.82)
Less Utilities paid by CCC-Sewer Use Charges and Utilities (\$1,311.68)

Total due from Contra Costa County **\$172,384.94**

EXHIBIT B

AGREEMENT SUPPLEMENT No. 2013-1

This Agreement Supplement No. 2013-1 is dated June __, 2013 and supplements the "Joint Exercise of Powers Agreement for the Ownership, Operation and Maintenance of Hap Magee Ranch Park" dated August 16, 2011 (the "**Agreement**") between the Town of Danville, a municipal corporation of the State of California (the "**Town**") and the County of Contra Costa, a political subdivision of the State of California (the "**County**").

1. The Town is responsible for the maintenance and operation of Hap Magee Ranch Park at a service level equivalent to that provided for other park facilities owned and maintained by the Town.
2. The Town and the County equally share all costs and revenues.
3. The County's Obligation for the Fiscal Year beginning July 1, 2013 is One hundred-seventy-two thousand, three hundred eighty-four dollars and ninety-four cents (\$172,384.94).
4. This Agreement Supplement No. 2013-1 is effective in accordance with the terms of the Agreement.

COUNTY

COUNTY OF Contra Costa, a political
subdivision of the State of California

By: _____
David Twa
County Administrator

TOWN

TOWN OF DANVILLE, a municipal
corporation of the State of California

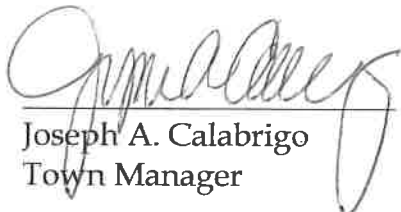
By: 
Joseph A. Calabrigo
Town Manager

EXHIBIT C

AGREEMENT SUPPLEMENT No. 2013-2

This Agreement Supplement No. 2013-2 is dated June 27, 2012 and supplements the "Joint Exercise of Powers Agreement for the Ownership, Operation and Maintenance of Hap Magee Ranch Park" dated August 16, 2011 (the "Agreement") between the Town of Danville, a municipal corporation of the State of California (the "Town") and the County of Contra Costa, a political subdivision of the State of California (the "County").

1. The Town is responsible for serving as the project manager for capital improvements at Hap Magee Ranch Park.
2. The Town and the County equally share all capital improvement costs.
3. Projects proposed and approved for the Fiscal Year, beginning July 1, 2013 includes ongoing capital maintenance.
4. The County's Obligation for the Fiscal Year beginning July 1, 2013 is Thirteen thousand, five-hundred fifty-two dollars and fifty cents (\$13,552.50).
5. This Agreement Supplement No. 2013-2 is effective in accordance with the terms of the Agreement.

COUNTY

COUNTY OF Contra Costa, a political
subdivision of the State of California

By: _____

David Twa
County Administrator

TOWN

TOWN OF DANVILLE, a municipal
corporation of the State of California

By: _____

Joseph A. Calabrigo
Town Manager



HAP MAGEE RANCH PARK CAPITAL MAINTENANCE

CIP No: B-400 | STATUS: In Construction

PRIORITY: 2 Ongoing

PROJECT MANAGER: JP



This project has been modified from the previous year.

PROJECT DESCRIPTION AND LOCATION:

Routine preventative maintenance activities for the general upkeep and preservation of the site and non-routine repair and replacement.

- 2011/12 - Repaint Magee House interior. (COMPLETE).
- Relocate sand play from water feature area or install barrier.
- Replace play features in sand area.
- Bounty Garden (By Others).
- Renovate and repair Cottage. (COMPLETE).
- Replace remainder of windows in Swain and Magee Houses. (COMPLETE).

2013/14 - Refinish wood floors.

Future improvements to consider include:

- Repair creek bank on southwest corner of park.
- Replace existing pathway lights.
- Replace playground equipment.
- Reroof buildings.

Design and construction costs will be allocated in future years.

DESCRIPTION OF MODIFICATIONS:

Updated status.

PROJECT COST ESTIMATE (ESCALATED DOLLARS)

| Expenditure Category | Prior Years | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Total |
|----------------------|------------------|------------|------------|------------|------------|------------|------------------|
| Capital Maintenance | \$265,366 | \$0 | \$0 | \$0 | \$0 | \$0 | \$265,366 |
| Total Costs: | \$265,366 | \$0 | \$0 | \$0 | \$0 | \$0 | \$265,366 |

PROJECT APPROPRIATION AND FUNDING

| Funding Source(s) | Prior Years | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Total |
|-----------------------|------------------|------------|------------|------------|------------|------------|------------------|
| CIP Gen Purpose Rev | \$45,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$45,000 |
| Park Facilities | \$17,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17,500 |
| R-7A | \$62,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$62,500 |
| YMCA Rental Rev | \$140,366 | \$0 | \$0 | \$0 | \$0 | \$0 | \$140,366 |
| Total Funding: | \$265,366 | \$0 | \$0 | \$0 | \$0 | \$0 | \$265,366 |

RATIONALE FOR PROPOSED PROJECT:

Major activity is needed for the site and buildings; non-routine repairs and replacement are completed as needed.

EXPECTED IMPACT ON OPERATING BUDGET:

Additional worker hours required to maintain per year: 0
 Additional Town direct operating costs per year: \$0

PRIOR EXPENDITURES: As of 06/11/2012 are \$225,086

PRINTED ON: 06/11/2012



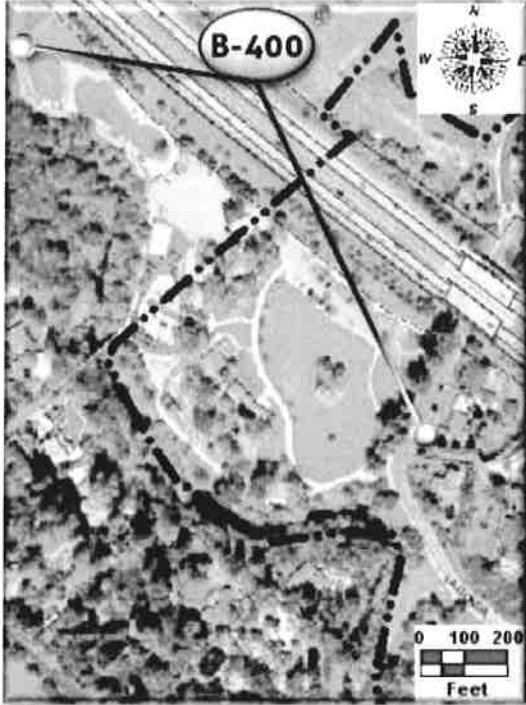


HAP MAGEE RANCH PARK CAPITAL MAINTENANCE

CIP No: B-400 | STATUS: In Construction

| PRIORITY 2

| PROJECT MANAGER: JP



This project has been modified from the previous year.

PROJECT DESCRIPTION AND LOCATION:

Routine preventative maintenance activities for the general upkeep and preservation of the site and non-routine repair and replacement.

- 2011/12 - Repaint Magee House interior. (COMPLETE).
Relocate sand play from water feature area or install barrier.
Replace play features in sand area.
Bounty Garden (By Others).
Renovate and repair Cottage. (COMPLETE).
Replace remainder of windows in Swain and Magee Houses. (COMPLETE).

- 2013/14 - Rescreen wood floors.
Repaint exterior of Magee House.
Install traffic safety devices in parking lot.

- Future improvements to consider include:
- Repair creek bank on southwest corner of park.
 - Replace existing pathway lights.
 - Replace playground equipment.
 - Renovate Dog Park grass annually.

DESCRIPTION OF MODIFICATIONS:

Updated 2013/14 projects. Added funding of \$25,000 per year.

PROJECT COST ESTIMATE (ESCALATED DOLLARS):

| Expenditure Category | Prior Years | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Total |
|----------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Maintenance | \$265,366 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$390,366 |
| Total Costs: | \$265,366 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$390,366 |

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PROJECT APPROPRIATION AND FUNDING:

| Funding Source(s) | Prior Years | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Total |
|-----------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| CIP Gen Purpose Rev | \$45,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$170,000 |
| Park Facilities | \$17,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17,500 |
| R-7A | \$62,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$62,500 |
| YMCA Rental Rev | \$140,366 | \$0 | \$0 | \$0 | \$0 | \$0 | \$140,366 |
| Total Funding: | \$265,366 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$390,366 |

RATIONALE FOR PROPOSED PROJECT:

Major activity is needed for the site and buildings; non-routine repairs and replacement are completed as needed.

EXPECTED IMPACT ON OPERATING BUDGET:

Additional worker hours required to maintain per year: 0
Additional Town direct operating costs per year: \$0

PRIOR EXPENDITURES: As of 04/10/2013 are \$6,548

| PRINTED ON: 04/12/2013

