

**MARINWOOD PARK AND RECREATION COMMISSION
AGENDA FOR P&R COMMISSION MEETING**

Tuesday, February 24, 2015

7:30 PM – Marinwood Community Center Classroom

#	Time	Item	Commission Action
1	7:30 PM	Agenda	
2	7:35 PM	Public Comment	
3	7:40 PM	Minutes of January 27, 2014 P&R Commission Meeting	Approve
4	7:45 PM	Draft Minutes of February 10, 2015 Board Meeting	Review
5	7:50 PM	FY 2015-2016 Park & Recreation Draft Budgets	Review
6	8:10 PM	Commemorative Plaque for Tom Kunkel Recognizing his Service as Commissioner	Approve
7	8:20 PM	Formation of Miller Creek Special Committee	Discuss
8	8:40 PM	Draft Bylaws for Park & Recreation Commission	Review
9	9:10 PM	Park and Recreation Report	Review
10	9:20 PM	Q&A on Non-Agenda Items Requests for Future Agenda Items	
11	9:30 PM	Adjourn	

NOTES TO COMMISSIONERS:

Please confirm attendance to Eric Dreikosen at 479-7751 (or edreikosen@marinwood.org) or Paula Collins at 479-0775 at the Community Center by 5:00 PM the day before the meeting.

**Next P&R Commission meeting to be held on March 24, 2015 at 7:30 PM at the
Marinwood Community Center**

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

January 27, 2015

Time and Place: 7:30 Marinwood Community Center Classroom

Present:

Commissioners: Izabela Perry, Kimberly Call, Sarah Paoli, Shane Valentine, John Tune and Sivan Oyserman.
Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Recreation Supervisor Robyn Bruton and Administrative Assistant Carolyn Sullivan.
Others present: Linda Barnello.
Board members: Justin Kai.

Agenda

No changes or additions.

Designation of P&R Commission Chair for 2015

Perry commented she would feel comfortable remaining the Commission Chair. Call stated Perry has done an excellent job as Chair, she has a financial background and takes responsibility for her role. The Commission agreed with Call.

M/s Call/ Paoli to nominate Perry as 2015 Commission Chair. Motion carried unanimously.

Valentine commented he would like to serve as Vice Chair in an unofficial capacity. Perry commented that would be great.

Public Comment

No comments.

Minutes of December 23, 2014 Commission Meeting

Call would like to put on future agendas discussion regarding how to grow our Recreational space. Call additionally requested a status on a plaque in honor of Tom Kunkel. Oyserman requested the Chair touch base with Kunkel to ask where he would like a plaque, he had previously mentioned a trail in the area. Dreikosen stated this would need to be approved by the Board before any action could take place.

Review of Board Minutes of January 13, 2015

Dreikosen noted a small mistype. The Winter Break camp net revenue was \$16,000, not "up by" \$16,000.

2015 Pool Rates

Perry stated last year the Commission spent a good amount of time setting a price structure moving forward. Perry noted that the new California minimum wage law and sick leave law will affect the District.

DeMarta stated he and his staff are recommending a 5% increase to pool memberships. Oyserman questioned why the drop-in rates are not being increased; it seems unfair to the residents. DeMarta replied it does not make sense to raise drop-in rates each year by 5% because it would only equal .30 cents or so. DeMarta added there are perks for being a member such as discounted camp rates and full access to the pool facility. Drop-in customers are only allowed access during the Recreational swim time and it is hard to sell people on a drop-in fee of \$30 for a family to swim for about two hours. Perry commented she does feel the price of a family pool membership is getting pricy, but that is her personal opinion. Call commented she would like to see a Senior rate option for drop-in patrons. DeMarta replied our Senior demographic does not usually purchase a drop-in day pass because it does not allow them to swim during the adult lap swim times. Paoli agreed, the senior demographic purchases memberships for lap swim. Call replied it sends a positive message to our community. Tune agreed with Perry, the membership rates are getting pricy, one would have to attend all 28 weeks to make it feasible. Valentine would like the Commission to entertain the idea to increase the perks one gets with a membership such as free/reduced rates for Community Events. Oyserman stated she has concerns with revenue generators; the pool needs upgrades. DeMarta replied we are gaining ground, last year we broke even, and it was a big deal. Perry commented she would like to see the Waterdevil rates revised. The pool opens a month early to cater to their practice times.

M/s Valentine/ Perry to approve Pool Rates as recommended. Ayes: Valentine, Perry, Tune and Paoli. Nays: Call.

2015 Camp Rates

Robyn Bruton stated staff has recommended a 7% increase. The increase will help offset the small raise in counselor pay as well as operational costs. With this increase Marinwood will be a bit higher than San Rafael and Novato, but less than Strawberry and Mill Valley. DeMarta commented it is a higher percentage than he would like, but the rates are still

reasonable. Perry commented it is a great value for a wonderful program. Oyserman agreed, based upon opinions she had heard, and is glad to see a 7% increase. Oyserman asked what Strawberry and Mill Valley have that we do not. DeMarta replied nothing, we have a more defined age group, and offer more enrichment. Tune asked if DeMarta would consider different percentage increases for resident versus non-resident. DeMarta replied the non-residents do subsidize the residents, but does not feel it is necessary to have different percentages.

M/s Perry/Oyserman to approve 2015 Camp Rates as recommended. Motion carried unanimously.

2015 Pool Rates (re-visit)

Dreikosen stated he had a point of order regarding a motion held previously. Valentine, being the alternate seat on the Commission may not bring forth a motion. The Commission noted they had been unaware of that, Perry requested another motion be made.

The previous motion was withdrawn.

M/s Paoli/ Tune to approve 2015 pool rates as recommended. Ayes: Paoli, Tune, Perry and Oyserman. Nays: Call.

Park and Recreation Report

DeMarta reported the next Community Event is "Raise a Glass" a winter wine tasting on February 28th from 2-5.

Dreikosen noted the \$20 admission price is a great deal for the chance to taste from thirteen local wineries. Oyserman noted next year the event should charge for childcare.

DeMarta continued Holiday Camp went well and staff has decided to add CIT's for our non-summer camps in the future. Bruton added having CIT's will be a great opportunity to raise money and prepare our future counselors.

DeMarta reported the 2015/16 budget will be coming to the Commission in February.

DeMarta noted in regards to Park maintenance the staff is moving out the old pool equip and prepping the area for new heaters and filters. The pool will be ready to open in March and the new equipment will increase efficiencies. The staff did playground updates, replacing the sand in the sandbox and doing safety upgrades. The Creekside Park pergola had been pressured washed and prepped for painting as well as the benches. Staff has gone though and tidied up the park panhandle, eliminated unnecessary mounds of dirt as well as trimmed the blackberry bushes. DeMarta is working on safety concerns with staff as well, providing them with proper first aid kits and CPR/First Aid Training.

Barnello stated she will not be paying for a handrail near the panhandle, but it should not be eliminated from the list of maintenance issues. DeMarta replied he is working on finding a solution for that area. Barnello asked why a cooler had been chained to a bench near the horseshoe pits. DeMarta replied he is unsure, but will ask around. Barnello also asked DeMarta to purchase the least expensive dog waste bags in the future.

Q&A discussion with staff re: items not otherwise covered on the agenda

Perry commented she had met with DeMarta to speak about the maintenance of the creek. Perry suggested maybe the District should have a Creek Committee to focus on restoration and clean-up. Valentine stated an ad-hoc Committee might have merit. Call stated this could be added as an agenda item. Barnello stated there already is a "Friends of Miller Creek" group lead by Stephen Nestel.

The meeting concluded at 8:57PM.

The date of the next Park and Recreation Commission meeting is February 24, 2015 at 7:30pm in the Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday February 10, 2015

Time and Place: 7:30PM Marinwood Community Center classroom.

Present:

Board Members: President Tarey Read, Justin Kai, Bill Hansell and Bill Shea.

Absent: Deana Dearborn.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Cesar Correa and Brandon Selvitella, Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel and Linda Barnello.

Call to Order and Pledge of Allegiance

Agenda

Read commented she would like to adopt Rosenberg's Rules. Barnello objected due to this not being properly placed on the agenda. Read then asked for adoption of Rosenberg's Rules to be placed on the March agenda.

Consent Calendar

Barnello stated the agenda should state the minutes are "draft". Read replied it is not necessary.

- a. *Minutes of Regular Meeting of January 13, 2015:* Barnello stated she was inquiring about unfunded "pension" not unfunded "health" costs. Nestel objected to Sullivan's interpretation of the meeting.
 - b. *Bills paid nos. 637-725:* Kai questioned claim 641; why youth program salaries were so high. Sullivan replied it was due to Holiday Camp. Read added Holiday Camp revenues were around \$16,000.
 - c. *County of Marin 2014/2015 Annual Statement of Investment Policy:* No comments.
 - d. *County of Marin 12/31/14 Report of County, Schools and District Investments:* No comments
- M/s Hansell/Kai to approve consent calendar. Motion carried unanimously.

Open Time for Items not on Agenda

Nestel stated there is no need for speakers to be limited to two minute speaking allowances. He stated he is very tired of the nasty comments being made by Board members. Additionally he asked the Board to direct Eric to include his sent emails in the Board packet under correspondence. Read replied that Nestel's correspondence was included in this month's packet. Dreikosen requested any future emails clearly state they are to be added as correspondence to the Board.

Barnello commented she was unable to discern via the past Board packets how much the District needs to pay for unfunded liabilities. Read replied the number will be coming from PERS (Public Employees Retirement System), Horne was able to come up with an estimate and that is the closest the District knows at this point in time. Roach commented it will not be effective until next fiscal year. Barnello stated she would like to know the exact date the first Manager replacing Horne refused the District's offer. Read replied she does not know the date offhand, but asked Barnello to call her. Barnello asked the status of the solar project. Dreikosen replied there are no new updates. Perry asked if the CSD could host an informational meet and greet with the new Supervisor. Read stated she would contact Connolly's office. Hansell requested no staff time be spent on the matter.

Perry inquired about the recent car thefts and break-ins and questioned if camera surveillance could be an option for the neighborhood. Read replied they would need to be monitored and the District doesn't have staff capacity. Roach commented he had spoken with the Sheriff and they will be stepping up patrols in the neighborhood.

Nestel stated in regards to the solar project he had looked at the community center roof on google and stated there is enough space to install the solar panels; a structure at the pool facility should not be built.

Correspondence

1. *MCSD, December 3, 2014 support letter to the Board of Supervisors re: Nomination of Lucas Valley Road for Caltrans Scenic Road Designation:* The Board acknowledged the letter.
2. *Stephen Nestel, January 14, 2015 providing information re: Rosenberg's Rules of Order and Council Protocols for City of Sausalito:* The Board acknowledged the correspondence.

Fire Department Matters

1. *Draft Report of Fire Commission meeting of February 4, 2015:* No additions.
2. *Fire Chief Operations Report:* No additions.
3. *2015/2016 Fire Department Budget:* Roach commented this is the first draft, it needs a preliminary approval so it can be given to the County. Marinoff was at the Fire Commission meeting and did have comments which were addressed. Roach reported in regards to Firefighter overtime, he will prepare a breakdown of

operational versus OES. Read stated she would like to see operational OT versus OT related to workers compensation. She asked Roach to add a sub category in the budget relaying this information. Kai asked if "light duty" was a current line item. Roach replied no. Kai asked why "consultant fees" were over budget. Read replied it is due to the head hunter. Sullivan added she had divided up the cost by three departments.

M/s Hansell/ Shea to approve 2015/2016 Fire Department Budget. Motion carried unanimously.

4. *Implementation of Paramedic Program:* Roach commented the current \$85 the Marinwood residents are paying might have to be increased to \$90, but it will have to be placed on the upcoming November ballot. Perry stated the District should have a paramedic agreement in place before the community votes. Hansell stated he is disappointed in the lack of cooperation by the Marinwood Union and strongly agrees with Perry. Kai asked with the departure of our current employee who is a paramedic how soon could Marinwood have another paramedic on staff. Roach replied it depends if the next hire is held in-house, but the process is two years. Read commented Marinwood does have access to San Rafael's hire list. Perry asked if the District pays for paramedic school. Read replied not historically. Kai asked the cost. Roach replied \$6,000-\$10,000. Roach commented if the District would like to pay for an employee to attend paramedic school the Board could request the employee sign a contract stating promised length of employment.
5. *Light-Duty Policy:* Roach commented he had used Larkspur's policy as a template. He suggested forwarding it to County Counsel for review. Hansell commented the wording "...as needed on a limited temporary basis" seems a bit vague. Roach replied the policy will have to be on a case by case basis and will depend on the employee. Perry asked if the employee can refuse light-duty. Roach replied he is unsure. The Board decided to forward the policy to County Counsel for review.
6. *Shared Services Update:* Read commented Marinwood owes San Rafael \$4,000 for the OES reimbursement the District received for having a San Rafael firefighter go out on strike team with engine 58.

Park and Recreation Matters

1. *Draft Report of Park and Recreation Commission meeting of January 27, 2015:* Perry commented she hopes to see support for forming a committee to focus solely on our creek. Nestel commented the Board refused to name names regarding the multiple absences in the Park and Recreation Commission, these absences should be accounted for. Perry replied the Commission had reviewed the roles and responsibilities of Commissioners and it was agreed upon for the Chair to contact the Commissioner absent and inquire for the reason of absence. Perry commented initially she had requested that three absences would result in removal, but that idea was dismissed. Dreikosen commented in regards to a creek committee the question arose as to the Commission's authority to create an ad-hoc committee; or is that the authority of the Board? Kai commented John Tune's name was absent from the list of attendees. Sullivan apologized. Barnello questioned why the hours of the Commission meetings were reduced. Read replied, the Commission sets its own agenda, there should be no mandatory time frame. Perry commented the Commission would like to keep a tight schedule and to keep in mind staff's time.
2. *Proposed Pool Rates for 2015 season:* DeMarta reported staff is requesting a 5% increase to pool memberships. Nestel commented drop-in rates need to be raised. DeMarta replied staff will look at increasing drop-in rates for 2016.
M/s Shea/Kai to approve proposed pool rates for 2015 season. Motion carried unanimously.
3. *Proposed Camp Rates for 2015 season:* DeMarta reported staff is requesting a 7% increase in rates based upon staffing increases and vendor increases. With a 7% increase Marinwood will still remain competitive.
M/s Kai/ Shea to approve proposed camp rates for 2015 season. Motion carried unanimously.
4. *Recreation and Maintenance activity reports:* DeMarta stated "Raise a Glass" the winter wine tasting is scheduled for February 28th from 2-5, thirteen wineries will be representing. Breakfast with Bunny is scheduled for April 4th, thank you to the Lion's Club who will be hosting the egg hunt. A new event called "Marinwood Happy Hour" will debut on April 10th; Baeltane Brewing will be coming and serving. Staff is working on another new event, "Enchanted Tea Party" which will be held on April 19th. DeMarta commented the Park Maintenance staff has almost completed the projects at Creekside Park, painting the benches and arbor. They are helping install the new pool equipment and hope to be ready for the Waterdevils begin date. DeMarta commented he and the Park staff had met with Commissioner John Tune regarding some Park maintenance; Tune is a great asset to have and thanked him for his time. DeMarta also noted the pool consultant had come out to access and bid out the necessary pool heaters and filters. The District decided upon Pool Solutions and they began work this week. The total cost for these pool items is around \$24,000 and will be taken from the Measure A funds. Nestel asked if DeMarta thinks "Happy Hour" will be a good revenue stream. DeMarta replied the company will be donating the beer and for the first event the profits will be split 50/50. If it is successful it may become a semi-regular event. Barnello asked how the Recreation department is going to increase the number of summer camps being offered. DeMarta replied we are increasing our Summer Specialty Camps at offsite locations.

5. Reallocation of Measure A Funds for FY 2014/15: Hansell noted a Board approval is not necessary, but thanked DeMarta for reporting on the issue.
M/s Hansell/ Kai to approve reallocation of Measure A Funds for FY 2014/15. Motion carried unanimously.

New and Other Business

1. *Call for Nominations- Marin LAFCO, Special District Elections*: Kai stated he would like to be nominated and commented he had attended last months LAFCO workshop.
M/s Shea/ Hansell to nominate Justin Kai to Marin LAFCO, Special District Elections. Motion carried unanimously.
2. *Call for Nominations – CSDA Board of Directors, Bay Area Network, Seat A*: There was no interest.
3. *Notification of Nominations – 2015 Election SDRMA Board of Directors*: There was no interest.
4. *Posting of Board Member Personal Contact Info on Agency Website*: Read commented it would be good to have a phone number for each Board Member on the website.
M/s Hansell/ Shea to approve posting of Board Member Personal Contact Info on Agency Website. Motion carried unanimously.
5. *Other New Business*: Hansell commented the Board should have a liaison for personnel. Read commented she would be the liaison, she has good resources.

Recognitions and Board Member Items of Interest

Dreikosen commented Marinwood CSD has been recognized from SDRMA for going five years with no property/liability claims.

Kai commented he would like to recognize Esteban Cespedes for his employment with Marinwood and wishes him well as he moves on to another Department.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6: Closed session began at 9:15PM. Closed session ended at 10:28PM, the Board had no action items to report and gave direction to the Districts lead negotiator.

The date of the next Regular Board meeting is March 10, 2015 at 7:30PM.

The meeting was adjourned at 10:29PM.

Respectfully submitted,
Carolyn Sullivan

MARINWOOD COMMUNITY SERVICES DISTRICT
PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

Cost Center **6103011100**

Draft 2/20/15

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 2/20/2015	% Budget 2014-15	Budget 2015-16	% Change
EXPENDITURES:							
EXPENDITURE: SALARIES & EMPLOYEE BENEFITS							
5110110		Regular Salaries					
	101000	Administrative	21,045	17,946.87	85.3%	24,252	15.2%
	103000	Park & Facilities Maintenance	203,018	151,042.68	74.4%	108,805	-46.4%
5120110	103000	Overtime, park	<u>100</u>			<u>500</u>	400.0%
		Total Regular Salaries	224,163	168,989.55	75.4%	133,557	-40.4%
5110210		Extra Hire Salaries					
	101000	CSD Office hourly (Carolyn/Tom)	4,197	6,712.27		5,247	
	103000	Extra Hire Grounds	<u>2,000</u>	<u>2,011.25</u>		<u>5,000</u>	
		Total Extra Hire Salaries	6,197	8,723.52	140.8%	10,247	65.4%
		Total salaries	230,360	177,713.07	77.1%	143,804	-37.6%
		Employee Benefits					
5130120	103000	Group Insurance	125,876	78,191.87	62.1%	65,707	-47.8%
5130510	103000	PERS	27,712	24,451.83	88.2%	16,873	-39.1%
5140115	103000	Workers Compensation Insurance	30,100	19,231.78	63.9%	23,869	-20.7%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	17,623	12,085.41	68.6%	11,001	-37.6%
5140145	103000	Unemployment insurance	<u>1,366</u>	<u>899.46</u>	65.9%	<u>848</u>	-37.9%
		Total Benefits & Employer Expense	203,177	134,860.35	66.4%	118,797	-41.5%
TOTAL SALARIES & EMPL. BENEFITS			433,537	312,573.42	72.1%	262,601	-39.4%

EXPENDITURE: SERVICES & SUPPLIES							
5210120	103000	Consultant fees, GASB 45 val.	500	2,510.72	502.1%	500	
5210131	103000	Legal expenses	500	2,272.56	454.5%	500	
5210210	101000	Audit fees(25%)	3,200	3,171.25	99.1%	3,200	
5210215	101000	Banking fees		388.91			
5210230	103000	Payroll services	600	520.85		600	
5210525	101000	General insurance	9,225	8,925.12	96.7%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Radio	1,144	814.50	71.2%	1,200	4.9%
5210810	103000	Electricity - PG&E	4,000	1,994.66	49.9%	4,000	
5210815	101000	Garbage, dump	19,040	14,970.80	78.6%	19,040	
5210835	103000	Water & sewer	15,000	10,984.77	73.2%	15,000	
5210910	103000	Vehicle Maintenance	2,000	1,150.45	57.5%	3,000	50.0%
5210920	103000	MERA operations - 10%	1,456	1,514.30	104.0%	1,456	
5210940	103000	Maintenance - park tractor & equip	2,500	639.27	25.6%	1,500	-40.0%
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract	40,000	22,961.54		40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special	10,000	7,829.04		10,000	
5211220	103000	Equipment Rental	2,180	813.18	37.3%	4,200	92.7%
5211320	103000	Education & training supplies	200				

SAP	Functional Area	Expense Object	Budget	Actual	% Budget	Budget	%
			2014-15	2/20/2015	2014-15	2015-16	Change
5211325	103000	Conferences, mtgs					
5211330	103000	Membership dues	650	1,847.00	284.2%	1,900	192.3%
5211340	103000	Training Expense - Park	850	1,204.98	141.8%	2,000	135.3%
5211440	103000	General travel	800	892.63	111.6%	800	
5211520	103000	Recruiting ads & legal notices					
5211528	103000	Tree Services				8,000	
5211532	103000	Weed and pest control chemicals	500	349.26	69.9%	1,000	100.0%
5211545	101000	Election expense - Board				1,750	#DIV/0!
5211610	103000	Permits, Co. auditor fees, LAFCO share	1,500	577.03	38.5%	700	-53.3%
5220110	103000	Office expense	500	510.70	102.1%	1,000	100.0%
5220130	101000	Reprod. costs, copy machine 10%	650	1,256.42	193.3%	650	
5220210	103000	Replacement equipment & furnishings	1,500	124.79	8.3%	3,000	100.0%
5220215	103000	Small tools	800	1,847.30	230.9%	800	
5220220	103000	Maintenance - open space	2,500	4,800.00	192.0%	2,500	
5220310	103000	Maintenance supplies, land & buildings	20,000	21,000.48	105.0%	20,000	
5220610	103000	Gasoline.fuel	3,000	2,052.47	68.4%	3,000	
5220810	103000	Misc supplies. community exp	1,000				-100.0%
5220819	103000	Reg supplies	200			200	
5220825	103000	Uniforms & safety clothing	885	473.56	53.5%	700	-20.9%
5220826	103000	Food supplies				500	
5220827	103000	Household & janitorial supplies	1,500	2,059.76		2,000	33.3%
5220828	103000	First Aid supplies	100			300	200.0%
5420515		Co Pooled Investments interest					
TOTAL SERVICES & SUPPLIES			148,480	120,458.30	81.1%	164,221	10.6%
EXPENDITURES: DEBT SERVICE							
5211710	103000	MERA 10% principal	1,224	1,204.01	98.4%	1,418	15.8%
5211715	103000	MERA 10% interest	710	612.27	86.2%	518	-27.0%
TOTAL DEBT SERVICE			1,934	1,816.28	93.9%	1,936	
EXPENDITURES: FIXED ASSETS: (Sch. C)							
5220910	103000	Cap. Outlay - Park Improvements	7,000	13,250.00			
5220916	103000	Equipment & tools				15,000	
TOTAL FIXED ASSETS			7,000	13,250.00		15,000	
EXPENDITURES: CONTINGENCIES & RESERVES							
Contingency - wage & benefit increases							
Contingency for emergencies							
TOTAL CONTINGENCIES & RESERVES							
TOTAL PARK BUDGET			590,951	448,098.00	75.8%	443,758	-24.9%
REVENUE OTHER THAN TAXES							
Rebates							
4410125	103000	Interest -Pooled Investments	500	174.42		500	
4410127	103000	Interest -Pooled Investment ERAF	100			100	
4530516	103000	Measure A Parks & Recreation	7,000			15,000	

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 2/20/2015	% Budget 2014-15	Budget 2015-16	% Change
4530527	103000	State Grants					
4540510	103000	Fed. Park Svcs					
4511210	103000	HOPTR		3,002.94	#DIV/0!		
4570110	103000	Reimbursed expenses		1,113.50			
4710631	103000	Misc. revenue - contract services					
4710642	103000	Miscellaneous	150	5,000.00		150	
4810250	103,000	Operating Transfers In					
TOTAL REVENUE OTHER THAN TAXES			7,750	9,290.86		15,750	103.2%

REVENUE SUMMARY

		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	238,976	134,460.93	56.3%		
4110111		SB2557 Admin fees`	(4,302)	(1,904.46)			
4110115	103000	Unitary	1,521	4,310.24			
4110120	103000	Current Unsecured	4,955	6,948.85	140.2%		
4110140	103000	Excess ERAF	30,447	15,992.87	52.5%		
4110145	103000	PY/Reverse ERAF		1,535.26			
4110210	103000	Supplemental		10,647.55	#DIV/0!		
4110215	103000	Supplemental Assessment, Current	5,250	290.93	5.5%		
4110225	103000	Supplemental Assessment, Redem.	120	206.44	172.0%		
4110310	103000	Prior Secured	390				
4110510	103000	Prior Unsecured		973.64	#DIV/0!		
4560110	103000	In-lieu, Housing					
		Total Estimated Property Tax Revenue:	277,357	173,462.25	62.5%		
4120610	103000	Special Tax	329,844	181,312.93	55.0%	338,744	
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.82)		(1,200)	
TOTAL BUDGET FUNDING			613,751	363,398.22	59.2%	353,294	
TOTAL PARK BUDGET			590,951	448,098.00	75.8%	443,758	-24.9%

To be provided from taxes and fund balance:

90,464

MARINWOOD COMMUNITY SERVICES DISTRICT
RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

6103012100

Draft 2/20/15

GL Account	Functional Area	Expense Object	Budget 2014-15	Actual 2/20/2015	% Budget 2014-15	Budget 2015-16	% Change
EXPENDITURES:							
5110110		Regular Salaries					
	101000	Admin	21,045	17,946.86	85.3%	24,252	15.2%
	102000	Maintenance (10% park staff hrs)	0		0.0%	0	0.0%
	103000	Recreation	<u>272,340</u>	<u>177,816.54</u>	<u>65.3%</u>	<u>277,701</u>	2.0%
			293,385	195,763.40	66.7%	301,953	2.9%
5110210		Extra Hire Wages					
	101000	Office hourly (Carolyn/Tom)	10,494	11,444.55	109.1%	10,494	0.0%
	103000	Overtime					
	103000	General	6,000	5,118.25	85.3%	6,000	0.0%
	104000	Building attendant & janitorial	12,900	8,009.00	62.1%	12,900	0.0%
	105000	Pool salaries	126,000	90,401.82	71.7%	140,000	11.1%
	106000	Aquatics	35,000	34,494.30	98.6%	45,000	28.6%
	107000	Summer programs	350,048	250,835.86	71.7%	357,581	2.2%
	108000	Preschool	105,000	55,144.97	52.5%	105,000	0.0%
	110000	Youth programs	28,300	12,215.17	43.2%	28,300	0.0%
	111000	Adult programs	2,000	1,961.50	98.1%	2,000	0.0%
	112000	Community events	1,400	635.75	45.4%	700	-50.0%
	113000	Swim team wages	<u>50,000</u>	<u>9,970.00</u>	<u>19.9%</u>	<u>50,000</u>	0.0%
			727,142	480,231.17	66.0%	757,975	4.2%
		Total Wages	1,020,527	675,994.57	66.2%	1,059,928	3.9%
		Benefit & Employer Expenses					
5130120	103000	Group insurance	99,596	36,525.18	36.7%	98,514	-1.1%
5130510	103000	PERS	33,713	33,156.54	98.3%	34,048	1.0%
5140115	103000	Workers Compensation Ins.	33,348	35,086.82	105.2%	41,006	23.0%
5140130	103000	Physician services	500		0.0%	500	0.0%
5140140	103000	Social Security/Medicare	78,817	57,602.93	73.1%	81,586	3.5%
5140145	103000	Unemployment Insurance	<u>21,000</u>	<u>16,279.78</u>	<u>77.5%</u>	<u>21,000</u>	0.0%
			266,974	178,651.25	66.9%	276,654	3.6%
510000			1,287,501	854,645.82	66.4%	1,336,581	3.8%
5210120	103000	Consultant fees	500	6,425.95		500	0.0%
5210122	103000	Marketing expense	28,500	13,804.73	48.4%	30,000	5.3%
5210128	103000	Fingerprints	5,000	2,108.00	42.2%	5,000	0.0%
5210131	103000	Legal expenses	1,000	1,271.81	127.2%	1,000	0.0%
5210146		Recreation Program Contracts					
	107000	Summer program contracts	30,470	32,313.09	106.0%	32,907	8.0%
	109000	Tennis contracts	44,000	25,605.00	58.2%	44,000	0.0%
	110000	Youth Program contracts	28,025	14,619.37	52.2%	31,215	11.4%
	111000	Adult program contracts	21,020	17,530.95	83.4%	20,450	-2.7%
	112000	Community Recreation contracts	0			0	

GL Account	Functional Expense		Budget	Actual	% Budget	Budget	%
	Area	Object	2014-15	2/20/2015	2014-15	2015-16	Change
5210210	101000	Audit fees	3,200	3,171.25	99.1%	3,200	0.0%
5210215	103000	Banking services	800	408.45	51.1%	800	0.0%
5210230	103000	Payroll services	3,500	2,101.65	60.0%	3,500	0.0%
5210525	103000	General insurance	8,500	7,884.44	92.8%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Radio	3,580	1,634.27	45.7%	3,580	0.0%
5210810	103000	Gas & Electric service	35,000	24,471.86	69.9%	35,000	0.0%
5210815	101000	Garbage, dump	5,440	3,492.61	64.2%	5,440	0.0%
5210835	103000	Water & sewer	1,696	759.70	44.8%	1,696	0.0%
5211110	104000	Janitorial contract	25,000	16,062.04	64.2%	25,000	0.0%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	360.00	90.0%	400	0.0%
	105000	Pool training	1,000	1,303.02	130.3%	1,200	20.0%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	0.00	0.0%	3,000	0.0%
5211330	103000	Membership dues	2,200	2,212.00	100.5%	2,200	0.0%
5211440	103000	General travel	2,000	887.63	44.4%	2,000	0.0%
5211520	103000	Publication & legal notices	500	0.00	0.0%	500	0.0%
5211545	101000	Election expense	1,750	0.00	0.0%	1,750	0.0%
5211610	101000	Permits, Co. Finance, LAFCO	2,500	577.03	23.1%	1,700	-32.0%
5220110	103000	Office expense	20,500	18,619.38	90.8%	20,500	0.0%
5220130	101000	Copy machine 60%, + outside printin;	6,200	4,567.07	73.7%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipmen	13,000	10,221.29	78.6%	20,000	53.8%
5220310	104000	Maintenance - Community Ctr	6,000	8,009.09	133.5%	6,000	0.0%
5220810	105000	Pool chemicals	14,000	8,242.66	58.9%	14,000	0.0%
5220819		Recreation supplies					
	103000	General recreation supply	2,000	3,359.50	168.0%	3,000	50.0%
	104000	Building rec supply					
	105000	Pool Supplies	6,500	1,611.21	24.8%	6,500	0.0%
	106000	Aquatic Supplies	5,000	4,512.52	90.3%	6,000	20.0%
	107000	Summer program expense	126,000	91,578.39	72.7%	147,700	17.2%
	108000	Preschool supplies	600	784.76	130.8%	1,000	66.7%
	109000	Tennis class supplies	0	432.00		600	
	110000	Youth Program expense	5,150	3,106.06	60.3%	3,200	-37.9%
	111000	Adult program expense	500	1,639.83	328.0%	2,000	300.0%
	112000	Community Recreation expense	16,700	23,510.20	140.8%	16,400	-1.8%
5220825	105000	Pool guard clothing	1,000	718.19	71.8%	1,500	50.0%
5220826	105000	Vending machine supplies	10,000	8,166.88	81.7%	10,000	0.0%
5220827	103000	Janitorial supplies	12,000	10,003.57	83.4%	12,000	0.0%
5220828		First aid supply					
	105000	Pool first aid	1,000	626.22	62.6%	1,000	0.0%
	107000	Summer first aid supply	500	358.65	71.7%	500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	
TOTAL SERVICES & SUPPLIES			505,231	379,072.32	75.0%	542,638	7.4%

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/20/2015	2014-15	2015-16	Change
5211710	103000	Principal, expansion loan - 50000	50,000	50,000.00	100.0%	50,000	0.0%
5211715	103000	Interest, expansion loan - 15400	10,175	1,667.27	16.4%	10,175	0.0%
TOTAL LOAN PAYMENT			60,175	51,667.27	85.9%	60,175	0.0%
5220910	103000	Building and Pool Improvements	58,000	20,622.47	35.6%	51,000	-12.1%
5220916	103000	Rec Equipment	0	18,882.24	#DIV/0!	0	
TOTAL FIXED ASSETS			58,000	39,504.71		51,000	

0 Contingency, General (fund bal. unbudgeted)

Reserves for equipment - years	<i>Proposed</i>	Budgeted:
<i>Solar power/water - 10 yrs</i>	<i>15,000</i>	
<i>Air conditioning rec. hall - 3 yrs</i>	<i>0</i>	
<i>Kitchen remodel - 2 yrs</i>	<i>10,000</i>	
<i>Youth pool - 8 yrs</i>	<i>6,500</i>	
	<i>31,500</i>	

5450150 Reserve for pool building lease final pmt
Contingency - wage & benefit increases
Contingency for emergencies

TOTAL CONTINGENCIES & RESE			0	0	0
TOTAL BUDGET RECREATION			1,910,907	1,324,890.12	69.3%
				1,990,394	4.2%

REVENUE

4410125	103000	Interest - pooled investments	500		0.0%	500	0.0%
4410127	103000	Interest - ERAF					
4410215	105000	Pool facility & group picnic rent	16,000	7,724.22	48.3%	16,000	0.0%
4410225	104000	Building rental	43,000	35,499.84	82.6%	43,000	0.0%
4511210	103000	HOPTR	0	392.73	#DIV/0!	0	#DIV/0!
4530516	103000	Grants	58,000	78,222.35	134.9%	51,000	-12.1%
4570110	103000	Reimbursed expenses	500	954.55	190.9%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	12,174.13	81.2%	15,000	0.0%
	103000	Ad sales	10,000	3,638.52	36.4%	7,000	-30.0%
4631914	112000	Community recreation activities	21,375	11,988.28	56.1%	20,670	-3.3%
4631915	109000	Tennis	57,000	32,499.47	57.0%	59,000	3.5%
4631917	105000	Pool revenue	65,000	54,816.82	84.3%	82,000	26.2%
	106000	Aquatics, swim classes	85,000	80,300.18	94.5%	105,000	23.5%
	113000	Swim team reimbursement	57,000	59,530.19	104.4%	57,000	0.0%
4631918	105000	Pool membership	62,000	42,536.25	68.6%	60,000	-3.2%
4631919	111000	Adult Programs	36,100	22,848.24	63.3%	36,385	0.8%
4631920	107000	Summer Programs	709,684	427,271.19	60.2%	793,495	11.8%
4631922		Youth Program revenue					
	108000	Preschool	133,000	66,182.50	49.8%	133,000	0.0%
	110000	Youth Programs	102,837	58,665.05	57.0%	102,790	0.0%
4640329	103000	Unused credit		887.89			

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/20/2015	2014-15	2015-16	Change
4710615	103000	Donations	1,000	150.00	15.0%	1,000	0.0%
4710642	103000	Miscellaneous	150	523.55	349.0%	150	0.0%
TOTAL NON-TAX REVENUE			1,473,146	996,805.95	67.7%	1,583,490	7.5%

Total restricted funds & 6/30 balance budgeted 0

Other Revenue:

Revenue other than taxes 1,473,146 0.0% 1,583,490 0

Estimated Property Tax Revenue:

4110110	103000	Current Secured	415,064	233537.41	56.3%		
4110111	103000	Tax Admin fee - contra revenue	(7,471)	(3307.76)			
4110115	103000	Unitary	2,641				
4110120	103000	Current Unsecured	8,606	8329.21	96.8%		
4110140	103000	Excess ERAF	52,882	27777.09	52.5%		
4110145	103000	P/Y ERAF/Reverse ERAF	0	2666.52	0.0%		
4110210	10300	Supplemental	0	2965.60	#DIV/0!		
4110215	103000	Supplemental , unsecured	9,118	68.72	0.8%		
4110225	103000	Supplemental Assessment, Redem.	209	237.39	113.6%		
4110310		Prior Year Secured	0				
4110510	103000	Prior Unsecured	0	434.56	#DIV/0!		
4560110	103000	In-lieu, Housing	0				
			481,049	272708.74		0	
TOTAL BUDGET FUNDING			1,954,195	1,269,514.69	65.0%	1,583,490	0

TOTAL RECREATION BUDGET			1,910,907	1,324,890.12	69.3%	1,990,394	
--------------------------------	--	--	------------------	---------------------	--------------	------------------	--

Surplus: To be provided from Fund Balance and Property Taxes: 406,904

**MARINWOOD COMMUNITY SERVICES DISTRICT
PARK AND RECREATION COMMISSION BYLAWS**

(Adopted by Board of Directors)

ARTICLE I – NAME

The Commission shall be designated the Marinwood Community Services District Park and Recreation Commission, referred to hereafter as the “Commission.”

ARTICLE II – PURPOSE

The Marinwood Community Services District Park and Recreation Commission is an advisory body to the Marinwood Community Services District Board of Directors (“Board”) and exercises particular powers as delegated by the Board. The Commission shall recommend to the Board policies governing the operation and management of the Marinwood Community Center, Marinwood Community Parks, Marinwood Community Pool, open space, and recreation programs in accordance with the needs of the community and the District's policies, rules and regulations. The Board, as the legally constituted body under State law, retains power of final review and decision.

ARTICLE III – RESPONSIBILITIES

A. RECREATION

1. Review recreation program needs, goals and objectives.
2. Consult, maintain contact, and solicit to the fullest extent possible the cooperation of school districts and other public agencies, community organizations, and private entities engaged in recreation programming in order to maximize the use of school, public, and community facilities for recreation activities.
3. Assist in promoting public recreation programs and activities.
4. Review periodically District rental schedules, fee schedules, time schedules, policy statements and guidelines, and other District policies concerning pool and recreation activities; to make minor changes or additions to the above in consultation with the Recreation Director and District Manager.

B. FACILITIES

1. Inspect parks, open space, pool and recreation facilities during summer months.
2. Review and recommend capital improvement projects related to parks, open space, pool and recreation facilities.
3. Develop a long-range plan for parks, open space lands, pool and recreation facilities, and to review the plan periodically.
4. Focus public attention upon the need for adequate parks, pool and recreation facilities.
5. Promote the preservation and protection of the natural resources available to the citizens of the community.
6. Review periodically and recommend amendments to the District's rules and regulations governing conduct in parks, providing for enforcement, and prescribing penalties for violation of its provisions.

7. Work with the District Manager and Recreation Director in establishing general policies and procedures in respect to usage and care of parks, pool and recreation facilities.

C. GENERAL

1. Review monthly reports from the Recreation Director concerning the general operations and functions of the Park and Recreation Department and make recommendations to the Board when applicable.
2. Review, comment, and make recommendations regarding the annual operating budget for the Park and Recreation Departments.
3. Review and recommend to the Board any change in staffing needs of the Park and Recreation Departments.
4. Perform such other duties as may be directed by the Board.

ARTICLE IV – STRUCTURE

A. MEMBERSHIP

The Commission shall consist of five regular members and one alternate member. All members shall be residents of the Marinwood Community Services District. Commissioners serve without remuneration.

B. APPOINTMENT TERMS

Commissioners are appointed by the Board of Directors for two-year terms. Three commissioners shall be appointed for terms ending in the same even year. Two other commissioners plus the alternate shall be appointed for terms ending in the same odd year. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request.

C. RESIGNATIONS, REMOVAL AND VACANCY

Any appointed member may resign by giving written notice to the Board. Commissioners shall be subject to removal by the affirmative vote of three members of the Board. Any vacancy will trigger a public notice of the vacancy within one business day. The District Manager shall be responsible for placing a notice on the District's website and neighborhood email lists. The alternate member of the Commission may at that time apply for the vacated seat. The new appointee will serve the remainder of the removed Commissioner's term.

D. CHAIRPERSON

One member shall be elected in January by the other members to the role of Chairperson of the Commission for a period of one year. The Chairperson must have a minimum of one-year active participation in the Commission preceding election to the role of Chairperson. The chairperson can serve consecutively if reelected by the members of the Commission.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, including enforcing rules of procedure for conduct of meetings.

- b. Review agendas for Commission meetings.
- c. Attend Board meetings for the portion of the agenda covering Commission matters and such other portions as he/she may be asked to attend; to designate another member of the Commission to attend should the Chair be unable to attend.
- d. Report to the Board the actions and opinions of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome new Commissioners and present Commission bylaws to each new member.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings if necessary to discuss extraordinary issues.

E. VICE CHAIRPERSON

One commission member shall be elected in January by the other member to the Vice Chairperson of the Commission for a period of one year. The Vice Chairperson can serve consecutively if reelected by the members of the Commission. The Vice Chairperson shall assume the responsibilities of the Chairperson in his/her absence and take on any duties assigned by the Chairperson.

F. LIAISON DIRECTOR

A Liaison Director is appointed by the President of the Board at the January meeting of the Board for a period of one year. There are no term limits for the Liaison Director.

1. DUTIES OF THE LIAISON DIRECTOR

- a. The liaison director attends Commission meetings and may participate in the discussion as appropriate.
- b. The liaison director's principal function is to advise the Commission of official Board policy when appropriate and to inform the Board of the Commission's viewpoints and opinions.
- c. The liaison director shall be available for advice and consultation with the Commission Chair.

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings every fourth Tuesday of the month at 7:30 pm in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act (Government Code Sec 54950, 54950(b), et seq.).

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public. Absence with notification from a special meeting does not count towards attendance requirements.

C. ATTENDANCE

Commission members are required to attend all regular and special meetings. Members shall notify the District Manager of any expected absence by 5:00 p.m. the day prior to the meeting. Three absences in a row will trigger the Chairperson’s inquiry into the nature of the absence, and may trigger Commission’s request to the Board of Directors to remove absent Commissioner from their duties. Absences due to extenuating circumstances are exempt.

In addition to attending the regular monthly Commission meetings, Commissioners are encouraged to attend meetings of the Board of Directors.

D. AGENDA

Unless otherwise determined by the Chairman, the agenda of the regular meeting shall include but not be limited to:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment
5. Approval of the minutes from the prior Park & Recreation Commission meeting
6. Review of the minutes from the last meeting of the Board of Directors
7. Park and Recreation Staff Report
8. Q & A on non-agenda items
9. Adjournment

E. QUORUM, VOTING AND ACTION

The Commission acts as a body, not as individuals. A quorum consisting of a majority (3) of Commissioners is required to take any action. Action of the Commission as a whole is taken by formal vote. Each member has one vote. No member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on. The alternate member shall vote only in the absence of a regular member or if a regular member has recused themselves due to a conflict of interest.

F. PARLIAMENTARY AUTHORITY

All proceedings of the Commission and the committees shall be conducted according to the rules contained in the most recent edition of Rosenberg’s Rules of Order when these do not conflict with these bylaws.

ARTICLE VI – COMMITTEES

The Commission shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to parks and recreation within Marinwood.

ARTICLE VII – COMPLIANCE

Commission members must abide by these bylaws, all provisions of the Ralph M. Brown Act and the concepts of the State-mandated Ethics Training for Public Officials. The Ralph M. Brown Act is available at:

http://ag.ca.gov/publications/2003_Main_BrownAct.pdf.

The link to the ethics reference materials will be sent to newly appointed Commissioners by the District Manager.

ARTICLE IIX – BYLAWS ADOPTION AND AMENDMENTS:

This document replaces the Authority and Responsibilities of the Marinwood Park and Recreation Commission upon the approval by Board of Directors. These bylaws may be amended or repealed and new bylaws adopted by the majority vote of the Commission at any regular meeting, provided that such amendment has been read at the meeting previous to the one at which the vote is taken. The amendments are further subject to the approval by the Board of Directors. Any member of the Commission may propose amendments to the Bylaws. Written notice of any proposed amendments must be sent to the District Manager and the Commission Chairperson in time to be included in the upcoming meeting agenda.

Park & Recreation Report – February 2015

Shane DeMarta, Recreation Director

Recreation Activities

Winter/ Spring Events:

“Raise a Glass” a Winter Wine Tasting

“Raise a Glass” which will be held Saturday, February 28th from 2-5pm. We have 13 wineries that will be pouring, food provided by Marinwood Market and music by Eclaire de Lune.

Breakfast with Bunny

The longstanding Breakfast with Bunny and Egg Hunt will take place Saturday, April 4th starting promptly at 10am. The Las Gallinas Lions put a lot of work into the event and run the egg hunt; the Recreation staff provides breakfast shortly thereafter.

Marinwood Happy Hour (new event)

We have a new event this spring, “Marinwood Happy Hour.” The goal for this event is to have a casual gathering of residents who can come and mingle, listen to music and have a beer or beverage. Ideally, we will have one brewery/winery come to each event to pour. For the first night we have Baeltane Brewery coming to provide beer. In addition, we will have \$5 child care available.

The first event is scheduled for Friday, April 10th from 6-9pm.

Mid-Winter Camp:

Mid-Winter Camp is just wrapping up and we had a great week. Campers participated in traditional camp games, arts and crafts and the week was capped off with a bbq and special event. Attendance was up from last year and 2 of the 3 camps were full.

Pool Season:

The pool season for the Marinwood Waterdevils begins Monday, March 2nd. We are currently scheduling lifeguards and will run them through updated training before the start of the season. The pool opens to the public Monday, March 30th.

Park Activities

General Maintenance:

- Mow turf weekly
- Empty garbage's and dog receptacles twice weekly
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts

Projects:

Community Center:

- Installed 4 new bathroom faucets
- Removed men's room partition, sanded and painted.
- Pruned all landscaping around Community Center
- Cleaned all underbrush and old woodchips around landscaping
- Added redwood bark to landscaping (in-progress)

Pool:

- Removed tot pool heater and filter (new equipment installed)
- Removed one main pool heater (new equipment installed)
- Upgraded venting for heaters
- Installed new media in main pool filter
- Pool staff is currently working on balancing the pool for the start of the season

Playgrounds:

Creekside Park:

- Sanded and stained 6 benches
- Sanded and stained 2 picnic tables
- Sanded and stained larger shade structure
- Dug out clogged drains
- Add sand to playground
- Removed two truckloads of leaf debris from landscaped areas
- Installed new shade cloth and roof framing on shade structure (in-progress)
- Add new fall material (March)

Main Park:

- Work to begin in March

Turf:

- Met with Park and Recreation Commissioner John Tune to discuss turf recommendations
- Staff aerated, seeded and top-dressed pool lawn, mini-Park, and Creekside Park
- The same process will begin in a few weeks on the Marinwood Park turf

Community Center Landscaping:

- Added plantings in front of Marinwood sign (located in front of Community Center)
- Adding new plants as well as pruning throughout the landscaping here at the Community Center (in-progress)

MISC:

I met with SmartLights Energy Solutions this past week for an audit of our interior and exterior lighting. I've received the first report which states that we are currently operating a very efficient level with our interior lighting. I am still waiting for the report on exterior lights.