



THE RANCH

Belvedere Tiburon Joint Recreation Committee

AGENDA

Monday, March 20, 2023 at 7pm

In person at Dairy Knoll Center, Room 1, 600 Ned's Way, Tiburon or via Zoom

The public is invited to attend in person at Dairy Knoll Center

REGULAR MEETING – 7pm

Call Meeting to Order and Roll Call

- Board Chair, Julianne Schaefer of Belvedere
- Vice Chair, Victoria Gazulis of Tiburon
- Tiburon Town Council Rep, vacant
- Belvedere City Council Rep, Sally Wilkinson
- Reed Union School District Rep, Liz Webb
- Belvedere Rep, Melissa Feder
- Belvedere Rep, Chelsea Schlunt
- Tiburon Rep, Vacant
- Tiburon Rep, Jerry Riessen

1. PUBLIC COMMENT

The public may direct questions or comments related to The Ranch business to the Board and Director concerning matters not listed on the agenda for up to three minutes. The Board can take no action unless the matter is placed on a subsequent agenda.

2. MINUTES Approval of Minutes from Regular Board Meeting on January 23, 2023

MOTION _____ SECOND _____ VOTE _____

3. DISCUSSION ITEM - Introduction of New Staff Members

Heather Wilson, Adult Recreation Supervisor
Dan Bednarczyk, Youth Recreation Supervisor

4. DISCUSSION ITEM – RUSD Update

BOARD MEMBER REPORT – Liz Webb update on Reed Union School District

5. DISCUSSION ITEM – Programming Update

STAFF REPORT – 2023 Spring and Summer registration updates

6. DISCUSSION ITEM – Financial Review of 22-23 Financials

STAFF REPORT - Review of 22-23 Fiscal Year Financials with December 2022 financials

7. ACTION ITEM – Resolution 01-2023

STAFF REPORT – Resolution to recognize Belvedere Tiburon Joint Recreation Committee as doing business as The Ranch.

MOTION _____ SECOND _____ VOTE _____

ADJOURN

GENERAL PUBLIC INFORMATION

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Director of Belvedere-Tiburon Joint Recreation (415) 435-4355 ext.1004. Notification 48 hours prior to the meeting will enable BTJR to make reasonable accommodation for full participation. (28 CFR 35,102-35,104 ADA Title II)

Upon request, The Ranch will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to the Director of Belvedere-Tiburon Joint Recreation at the above address.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Dairy Knoll Center, 600 Neds Way, Tiburon. Agendas and Minutes are posted on our website www.theranchtoday.org and at Dairy Knoll Center, Tiburon Town Hall and Belvedere City Hall.

TIMING OF ITEMS ON AGENDA

While The Ranch Board of Directors attempts to hear all items in order as stated on the agenda, it reserves the right to take items out of order. No set times are assigned to items appearing on the agenda.

PUBLIC COMMENT

The public may also submit comments in advance of the meeting by emailing The Ranch Administrative Assistant at: officeadmin@theranchtoday.org

Please write "Public Comment" in the subject line. Comments submitted one hour prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting. Those received after this time will be added to the record and shared with Board Members after the meeting.

THE RANCH - BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
Proposed Budget for FY 22-23 - March 1, 2022 - February 28, 2023
Through December 2022

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
PROGRAM SUMMARY							
Academy Revenues	644,433	653,735	294,263	609,226	646,500	822,048	846,172
Academy Expenses	399,166	388,492	165,702	384,497	401,500	375,297	529,517
Net Academy Program	245,267	265,243	128,561	224,729	245,000	446,751	316,655
Adult Revenues	166,601	201,635	58,518	165,548	175,000	197,076	210,233
Adult Expenses	97,129	128,018	49,154	108,114	109,000	119,189	134,883
Net Adult Program	69,472	73,617	9,364	57,434	66,000	77,887	75,350
Camps Revenues	557,195	649,337	149,497	487,533	597,945	633,094	633,143
Camps Expenses	333,914	350,130	78,734	247,369	370,494	352,819	352,819
Net Camps Program	223,281	299,207	70,763	240,164	227,451	280,275	280,324
Other Program Revenues	424,690	388,244	188,318	382,311	394,600	427,291	424,974
Other Program Expenses	289,484	265,567	113,223	252,942	246,740	259,480	285,294
Net Other Program	135,206	122,677	75,095	129,369	147,860	167,811	139,680
Interest Income	-	-	2,412	244	-	-	-
Net non Program	-	-	2,412	244	-	-	-
Facility Rental Income	18,658	20,999	858	3,823	8,500	2,920	3,000
Facility Rental Expense	790	2,566	118	105	1,000	-	-
Total Facility Rental	17,868	18,433	740	3,718	7,500	2,920	3,000

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
Fall 1 & 2 2022(AC1)							
Academy Revenues	151,539	200,180	209,178	226,698	215,000	337,282	339,661
Academy Expenses and Contractor Pay	66,234	86,598	43,052	100,860	94,000	132,914	145,000
Academy Payroll	35,570	39,002	52,060	44,673	45,000	76,294	74,000
Net Academy I	49,735	74,580	114,066	81,165	76,000	128,074	120,661
Winter 2023 (AC2)							
Academy Revenues	166,912	151,278	65,720	165,346	160,000	229,967	247,425
Academy Expenses and Contractor Pay	76,299	69,629	21,333	72,852	70,000	12,623	95,000
Academy Payroll	34,944	28,520	17,395	31,834	32,000	1,190	45,000
Net Academy II	55,669	53,129	26,992	60,660	58,000	216,154	107,425
Dance/Ballet Program Revenue	22,546	35,405	5,888	23,359	18,000	27,426	32,518
Dance/Ballet Program Expenses and Payroll	6,945	9,722	2,079	8,124	9,000	10,041	12,000
Net Ballet Program	15,601	25,683	3,809	15,235	9,000	17,385	20,518
Toddler Revenue	11,008	9,268	5	5,629	6,500	4,967	7,019
Toddler Expenses and Payroll	3,720	3,504	567	3,631	4,500	1,340	2,000
Net Toddler Program	7,288	5,764	(562)	1,998	2,000	3,627	5,019
Teen Revenue	18,562	19,209	378	9,868	12,000	10,832	7,148
Teen Expense	12,356	16,620	1,319	8,114	8,000	4,846	5,000
Net Teen Zone Program	6,206	2,589	(941)	1,754	4,000	5,986	2,148
Cotillion Program Revenue	80,635	83,058	(1,170)	82,920	80,000	51,548	52,375
Cotillion Program Expense	35,418	37,179	-	47,974	40,000	21,892	37,360
Net Cotillion Program	45,217	45,879	(1,170)	34,946	40,000	29,656	15,015

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
Adult Expenses	23,323	31,216	9,850	22,936	27,000	4,463	24,100
Net Winter	27,338	12,499	7,236	7,898	18,000	13,942	13,355
Total Adult Program							
Revenue	166,601	201,635	58,518	165,548	175,000	197,076	210,233
Supervision Expenses	97,129	128,018	49,154	108,114	109,000	119,189	134,883
Net	69,472	73,617	9,364	57,434	66,000	77,887	75,350

Adult Expenses

Net Winter

Total Adult Program

Revenue

Supervision

Expenses

Net

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23FY Approved Budget FY22-23	22-23 FY Actuals through December	Year End Projections FY22-23
End Financials				End Financials			
CAMPS							
CIT Revenue	22,349	28,831	4,840	21,000	21,000	23,428	23,428
CIT Expenses	16,711	15,336	32	1,275	11,800	11,003	11,003
Net CIT Camp	5,638	13,495	4,808	19,725	9,200	12,425	12,425
Angel Island Revenue	414,904	447,644	42,679	276,093	401,550	419,984	419,984
Angel Island Expense	261,067	254,453	11,078	153,776	257,405	242,797	242,797
Net Angel Island	153,837	193,191	31,601	122,317	144,145	177,187	177,187
Art & Garden Camp Revenue	20,060	25,327	38,325	42,140	38,160	43,914	43,914
Art & Garden Camp Expenses	10,141	14,092	17,887	17,327	21,715	23,823	23,823
Net Art & Garden camp	9,919	11,235	20,438	24,813	16,445	20,091	20,091
Fantastical Adventures Revenue	99,882	147,535	63,653	148,531	137,235	145,817	145,817

CAMPS

CIT Revenue

CIT Expenses

Net CIT Camp

Angel Island Revenue

Angel Island Expense

Net Angel Island

Art & Garden Camp Revenue

Art & Garden Camp Expenses

Net Art & Garden camp

Fantastical Adventures Revenue

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
BB League Revenues	19,391	21,627	53	10,785	19,000	22,180	23,232
BB League Expenses	7,254	6,528	1,449	5,921	6,000	90	11,000
Net BB League Courts	12,137	15,099	(1,396)	4,864	13,000	22,090	12,232
Tennis Court Revenues	22,348	23,635	32,960	52,609	52,000	57,800	57,815
Tennis Courts Expenses	5,212	5,808	5,368	7,223	8,000	7,907	14,500
Net Tennis Courts	17,136	17,827	27,592	45,386	44,000	49,893	43,315
Special Event Revenues	123,820	107,499	2,000	6,126	17,600	15,478	16,708
Special Event Expenses	84,447	69,445	3,841	4,508	9,090	11,540	11,217
Net Special Events	39,373	38,053	(1,841)	1,618	8,510	3,938	5,491
Clothing/Uniform Sales	-	-	-	-	-	-	-
Clothing/Uniform Expenses	-	1,993	-	1,535	-	-	(1,000)
Net Clothing Sales	-	(1,993)	-	-	-	-	1,000
Brochure Ad Income	5,600	3,700	-	-	-	-	-
Brochure Expense	18,401	16,480	7,004	-	-	-	-
(12,801)	(12,780)	(7,004)					
Total Other Program							
Revenue	424,690	388,244	188,318	382,311	394,600	427,291	424,974
Expenses	289,484	265,567	113,223	252,942	246,740	259,480	285,294
Net	135,206	122,677	75,095	129,369	147,860	167,811	139,680

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23 FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
	End Financials	End Financials	End Financials	End Financials	FY22-23		FY22-23
PG&E Electricity/Gas/ Solar	(7,351)	(6,685)	(5,799)	(7,369)	(8,000)	(5,901)	(10,000)
Water/Sewer	(1,167)	(1,271)	(1,174)	(1,211)	(1,500)	(966)	(1,500)
Internet	(3,000)	(3,000)	(3,547)	(3,250)	(3,000)	(2,250)	(3,000)
Telephone/Communication/Fire	(3,927)	(4,109)	(3,704)	(3,424)	(4,325)	(3,298)	(4,000)
Email service	(2,599)	(1,719)	(2,855)	(2,189)	(3,000)	(2,357)	(3,050)
Tech Support	(2,830)	(2,061)	(1,692)	-	(2,500)	(495)	(2,000)
Bldg Maintenance Expenses	(7,807)	(2,115)	(1,796)	(4,159)	(5,000)	-	(500)
Building Supplies	(4,502)	(2,586)	(501)	(1,142)	(2,000)	(6,070)	(6,100)
Custodial Supplies	(2,057)	(1,428)	(1,899)	(2,791)	(3,000)	(1,618)	(3,000)
Custodian	(21,772)	(30,881)	(1,008)	(8,134)	(11,000)	(8,104)	(13,200)
Total Dairy Knoll	(57,012)	(55,855)	(23,975)	(33,669)	(43,325)	(31,059)	(46,350)

ADMINISTRATIVE EXPENSES

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23 FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
	End Financials	End Financials	End Financials	End Financials	FY22-23		FY22-23
Accounting and Payroll Charges/ADP	(4,101)	(6,124)	(5,560)	(5,317)	(6,500)	(4,870)	(6,000)
Audit	(9,900)	(10,300)	(11,000)	(11,400)	(11,700)	(12,000)	(12,000)
Auto Mileage Allowance	(2,216)	(1,694)	(196)	(1,251)	(2,500)	(1,727)	(2,000)
Bank Charges and Bank Purchases	(837)	(976)	(1,006)	(947)	(1,300)	(1,092)	(1,500)
Copy Machine	(7,703)	(7,650)	(8,669)	(7,824)	(7,800)	(7,253)	(9,000)
Credit Card Charges	(11,134)	(48,744)	(28,435)	(66,310)	(50,000)	(53,404)	(77,300)

	18-19 Year	19-20 Year	20-21 Year COVID YR	21-22 Year	22-23FY Approved Budget	22-23 FY Actuals through December	22-23 Year End Projections
Net Spring Carnival	(1,247)	633	(1,247)	662	800	1,289	1,289
Tiburon Car Show	-	19,926	-	-	-	-	1,500
Tournament Expense	-	15,642	-	-	-	-	-
Tournament Staffing	-	-	-	-	-	-	-
Net Golf Tournament	-	4,284	-	-	-	-	1,500
Tiburon Taps Revenue	2,000	39,731	2,000	-	-	-	-
Tiburon Taps Expense	2,445	16,283	2,445	-	-	-	-
Tiburon Taps Staffing	-	542	-	-	-	-	-
Net Tiburon Taps	(445)	22,906	(445)	-	-	-	-
Half Marathon Revenue	-	13,371	-	-	5,000	2,705	2,974
Half Marathon Expense	-	3,651	-	-	-	266	450
Half Marathon Staffing	-	552	-	-	-	-	-
Net Half Marathon	-	9,168	-	-	5,000	2,439	2,524
Halloween Carnival Revenue	-	5,060	-	2,908	4,000	4,128	4,128
Halloween Carnival Expense	-	2,548	-	2,281	2,500	3,416	3,128
Halloween Carinval Staffing	-	-	-	-	300	-	300
Net Halloween Carnival	-	2,512	-	627	1,200	712	700
Gingerbread Houses Revenue	-	1,440	-	2,448	2,100	2,920	2,920
Gingerbread Houses Expenses	-	1,139	-	1,969	1,300	2,469	1,934
Gingerbread Houses staffing	-	230	-	-	200	-	258
Net Gingerbread	-	71	-	479	600	451	728
Father Daughter Dance Revenue	-	2,765	-	-	2,500	-	1,000
Father Daughter Dance Expense	-	1,162	-	-	1,500	-	500

Net Spring Carnival

Tiburon Car Show
Tournament Expense
Tournament Staffing
Net Golf Tournament

Tiburon Taps Revenue
Tiburon Taps Expense
Tiburon Taps Staffing
Net Tiburon Taps

Half Marathon Revenue
Half Marathon Expense
Half Marathon Staffing
Net Half Marathon

Halloween Carnival Revenue
Halloween Carnival Expense
Halloween Carinval Staffing
Net Halloween Carnival

Gingerbread Houses Revenue
Gingerbread Houses Expenses
Gingerbread Houses staffing
Net Gingerbread

Father Daughter Dance Revenue
Father Daughter Dance Expense



THE RANCH
(Belvedere Tiburon Joint Recreation Committee)
Meeting Minutes
Monday, January 23, 2022, 7:00 p.m.
Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

Special Meeting – 6:45pm

1. Call to Order and Roll Call

Julianne Schaefer called the meeting to order at 7:00p.m., with the following Board Members present:

Julianne Schaefer - Tiburon Representative, Chair	Present
Victoria Gazulis - Tiburon Representative, Vice Chair	Absent
Jason Rosell – Tiburon Representative	Present
Jerry Riessen– Tiburon Representative	Absent
Noah Griffin – Tiburon Council Member	Present
Melissa Feder – Belvedere Representative	Absent
Chelsea Schlunt – Belvedere Representative	Absent
Sally Wilkinson – Belvedere Council Member	Absent
Liz Webb – RUSD Representative	Present

ADJOURN – to Regular Meeting

Regular Meeting – 7pm

1. Call to Order and Roll Call

Julianne Schaefer called the meeting to order at 7:10p.m., with the following Board Members present:

Julianne Schaefer - Tiburon Representative, Chair	Present
Victoria Gazulis - Tiburon Representative, Vice Chair	Absent
Jason Rosell – Tiburon Representative	Present
Jerry Riessen– Tiburon Representative	Absent
Noah Griffin – Tiburon Council Member	Present
Melissa Feder – Belvedere Representative	Present
Chelsea Schlunt – Belvedere Representative	Absent
Sally Wilkinson – Belvedere Council Member	Absent
Liz Webb – RUSD Representative	Present

Summer camp information is online and registration opens in February. Since The Ranch is doing financially well, we are sending the youth team to the American Camping Association National Conference in Orlando Florida during mid-winter break. Director Hotchkiss is excited for them to learn new ideas and strengthen our programs.

For Adult updates, Director Hotchkiss announced that Adult Supervisor Maureen Borthwick left The Ranch after 6 years. The Adult sector of programming has been struggling since the pandemic and continues to need rebuilding. Director Hotchkiss has decided to take a moment to reevaluating adult offerings and find the best way to serve the Belvedere Tiburon in all adult programs. Marin Social Sports is becoming more difficult to run as it relies on the rentals of other fields and gyms and expenses are rising. Director Hotchkiss is looking at hiring a part time supervisor to oversee and grow our current programs.

Director Hotchkiss announced that she has been attending workers comp and liability insurance conferences.

Director Hotchkiss announced that Tiburon Rep Board Member Jason Rosell term is board ending and Jerry Riessen, Tib Rep Vice Chair is also looking to end his term. We thank them for their time.

6. Discussion Item-Financial Review with Staff Report

The Ranch is close to the end of their fiscal year. By this time in January the Ranch has taken in 99% of their expected gross revenue and exceeded revenue goals in most categories. Remaining revenue that they would have from now until February would be from any rentals or drop-in programs. Director Hotchkiss notes that incoming revenue for rentals due to weekend classes held at the Belvedere Community Center. Programs are helpful as they are more consistent supply of revenue than occasional rentals.

Cotillion enrollment is down as it is a middle school program and that population is low. There are also now other companies doing Cotillion programs in Southern Marin.

Director Hotchkiss projects Adults to bring in less revenue this winter due to staff transitions and taking a moment to reevaluate adult offerings.

Board Member Feder brought to question why not have one of the adult contract instructors take on the role as an Adult Supervisor. Director Hotchkiss has approached this idea in the past and was unsuccessful. Director Hotchkiss also explained that, although it is not a written policy, a only Supervisor can overs contracts.

7. Discussion Item: Solar Panel Contract Update with Staff Report

After the last Board meeting, Director Hotchkiss had informal conversations with a few Tiburon Council Members to float the Boards idea to ask Tiburon Council to use Dairy Knoll facility funds, given by the City of Belvedere to Tiburon, as per their Dairy Knoll Facility Agreement, to assist in

Resolution No. 2023-01-01

RESOLUTION RECOGNIZING THAT THE BELVEDERE TIBURON JOINT RECREATION COMMITTEE DOES BUSINESS AS THE RANCH

WHEREAS, the Belvedere Tiburon Joint Recreation Committee (“Committee”) is a public agency formed under a Joint Powers Agreement in 1975 between the Town of Tiburon and the City of Belvedere (“JPA”) whose purpose is to formulate, administer and operate recreation and education programs and facilities for the residents of Belvedere and Tiburon; and

WHEREAS, among other powers of the Committee, the Committee has the power to charge fees for participation in its programs; and

WHEREAS, the Committee is authorized, in its own name, to do all acts necessary for the exercise of its powers specified in the JPA; and

WHEREAS, in 2013, the Committee began doing business as The Ranch, and members of the public made their checks payable to The Ranch for the programs; and

WHEREAS, Bank of Marin has requested official Board of Director action to document that the Committee does business as The Ranch, in order to process payments of certain checks for the aforementioned recreational and educational programs.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Directors of the Belvedere Tiburon Joint Recreation Committee hereby confirms that in 2013, the JPA has been doing business as The Ranch, and that the Bank of Marin should deposit any check made payable to The Ranch as a proper payment to the JPA.

PASSED AND ADOPTED by the Board of Directors of the Belvedere Tiburon Joint Recreation Committee this _____ day of _____, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN: