

Agenda for the Regular Meeting of the Marinwood CSD Board of Directors

Tuesday – March 10, 2020 – 7:30 PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

	Item Description:	Board Action
A.	CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of February 11, 2020 b. Bills Paid Nos. 4074 – 4155	Approve
D.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
E.	DISTRICT MATTERS	
	1. 1 st Draft District Budget for Fiscal Year 2020-2021	Review
	2. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of March 3, 2020	Review
	2. Chief Officer Report and Activity Summary	Review
	3. Date of Next Fire Commission Meeting – April 7, 2020	
G.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of February 25, 2020	Review
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – March 24, 2020	
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – April 14, 2020	

Requests for disability-related modifications or accommodations, aids or services may be made to the district office no later than 72 hours prior to the meeting by contacting (415) 479-0775

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – February 11, 2020

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

Present:

Board Members: President Jeff Naylor, Izabela Perry, Leah Green, Sivan Oyserman and Bill Shea.

Staff: District Manager Eric Dreikosen, Acting San Rafael Fire Chief Bob Sinnott, Firefighters Jeff Smith, John Papanikolaou and Administrative Assistant Tiffany Combrink.

A. Call to Order and Pledge of Allegiance

President Naylor called the meeting to order at 7:30PM

B. Agenda

No proposed changes to the Agenda.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of January 14, 2020*

b. *Bills Paid Nos. 3997-4073*

Shea to approve/Perry to second “consent calendar as presented.”

Aye: Perry, Naylor, Shea, Green. Abstain: Oyserman. Motion carried.

D. Public Comment Open Time for Items Not on Agenda:

Board of Directors received public comment regarding:

a. Maintenance facility approval; Park maintenance activities

b. Firehouse dining area lighting donation

E. District Matters:

1. *Presentation of Fiscal Year 2018-2019 Audited Basic Financial Statements and Management Report*

Board received presentation of Audit Statements and Report from Michael O’Connor, CPA, RJ Ricciardi, Inc. Shea to accept/Green to second “Fiscal Year 2018-2019 Audited Basic Financial Statements and Management Report” as presented.

All in favor. Motion carried unanimously.

2. *Fiscal Year 2019-2020: 2nd Quarter Profit & Loss Budget-to-Actuals Report*

Board received Fiscal Year 2019-2020: 2nd Quarter Profit & Loss Budget-to-Actuals report.

3. *Resolution No. 2020-01: Declining and Not Accepting Offer of Dedication of Land in fee Title Within the Proposed Oakview Subdivision Development*

Green to approve/Oyserman to second “Resolution No. 2020-01” as presented.

All in favor. Motion carried unanimously

4. *District Manager Report.*

Board received the District Manager’s report.

F. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

2. *Date of Next Fire Commission Meeting – March 3, 2020*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of January 28, 2020*

Board reviewed Draft Minutes of P&R Commission meeting

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

3. *Date of Next Park & Recreation Commission Meeting – February 25, 2020*

H. Board Member Items of Interest – Requests for Future Agenda Items

- Board celebrated news of the birth of Recreation Director Fretwell's new son.
- Oyserman congratulated staff on publication of Spring Review
- Naylor reminds everyone of upcoming election day with ballot measures that are important to everyone in Marinwood. Encourages everyone to vote.

Meeting adjourned at 8:57PM

Tiffany Combrink, Secretary

**MARINWOOD COMMUNITY SERVICES DISTRICT
REQUEST FOR PAYMENT OF CLAIMS**

Treasury Fund 8067

Classes:
Street lights
Fire
Recreation
Park

Approved by the Board of Directors on March 10, 2020

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4074	2/3/20	Honey Bucket	185.83	Porta potty	Park	5211220	General	185.83
4075	2/3/20	TIAA Commerical Finance	526.73	Copier lease - Feb	Park	5220130	General	52.67
					Rec	5220130	General	342.37
					Fire	5220130	General	131.69
4076	2/3/20	Roy's Sewer Service	277.50	Sewer maint.	Rec	5210835	General	277.50
4077	2/3/20	Marin Resource Recovery	240.00	Debris dump	Park	5210815	General	240.00
4078	2/3/20	Rafael Lumber and Building	43.52	Park maint.	Park	5220310	General	43.52
4079	2/3/20	Marin Landscape Materials	547.93	Grounds maint.	Park	5220310	General	547.93
4080	2/3/20	PG&E	1,526.05	Streetlight electric	Streetslights	5210825	General	1,526.05
4081	2/3/20	Marin County Sheriff's Office	431.59	Mobile Data Jan/Feb/Mar	Fire	5210725	General	431.59
4082	2/3/20	West-Mark	649.97	Vehicle maint.	Fire	5210910	General	649.97
4083	2/3/20	Marinwood CSD	12,940.80	Retire 01/31/2020	Park	5130510	General	1,265.51
					Rec	5130510	General	1,737.82
					Fire	5130510	General	9,937.47
4084	2/3/20	County of Marin - Central Cc	526.50	Co Counsel fees Q2	Park	5210131	General	526.50
4085	2/3/20	Liebert Cassidy Whitmore	233.00	Legal consult	Fire	5210131	General	233.00
4086	2/3/20	Marin Magazine	875.00	Summer camp ad	Rec	5210122	Summer	875.00
4087	2/3/20	Marin Sanitary Service Inc	2,921.24	Garbage - Dec	Park	5210815	General	2,044.87
					Rec	5210815	General	584.25
					Fire	5210815	General	292.12
4088	2/3/20	Hansell Design	2,887.90	Design review work	Measure A	5220910	General	2,887.90
4089	2/3/20	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
4090	2/3/20	Jungle James	225.00	Feb Preschool enrichment	Rec	5220819	Preschool	225.00
4091	2/3/20	Christine Costello	552.75	Zumba	Rec	5210146	Adult	552.75
4092	2/3/20	Ann McBride	157.50	Irish Dance	Rec	5210146	Youth	157.50
4093	2/5/20	Void	-	void	Park	52105310	General	0.00
4094	2/5/20	Void	-	void	Park	5210210	General	0.00
4095	2/5/20	Bill Hansell	960.40	Architect Studio Class	Rec	5210146	Adult	960.40
4096	2/5/20	Carolyn Sullivan	32.19	building supplies	Rec	5220310	Building	32.19
4097	2/5/20	Robyn Bruton	-	void	Rec	5220819	Preschool	0.00
4098	2/5/20	Void	-	void				
4099	2/5/20	Void	-	void				
4100	2/5/20	Void	-	void				
4101	2/5/20	Void	-	void				
4102	2/7/20	Wendy Miller	142,500.00	Resolution	Park	5210530	General	142,500.00
4103	2/7/20	RJ Ricciardi	12,800.00	Audit FY 18/19	Park	5210210	General	3,200.00
					Rec	5210210	General	3,200.00
					Fire	5210210	General	6,400.00
4104	2/7/20	Robyn Bruton	83.87	Preschool expenses	Rec	5220819	Preschool	83.87
4105	2/13/20	Marinwood CSD	68,327.91	Fire Salaries	Fire	5110110	General	30,843.68
				Fire OT	Fire	5120110	General	5,737.82
				FLSA	Fire	5110319	General	1,159.70
				Shift Differential	Fire	5110310	General	203.28
				Admin Asst	Fire	5110110	General	807.68
				Admin Mngr	Fire	5110110	General	2,221.60
				Admin Asst	Rec	5110110	Admin	807.68
				Admin Asst	Park	5110110	Admin	403.84
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,332.40
				Rec Director	Park	5110110	General	999.60
				Rec Salary	Rec	5110110	General	7,001.60
				Rec Hourly	Rec	5110210	General	105.00
				Park Salary	Park	5110110	General	5,959.20
				Park Hourly	Park	5110210	General	273.12
				Bldg Attendant	Rec	5110210	Building	104.00
				Preschool	Rec	5110210	Preschool	6,085.88
				Afterschool	Rec	5110210	Afterschool	2,163.00
				Youth programs	Rec	5110210	Youth	400.00
				Adult programs	Rec	5110210	Adult	120.00
				PR fees	Fire	5210230	General	128.36
				PR fees	Rec	5210230	General	77.97
				PR fees	Park	5210230	General	19.67
				SS + Medicare	Fire	5140140	General	3,112.37
				SS + Medicare	Rec	5140140	General	1,739.94
				SS + Medicare	Park	5140140	General	475.84
				EDU + SUI	Fire	5140145	General	231.49
				EDU + SUI	Park	5140145	General	64.99
				Benefits clearing	Park	2120066	General	-836.66
				Benefits clearing	Rec	2120066	General	-1,148.15
				Benefits clearing	Fire	2120066	General	-5,488.59
4106	2/13/20	Tara Broadwater	448.00	Hip Hop	Rec	5210146	Youth	448.00
4107	2/13/20	Mario Zemann	203.70	Ballroom	Rec	5210146	Adult	203.70
4108	2/13/20	Lori Margulies	304.50	Yoga	Rec	5210146	Adult	304.50

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4109	2/13/20	Kate Kelly	510.31	Workshop for kids	Rec	5210146	Youth	510.31
4110	2/13/20	Margaret Houts	110.00	refund CPR class	Rec	4631919	Adult	110.00
4111	2/13/20	Bay Area Janitorial Force	1,250.00	Janitorial - Feb	Rec	5211110	Building	1,250.00
4112	2/13/20	Marinwood CSD	600.00	Raise A Glass	Rec	5220819	Community	600.00
4113	2/13/20	AstroJump	229.00	Mid Winter break	Rec	5220819	Youth	229.00
4114	2/20/20	AT&T	105.55	Internet	Park	5210725	General	105.55
4115	2/20/20	Van Midde & Sons Concrete	5,500.00	pool deck concrete repair	Rec	5220215	General	5,500.00
4116	2/20/20	VSP	387.94	Vision - Mar	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
4117	2/20/20	Marin Sanitary Service Inc	3,049.19	Garbage - Jan	Park	5210815	General	2,134.43
					Rec	5210815	General	609.84
					Fire	5210815	General	304.92
4118	2/20/20	Delta Dental	2,393.04	Dental - Mar	Fire	5130120	General	1,481.40
					Park	5130120	General	339.78
					Rec	5130120	General	571.86
4119	2/20/20	Master Sim	900.00	TKD	Rec	5210146	Youth	900.00
4120	2/20/20	County of Marin - Central Cc	909.33	Radio shop work	Park	5220210	General	909.33
4121	2/20/20	Verizon Wireless	41.77	Data - Feb	Fire	5210725	General	41.77
4122	2/20/20	West-Mark	104.91	Slider, grant door	Fire	5220310	General	104.91
4123	2/20/20	Sprint	247.75	cell phones	Fire	5210725	General	247.75
4124	2/20/20	Marinwood CSD	44,469.49	Health Ins - Mar	Park	5130120	General	10,472.85
					Rec	5130120	General	7,498.18
					Fire	5130120	General	26,498.46
4125	2/20/20	US Bank Corp Pmt Svcs	5,579.05	Fingerprinting	Fire	5210128	General	60.00
				Data	Fire	5210725	General	30.00
				Office supplies	Fire	5220110	General	107.95
				EMS supplies	Fire	5220810	General	112.57
				Cloud back up / admin com	Park	5220110	General	27.00
				Multi tool / heat lamp / press	Park	5220220	General	710.75
				CPR certs	Rec	5220819	Adult	165.99
				Afterschool supplies	Rec	5220819	Afterschool	1,059.23
				Vent covers / outdoor mat /	Rec	5220310	Building	266.95
				Propane	Rec	5220819	Community	64.36
				Job postings / camp fair reg	Rec	5210122	General	731.23
				Staff meetings supplies	Rec	5211315	General	245.11
				Office supplies	Rec	5220110	General	541.02
				Paint / supplies	Rec	5220310	General	690.88
				Music / channel subscription	Rec	5220819	General	17.98
				Website email services	Rec	5220819	General	21.99
				Pool passes	Rec	5210122	Pool	125.34
				Pool filter	Rec	5220215	Pool	56.28
				Preschool supplies	Rec	5220819	Preschool	59.04
				Fingerprinting	Rec	5220819	Summer	300.00
				Youth supplies	Rec	5220819	Youth	185.38
4126	2/20/20	Comcast	298.22	Internet - Jan	Fire	5210725	General	74.15
					Rec	5210725	General	74.15
				Internet - Feb	Fire	5210725	General	74.96
					Rec	5210725	General	74.96
4127	2/20/20	AT&T	245.91	Phones - Jan	Fire	5210725	General	135.44
					Park	5210725	General	19.77
					Rec	5210725	General	90.70
4128	2/20/20	DC Electric	276.34	Streetlight maint	Streetlights	5210915	General	276.34
4129	2/26/20	Marinwood CSD	12,384.25	Retire 02/14/2020	Park	5130510	General	1,265.51
					Rec	5130510	General	1,737.82
					Fire	5130510	General	9,380.92
4130	2/26/20	Marin Prof FF Local 1775	882.00	Dues - Feb	Fire	5211330	General	882.00
4131	2/26/20	CAPF	265.50	LTD - Feb	Fire	5130120	General	265.50
4132	2/26/20	SolEd Solar Holdings	791.32	Solar - Jan	Rec	5210810	General	573.57
					Fire	5210810	General	217.75
4133	2/26/20	Jackson's Hardware	580.89	Park supplies	Park	5220310	General	580.89
4134	2/26/20	Marin Ace	624.94	Firehouse supplies	Fire	5220810	General	313.41
				Park supplies	Park	5220810	General	311.53
4135	2/26/20	Staples	131.32	Pool supplies	Rec	5220110	Pool	131.32
4136	2/26/20	Allstar Fire Equip	232.34	SCOTT repair	Fire	5220210	General	232.34
4137	2/26/20	All Star Rents	213.42	Equip rental	Park	5211220	General	213.42
4138	2/26/20	Able Tire & Brake	300.89	Tires	Fire	5210910	General	300.89
4139	2/26/20	Sonic Net	19.95	Website hosting	Park	5210122	General	3.99
					Rec	5210122	General	11.97
					Fire	5210122	General	3.99
4140	2/26/20	Buck's Saw Service	173.14	Blade, hearing protection	Park	5220310	General	53.78
				Supplies	Park	5220810	General	119.36
4141	2/26/20	Ewing Irrigation	76.04	Grass seed	Park	5220310	General	76.04
4142	2/26/20	CalPERS	8,333.00	OPEB Feb	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
4143	2/26/20	Jerry Mehcz	492.00	Tennis	Rec	5210146	Tennis	492.00
4144	2/26/20	Lynn Kernfeld	132.00	Refund class	Rec	4631919	Adult	132.00
4145	2/26/20	Susan Press	73.64	Art show postcards	Rec	5220819	Community	73.64

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4146	2/26/20	SDRMA	227.62	Life ins - Mar 2020	Fire	5130120	General	90.95
					Park	5130120	General	55.92
					Rec	5130120	General	80.75
4147	2/27/20	Marinwood CSD	77,927.62	Fire Salaries	Fire	5110110	General	30,843.68
				Fire OT	Fire	5120110	General	5,672.52
				FLSA	Fire	5110319	General	1,338.95
				Fire holiday	Fire	5110313	General	6,609.36
				Admin Asst	Fire	5110110	Admin	807.68
				Admin Mngr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	807.68
				Admin Asst	Park	5110110	Admin	403.84
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,332.40
				Rec Director	Park	5110110	General	999.60
				Rec Salary	Rec	5110110	General	7,001.60
				Rec Hourly	Rec	5110210	General	170.00
				Park Salary	Park	5110110	General	5,292.96
				Bldg Attendant	Rec	5110210	Building	808.00
				Pool staff	Rec	5110210	Pool	872.80
				Preschool	Rec	5110210	Preschool	2,822.00
				Afterschool	Rec	5110210	Afterschool	952.75
				Mid Winter camp	Rec	5110210	Youth	5,922.55
				Adult programs	Rec	5110210	Adult	765.00
				PR fees	Fire	5210230	General	148.21
				PR fees	Rec	5210230	General	87.82
				PR fees	Park	5210230	General	15.87
				SS + Medicare	Fire	5140140	General	3,611.14
				SS + Medicare	Rec	5140140	General	1,995.09
				SS + Medicare	Park	5140140	General	403.98
				EDU + SUI	Rec	5140145	General	251.35
				EDU + SUI	Park	5140145	General	20.99
				Benefits clearing	Park	2120066	General	-836.66
				Benefits clearing	Rec	2120066	General	-1,148.15
				Benefits clearing	Fire	2120066	General	-5,488.59
4148	2/27/20	Marinwood CSD	14,099.47	Retire 02/28/2020	Park	5130510	General	1,174.01
					Rec	5130510	General	1,737.82
					Fire	5130510	General	11,187.64
4149	2/27/20	PG&E	1,827.25	Electric - Jan	Rec	5210810	General	835.49
					Fire	5210810	General	333.44
					Park	5210810	General	658.32
4150	2/27/20	PG&E	1,827.32	Gas - Jan	Rec	5210810	General	1,342.61
					Fire	5210810	General	484.71
4151	2/28/20	Hagel Services	947.36	Janitorial supplies	Rec	5220827	Building	947.36
4152	2/28/20	Martin & Harris	1,450.11	Maytag dryer	Fire	5220210	General	1,450.11
4153	2/28/20	Tim Cain	200.00	Preschool enrichment	Rec	5220819	Preschool	200.00
4154	2/28/20	DC Electric	276.34	Streetlight maint	Streetlights	5210915	General	276.34
4155	2/28/20	Battle Born Media	975.00	Camp advertising	Rec	5210122	General	975.00
TOTAL:			447,066.91					447,066.91

Total by Department:

Streetlights	2,078.73
Fire Department	162,369.04
Recreation Department	88,285.36
Park Department	191,445.88

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
Date: March 10, 2020
Re: Fiscal Year 20-21 Operating Budget: 1st Draft

Directors,

Please see the included first draft of the FY 20-21 Operating Budget. Please note, this is very much a preliminary draft and work in progress. As such it is anticipated to change significantly throughout the budget creation process. Also included in the draft are the current year (FY19-20) budget-to-actuals as of 2/29/20. However, actuals from Q3 (Jan-Feb) have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only and will be covered in detail with the conclusion of Q3, similar to prior P&L reports.

Staff has yet had the opportunity to thoroughly analyze many line items including the majority of revenue drivers. Areas still needing further analysis include but are not limited to:

Revenue: Ad valorem property taxes (not including special taxes), Recreation programs including camps and special events, facility rental revenues, service contract revenues (CSA 13, County Farm).

Expenditures: Part-time & seasonal staff wages, Insurances (P/L & Workers' Comp), Recreation program contractors, Utilities (Telecom, Gas/Electric, Water/Sewer, etc.), County-wide fees, Land & Building Maint. needs, Rec program supplies & services.

For these items, anticipated revenues and expenditures are temporarily stated at or near the same levels as the current fiscal year. Meetings with personnel from all three departments will continue in the coming weeks to further develop the operating budgets for the individual departments.

In preparing this draft, full-time staffing wages and staff-related costs have been updated to current staffing models and wages, including pensions, benefits, etc. Part-time staffing will be updated as soon as staff is able to finalize all anticipated recreation program and camp needs.

The draft budget will continue to evolve and be presented at all scheduled public meetings leading up to adoption. Additionally, the District will conduct a stand-alone public budget hearing tentatively scheduled for April 28th. Final budget adoption is anticipated to take place at the regular board meeting scheduled for May 12, 2020.

Please see the below items of note in regards to the draft budget presented at this time:

District-wide:

- We are still awaiting updates from our insurance carrier as to any adjustments in Property/Liability rates as well as Workers' Comp rates, including our experience modification factor for workers' comp. They have informed they are expected to be completed within the "next two weeks."
- This budget draft reflects similar contributions to the District's OPEB Trust Fund and Capital Reserves Designations as the past few fiscal years, both at \$100,000. OPEB Trust allocations to

each department are based on percentage of current retiree healthcare costs while capital reserve allocations are based on our internal capital reserves needs forecast models.

- Election expenses have been estimated and allocated across all departments to represent costs associated with the upcoming Director vacancies.

Park Dept:

- Decrease in pension costs due to decrease in total full-time wages combined with addition of a "PEPRA" new-hire to replace a retired "classic" employee. Additionally, the required UAL payment for the classic miscellaneous pension plan decreased by approximately 7.2% from FY 19/20.
- Long-term debt (MERA bond) has been updated.
- Current capital outlay needs include tennis court surface repairs for both the Creekside Park tennis court in Lucas Valley Estates and tennis courts 1 & 2 in Marinwood Park. Also included is a carry-over item from the current fiscal year budget for a new utility vehicle to replace the aging John Deere "Gator."

Recreation Dept:

Staff has yet had opportunity to complete the analysis for the total of recreation programs and camps. This will be completed in the coming weeks and the budgeted revenues and expenditures will be updated accordingly at that time.

- The District and the Marinwood Waterdevils Swim Team have amended our agreement for the coming season and the District will no longer be serving as a payroll fiscal agent for their coaches. As such both part-time wages and pool operating revenue (reimbursement of coach wages) have been reduced accordingly.
- Current capital outlay needs include upgrading the community center bathroom fixtures to commercial grade, needed pool deck concrete repairs, new pool covers as well as carry-over items from the current fiscal year budget which include the anticipated replacement of the aging hydraulic chair lift for the pool (ADA compliance) and anticipated replacement of an aging furnace for the community center.

Fire Dept:

Meetings with fire department personnel will continue in the coming weeks to further refine operating budget needs as well as potential capital outlay needs. The budget will be updated accordingly as that process progresses.

- Both Service Contract Revenue (juvenile hall and county facilities site) and CSA 13 revenue are placeholders and will change. Final figures are not able to be calculated until the close of the fiscal year and the current agreements are reconciled against the relative projections used at the time for CSA 13.
- Decrease in Group Medical Benefits and OPEB Trust allocation are due to a decrease in retiree health costs.
- Pension costs increased by approximately \$50K due to a significant increase in the required UAL payment as well as moderate increases to the normal rate associated with payroll wages.
- The current agreement costs for Chief Officer Services with San Rafael have been updated to reflect the annual escalator of 3%.
- Long-term debt has been updated to reflect the MERA bond and fire engine lease payments.

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	DISTRICT TOTAL			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	1,620,000.00	936,589.81	1,620,000.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-12,385.98	-25,000.00	0.0%
4110115 · PropTax - Unitary	9,500.00	6,010.21	9,500.00	0.0%
4110120 · PropTax - Current Unsecured	27,500.00	32,347.21	27,500.00	0.0%
4110140 · ERAF - Excess	155,500.00	123,071.55	155,500.00	0.0%
4110145 · ERAF - PY/Reverse	10,000.00	20,958.40	10,000.00	0.0%
4110210 · PropTax - Supplemental Current	33,000.00	16,514.15	33,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	1,411.90	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	1,140.98	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,274.11	1,000.00	0.0%
4120610 · Special Tax Assessment	1,558,156.00	857,878.22	1,598,327.00	2.58%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-2,683.50	-4,900.00	0.0%
4220115 · Building Plan Review	2,000.00	6,876.00	2,000.00	0.0%
4410125 · Interest- Co. Pooled Investment	15,000.00	34,939.53	15,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	400.48	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	25,000.00	17,023.73	25,000.00	0.0%
4410225 · Rental Income - Community Ctr	43,000.00	20,996.73	43,000.00	0.0%
4511210 · HOPTR	7,500.00	3,805.70	7,500.00	0.0%
4530527 · Grant Rev - Designated		17,368.33		
4570110 · Expense Reimbursements	500.00	19,395.04	500.00	0.0%
4631145 · Service Contract Revenue	94,205.00	81,884.00	94,156.00	-0.05%
4631911 · Advertising Sales	8,000.00	6,225.09	8,000.00	0.0%
4631912 · Vending Sales	20,000.00	11,862.52	20,000.00	0.0%
4631914 · Community Events	18,170.00	8,097.81	18,170.00	0.0%
4631915 · Tennis	61,000.00	39,564.95	61,000.00	0.0%
4631917 · Pool Operating Rev	277,000.00	246,981.70	211,000.00	-23.83%
4631918 · Pool Memberships	80,000.00	67,865.95	80,000.00	0.0%
4631919 · Adult Rec Programs	35,150.00	20,267.41	35,150.00	0.0%
4631920 · Summer Rec Programs	1,168,640.00	850,106.56	1,168,640.00	0.0%
4631922 · Youth Rec Programs	396,930.00	193,553.11	396,930.00	0.0%
4640321 · CSA 13 Contract Rev	591,311.00	295,301.50	612,276.00	3.55%
4640329 · Unused Credit		104.99		
4640415 · OES Reimbursements		34,465.78		
4710615 · Donations (General)	1,000.00	1,500.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	11,478.52	33,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	2,380.14	900.00	0.0%
Total Revenue	6,264,662.00	3,974,572.63	6,259,749.00	-0.08%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	DISTRICT TOTAL			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
Expenditures				
5110110 · Salaries - Regular Staff	1,398,126.00	949,293.83	1,433,712.00	2.55%
5110210 · Salaries - PT/Seasonal/Temp	1,072,449.00	764,000.17	1,016,449.00	-5.22%
5110310 · Acting Pay	10,000.00	2,536.06	10,000.00	0.0%
5110313 · Holiday Pay	36,494.00	29,342.16	37,496.00	2.75%
5110319 · FLSA Pay	19,746.00	9,791.45	22,509.00	13.99%
5120110 · Overtime Pay	100,500.00	180,406.69	100,500.00	0.0%
5130120 · Benefits - Group Medical	553,010.00	400,564.11	554,255.00	0.23%
5130130 · OPEB Trust Contribution	100,000.00	66,664.00	100,000.00	0.0%
5130510 · PERS - Pension	589,600.00	540,708.83	637,770.00	8.17%
5140115 · Workers Comp Ins.	193,046.00	164,626.94	191,086.00	-1.02%
5140130 · Physician Services	4,514.00	0.00	4,514.00	0.0%
5140140 · Social Security & Medicare	201,123.00	145,574.04	199,850.00	-0.63%
5140145 · Unemployment Ins.	26,254.00	17,082.15	26,254.00	0.0%
5210120 · Consultant Fees	19,900.00	10,300.00	16,500.00	-17.09%
5210122 · Marketing	37,650.00	34,798.25	37,650.00	0.0%
5210128 · Fingerprinting/Background	6,100.00	2,520.00	6,100.00	0.0%
5210131 · Legal Services	22,000.00	5,980.50	17,000.00	-22.73%
5210146 · Indep. Contractor Fees	210,710.00	122,334.88	213,657.00	1.4%
5210210 · Audit & Accounting	14,000.00	12,800.00	14,000.00	0.0%
5210230 · Payroll Service Fees	10,850.00	7,987.35	10,850.00	0.0%
5210525 · Insurance - General	40,137.00	34,383.14	40,137.00	0.0%
5210530 · Legal Settlements		142,500.00		
5210725 · Telecom - Phone/Internet/Cable	12,400.00	8,532.92	12,400.00	0.0%
5210810 · Utilities - Gas & Electric	59,420.00	30,062.72	59,420.00	0.0%
5210815 · Garbage Removal	32,985.00	25,094.87	32,985.00	0.0%
5210825 · Utilities - Street Light Elec.	17,500.00	10,545.99	17,500.00	0.0%
5210835 · Utilities - Water & Sewer	45,260.00	39,249.00	45,260.00	0.0%
5210910 · Maint. - Vehicles	18,000.00	5,746.37	18,000.00	0.0%
5210915 · Maint. - Streetlights	6,375.00	2,467.02	6,375.00	0.0%
5210920 · MERA Operating	17,661.00	17,661.00	17,661.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	94.56	3,500.00	0.0%
5211110 · Janitorial Services	20,000.00	13,839.00	20,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	23,880.00	38,500.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	40,000.00	0.0%
5211220 · Equipment Rental	4,500.00	2,163.95	4,500.00	0.0%
5211310 · Awards & Incentives	2,000.00	326.34	2,000.00	0.0%
5211315 · Professional Development	15,000.00	6,789.81	15,000.00	0.0%
5211325 · Conferences & Meetings	5,250.00	2,275.51	5,250.00	0.0%
5211330 · Memberships & Dues	10,865.00	11,948.20	11,217.00	3.24%
5211440 · Travel	3,800.00	0.00	3,800.00	0.0%
5211520 · Publications & Legal Notices	900.00	448.20	900.00	0.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	DISTRICT TOTAL			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
5211528 · Tree Maint. & Services	18,000.00	0.00	18,000.00	0.0%
5211532 · Weed & Pest Control	2,800.00	2,360.00	2,800.00	0.0%
5211545 · Election Expense	5,000.00	0.00	5,000.00	0.0%
5211610 · County-Wide Fees	10,510.00	8,072.36	10,510.00	0.0%
5211710 · Long Term Debt - Principal	54,427.00	54,429.76	56,260.00	3.37%
5211715 · Long Term Debt - Interest	8,468.00	8,465.43	6,650.00	-21.47%
5220110 · Admin & Office Supplies	21,425.00	13,138.99	21,425.00	0.0%
5220130 · Copier Lease & Printing	10,200.00	6,154.39	9,951.00	-2.44%
5220210 · Equip. Maintenance/Replacement*	26,000.00	15,866.04	26,000.00	0.0%
5220215 · Pool Maintenance	23,500.00	6,089.51	23,500.00	0.0%
5220220 · Small Tools	2,000.00	823.92	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	60,000.00	26,601.10	60,000.00	0.0%
5220610 · Gasoline/Fuel	6,500.00	1,556.27	6,500.00	0.0%
5220710 · Pool Chemicals	12,000.00	5,752.83	12,000.00	0.0%
5220810 · Miscellaneous Supplies	22,900.00	7,171.13	22,900.00	0.0%
5220819 · Rec Program Supplies & Services	251,140.00	136,729.43	251,140.00	0.0%
5220825 · Uniforms & Apparel	11,400.00	5,253.82	11,400.00	0.0%
5220826 · Vending Supplies	12,000.00	9,629.06	12,000.00	0.0%
5220827 · Janitorial Supplies	17,500.00	7,722.84	17,500.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	1,276.26	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	99,000.00	62,803.55	50,500.00	-48.99%
5220916 · Capital Outlay - New Equipment	20,000.00	17,369.26	32,000.00	60.0%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
Total Expenditures	5,824,895.00	4,242,585.96	5,812,593.00	-0.21%
Net Gain/Loss	439,767.00	-268,013.33	447,156.00	1.68%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Park Dept			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	737,100.00	426,148.36	737,100.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-11,375.00	-5,635.62	-11,375.00	0.0%
4110115 · PropTax - Unitary	4,322.00	2,734.65	4,322.00	0.0%
4110120 · PropTax - Current Unsecured	12,512.00	14,717.98	12,512.00	0.0%
4110140 · ERAF - Excess	70,752.00	55,997.55	70,752.00	0.0%
4110145 · ERAF - PY/Reverse	4,550.00	9,536.07	4,550.00	0.0%
4110210 · PropTax - Supplemental Current	15,015.00	7,513.93	15,015.00	0.0%
4110215 · PropTax - Supplemental Unsecure	227.00	642.41	227.00	0.0%
4110225 · PropTax - Supplemental Redempt	455.00	519.14	455.00	0.0%
4110510 · PropTax - Prior Unsecured	455.00	579.72	455.00	0.0%
4120610 · Special Tax Assessment	383,103.00	210,822.88	392,890.00	2.55%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-657.45	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	6,825.00	15,897.48	6,825.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	182.22	100.00	0.0%
4511210 · HOPTR	3,412.00	1,731.59	3,412.00	0.0%
4570110 · Expense Reimbursements		150.00		
4710642 · Miscellaneous Rev	150.00	0.00	150.00	0.0%
Total Revenue	1,226,403.00	740,880.91	1,236,190.00	0.8%
Expenditures				
5110110 · Salaries - Regular Staff	233,685.00	149,531.35	223,827.00	-4.22%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	10,802.63	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	135,550.00	96,133.51	142,727.00	5.29%
5130130 · OPEB Trust Contribution	32,000.00	21,336.00	41,000.00	28.13%
5130510 · PERS - Pension	63,580.00	56,665.88	58,790.00	-7.53%
5140115 · Workers Comp Ins.	32,945.00	28,173.22	30,562.00	-7.23%
5140140 · Social Security & Medicare	18,466.00	8,806.86	17,712.00	-4.08%
5140145 · Unemployment Ins.	1,164.00	589.01	1,164.00	0.0%
5210120 · Consultant Fees	7,600.00	7,300.00	7,500.00	-1.32%
5210122 · Marketing	500.00	1,037.97	500.00	0.0%
5210128 · Fingerprinting/Background		30.00		
5210131 · Legal Services	10,000.00	4,196.33	5,000.00	-50.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210230 · Payroll Service Fees	650.00	515.66	650.00	0.0%
5210525 · Insurance - General	12,087.00	11,053.44	12,087.00	0.0%
5210530 · Legal Settlements		142,500.00		
5210725 · Telecom - Phone/Internet/Cable	1,350.00	949.30	1,350.00	0.0%
5210810 · Utilities - Gas & Electric	4,300.00	2,589.20	4,300.00	0.0%
5210815 · Garbage Removal	23,500.00	18,045.52	23,500.00	0.0%
5210835 · Utilities - Water & Sewer	22,340.00	18,095.40	22,340.00	0.0%
5210910 · Maint. - Vehicles	2,000.00	114.99	2,000.00	0.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Park Dept			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
5210920 · MERA Operating	1,766.00	1,766.00	1,766.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	94.56	3,500.00	0.0%
5211125 · Community Landscape Contract	38,500.00	23,880.00	38,500.00	0.0%
5211220 · Equipment Rental	4,500.00	2,163.95	4,500.00	0.0%
5211315 · Professional Development	2,000.00	285.71	2,000.00	0.0%
5211325 · Conferences & Meetings	500.00	377.41	500.00	0.0%
5211330 · Memberships & Dues	2,450.00	1,904.00	2,540.00	3.67%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211520 · Publications & Legal Notices		448.20		
5211528 · Tree Maint. & Services	18,000.00	0.00	18,000.00	0.0%
5211532 · Weed & Pest Control	2,800.00	2,360.00	2,800.00	0.0%
5211545 · Election Expense	2,500.00	0.00	1,250.00	-50.0%
5211610 · County-Wide Fees	1,250.00	1,087.59	1,250.00	0.0%
5211710 · Long Term Debt - Principal	1,862.00	1,862.20	1,938.00	4.08%
5211715 · Long Term Debt - Interest	152.00	152.02	78.00	-48.68%
5220110 · Admin & Office Supplies	1,800.00	1,458.25	1,800.00	0.0%
5220130 · Copier Lease & Printing	790.00	615.43	765.00	-3.16%
5220210 · Equip. Maintenance/Replacement*	9,000.00	5,255.06	9,000.00	0.0%
5220220 · Small Tools	1,500.00	823.92	1,500.00	0.0%
5220310 · Land & Buildings Maintenance	37,000.00	19,447.07	37,000.00	0.0%
5220610 · Gasoline/Fuel	2,500.00	1,471.04	2,500.00	0.0%
5220810 · Miscellaneous Supplies	2,000.00	969.19	2,000.00	0.0%
5220825 · Uniforms & Apparel	500.00	324.55	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	472.29	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	30,000.00	39,596.04	19,500.00	-35.0%
5220916 · Capital Outlay - New Equipment	12,000.00	0.00	12,000.00	0.0%
5220920 · Capital Reserves Designation	15,000.00	0.00	12,500.00	-16.67%
Total Expenditures	806,587.00	688,480.75	785,696.00	-2.59%
Net Gain/Loss	419,816.00	52,400.16	450,494.00	7.31%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Recreation Dept			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	246,240.00	142,361.65	246,240.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-3,800.00	-1,882.67	-3,800.00	0.0%
4110115 · PropTax - Unitary	1,444.00	913.55	1,444.00	0.0%
4110120 · PropTax - Current Unsecured	4,180.00	4,916.78	4,180.00	0.0%
4110140 · ERAF - Excess	23,636.00	18,706.88	23,636.00	0.0%
4110145 · ERAF - PY/Reverse	1,520.00	3,185.68	1,520.00	0.0%
4110210 · PropTax - Supplemental Current	5,016.00	2,510.15	5,016.00	0.0%
4110215 · PropTax - Supplemental Unsecure	76.00	214.61	76.00	0.0%
4110225 · PropTax - Supplemental Redempt	152.00	173.44	152.00	0.0%
4110510 · PropTax - Prior Unsecured	152.00	193.67	152.00	0.0%
4410125 · Interest- Co. Pooled Investment	2,280.00	5,310.81	2,280.00	0.0%
4410127 · Interest- ERAF Co. Pooled		60.87		
4410215 · Rental Income - Pool & Picnic	25,000.00	17,023.73	25,000.00	0.0%
4410225 · Rental Income - Community Ctr	43,000.00	20,996.73	43,000.00	0.0%
4511210 · HOPTR	1,140.00	578.47	1,140.00	0.0%
4570110 · Expense Reimbursements	500.00	895.17	500.00	0.0%
4631911 · Advertising Sales	8,000.00	6,225.09	8,000.00	0.0%
4631912 · Vending Sales	20,000.00	11,862.52	20,000.00	0.0%
4631914 · Community Events	18,170.00	8,097.81	18,170.00	0.0%
4631915 · Tennis	61,000.00	39,564.95	61,000.00	0.0%
4631917 · Pool Operating Rev	277,000.00	246,981.70	211,000.00	-23.83%
4631918 · Pool Memberships	80,000.00	67,865.95	80,000.00	0.0%
4631919 · Adult Rec Programs	35,150.00	20,267.41	35,150.00	0.0%
4631920 · Summer Rec Programs	1,168,640.00	850,106.56	1,168,640.00	0.0%
4631922 · Youth Rec Programs	396,930.00	193,553.11	396,930.00	0.0%
4640329 · Unused Credit		104.99		
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	1,639.67	250.00	0.0%
Total Revenue	2,416,676.00	1,662,429.28	2,350,676.00	-2.73%
Expenditures				
5110110 · Salaries - Regular Staff	287,831.00	200,959.04	300,894.00	4.54%
5110210 · Salaries - PT/Seasonal/Temp	1,065,249.00	753,197.54	1,009,249.00	-5.26%
5130120 · Benefits - Group Medical	91,424.00	69,083.69	90,693.00	-0.8%
5130130 · OPEB Trust Contribution	9,000.00	6,000.00	8,000.00	-11.11%
5130510 · PERS - Pension	76,136.00	73,167.44	77,066.00	1.22%
5140115 · Workers Comp Ins.	49,056.00	41,843.73	46,019.00	-6.19%
5140140 · Social Security & Medicare	102,879.00	76,918.93	99,595.00	-3.19%
5140145 · Unemployment Ins.	22,500.00	15,018.67	22,500.00	0.0%
5210120 · Consultant Fees	4,100.00	1,000.00	3,000.00	-26.83%
5210122 · Marketing	36,150.00	33,672.11	36,150.00	0.0%
5210128 · Fingerprinting/Background	5,500.00	2,430.00	5,500.00	0.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Recreation Dept			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
5210131 · Legal Services	2,000.00	1,172.83	2,000.00	0.0%
5210146 · Indep. Contractor Fees	112,463.00	73,693.08	112,463.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210230 · Payroll Service Fees	5,000.00	3,955.28	5,000.00	0.0%
5210525 · Insurance - General	10,787.00	10,075.18	10,787.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,250.15	2,200.00	0.0%
5210810 · Utilities - Gas & Electric	40,350.00	20,618.22	40,350.00	0.0%
5210815 · Garbage Removal	6,200.00	4,699.59	6,200.00	0.0%
5210835 · Utilities - Water & Sewer	15,870.00	15,136.92	15,870.00	0.0%
5211110 · Janitorial Services	20,000.00	13,839.00	20,000.00	0.0%
5211315 · Professional Development	3,000.00	5,282.27	3,000.00	0.0%
5211325 · Conferences & Meetings	3,500.00	1,291.01	3,500.00	0.0%
5211330 · Memberships & Dues	3,700.00	3,074.00	3,787.00	2.35%
5211440 · Travel	2,000.00	0.00	2,000.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	0.0%
5211545 · Election Expense			1,250.00	
5211610 · County-Wide Fees	2,750.00	1,282.59	2,750.00	0.0%
5220110 · Admin & Office Supplies	14,325.00	8,367.03	14,325.00	0.0%
5220130 · Copier Lease & Printing	7,435.00	4,000.35	7,273.00	-2.18%
5220215 · Pool Maintenance	23,500.00	6,089.51	23,500.00	0.0%
5220310 · Land & Buildings Maintenance	16,000.00	4,746.74	16,000.00	0.0%
5220710 · Pool Chemicals	12,000.00	5,752.83	12,000.00	0.0%
5220819 · Rec Program Supplies & Services	251,140.00	136,729.43	251,140.00	0.0%
5220825 · Uniforms & Apparel	2,500.00	37.31	2,500.00	0.0%
5220826 · Vending Supplies	12,000.00	9,629.06	12,000.00	0.0%
5220827 · Janitorial Supplies	13,500.00	7,023.41	13,500.00	0.0%
5220910 · Capital Outlay - Improvements	60,000.00	16,284.50	31,000.00	-48.33%
5220916 · Capital Outlay - New Equipment	8,000.00	0.00	20,000.00	150.0%
5220920 · Capital Reserves Designation	2,500.00	0.00	10,500.00	320.0%
Total Expenditures	2,406,545.00	1,630,521.44	2,347,561.00	-2.45%
Net Gain/Loss	10,131.00	31,907.84	3,115.00	-69.25%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Fire Dept			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	636,660.00	368,079.80	636,660.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-9,825.00	-4,867.69	-9,825.00	0.0%
4110115 · PropTax - Unitary	3,734.00	2,362.01	3,734.00	0.0%
4110120 · PropTax - Current Unsecured	10,808.00	12,712.45	10,808.00	0.0%
4110140 · ERAF - Excess	61,112.00	48,367.12	61,112.00	0.0%
4110145 · ERAF - PY/Reverse	3,930.00	8,236.65	3,930.00	0.0%
4110210 · PropTax - Supplemental Current	12,969.00	6,490.07	12,969.00	0.0%
4110215 · PropTax - Supplemental Unsecure	197.00	554.88	197.00	0.0%
4110225 · PropTax - Supplemental Redempt	393.00	448.40	393.00	0.0%
4110510 · PropTax - Prior Unsecured	393.00	500.72	393.00	0.0%
4120610 · Special Tax Assessment	1,150,828.00	633,731.59	1,181,212.00	2.64%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-1,983.11	-3,600.00	0.0%
4220115 · Building Plan Review	2,000.00	6,876.00	2,000.00	0.0%
4410125 · Interest- Co. Pooled Investment	5,895.00	13,731.24	5,895.00	0.0%
4410127 · Interest- ERAF Co. Pooled		157.39		
4511210 · HOPTR	2,948.00	1,495.64	2,948.00	0.0%
4530527 · Grant Rev - Designated		17,368.33		
4570110 · Expense Reimbursements		18,349.87		
4631145 · Service Contract Revenue	94,205.00	81,884.00	94,156.00	-0.05%
4640321 · CSA 13 Contract Rev	591,311.00	295,301.50	612,276.00	3.55%
4640415 · OES Reimbursements		34,465.78		
4710615 · Donations (General)		1,500.00		
4710631 · Paramedic Reimbursement	33,000.00	11,478.52	33,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	740.47	500.00	0.0%
Total Revenue	2,597,458.00	1,557,981.63	2,648,758.00	1.98%
Expenditures				
5110110 · Salaries - Regular Staff	876,610.00	598,803.44	908,991.00	3.69%
5110310 · Acting Pay	10,000.00	2,536.06	10,000.00	0.0%
5110313 · Holiday Pay	36,494.00	29,342.16	37,496.00	2.75%
5110319 · FLSA Pay	19,746.00	9,791.45	22,509.00	13.99%
5120110 · Overtime Pay	100,000.00	180,406.69	100,000.00	0.0%
5130120 · Benefits - Group Medical	326,036.00	235,346.91	320,835.00	-1.6%
5130130 · OPEB Trust Contribution	59,000.00	39,328.00	51,000.00	-13.56%
5130510 · PERS - Pension	449,884.00	410,875.51	501,914.00	11.57%
5140115 · Workers Comp Ins.	111,045.00	94,609.99	114,505.00	3.12%
5140130 · Physician Services	4,514.00	0.00	4,514.00	0.0%
5140140 · Social Security & Medicare	79,778.00	59,848.25	82,543.00	3.47%
5140145 · Unemployment Ins.	2,590.00	1,474.47	2,590.00	0.0%
5210120 · Consultant Fees	8,200.00	2,000.00	6,000.00	-26.83%
5210122 · Marketing	1,000.00	88.17	1,000.00	0.0%
5210128 · Fingerprinting/Background	600.00	60.00	600.00	0.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Fire Dept			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
5210131 · Legal Services	10,000.00	611.34	10,000.00	0.0%
5210146 · Indep. Contractor Fees	98,247.00	48,641.80	101,194.00	3.0%
5210210 · Audit & Accounting	7,000.00	6,400.00	7,000.00	0.0%
5210230 · Payroll Service Fees	5,200.00	3,516.41	5,200.00	0.0%
5210525 · Insurance - General	17,263.00	13,254.52	17,263.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	8,850.00	6,333.47	8,850.00	0.0%
5210810 · Utilities - Gas & Electric	14,770.00	6,855.30	14,770.00	0.0%
5210815 · Garbage Removal	3,285.00	2,349.76	3,285.00	0.0%
5210835 · Utilities - Water & Sewer	7,050.00	6,016.68	7,050.00	0.0%
5210910 · Maint. - Vehicles	16,000.00	5,631.38	16,000.00	0.0%
5210920 · MERA Operating	15,895.00	15,895.00	15,895.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	40,000.00	0.0%
5211310 · Awards & Incentives	2,000.00	326.34	2,000.00	0.0%
5211315 · Professional Development	10,000.00	1,221.83	10,000.00	0.0%
5211325 · Conferences & Meetings	1,250.00	607.09	1,250.00	0.0%
5211330 · Memberships & Dues	4,715.00	6,970.20	4,890.00	3.71%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211545 · Election Expense	2,500.00	0.00	2,500.00	0.0%
5211610 · County-Wide Fees	6,260.00	5,497.18	6,260.00	0.0%
5211710 · Long Term Debt - Principal	52,565.00	52,567.56	54,322.00	3.34%
5211715 · Long Term Debt - Interest	8,316.00	8,313.41	6,572.00	-20.97%
5220110 · Admin & Office Supplies	5,300.00	3,313.71	5,300.00	0.0%
5220130 · Copier Lease & Printing	1,975.00	1,538.61	1,913.00	-3.14%
5220210 · Equip. Maintenance/Replacement*	17,000.00	10,610.98	17,000.00	0.0%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	7,000.00	2,407.29	7,000.00	0.0%
5220610 · Gasoline/Fuel	4,000.00	85.23	4,000.00	0.0%
5220810 · Miscellaneous Supplies	20,900.00	6,201.94	20,900.00	0.0%
5220825 · Uniforms & Apparel	8,400.00	4,891.96	8,400.00	0.0%
5220827 · Janitorial Supplies	3,000.00	227.14	3,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	1,276.26	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	9,000.00	6,923.01		-100.0%
5220916 · Capital Outlay - New Equipment		17,369.26		
5220920 · Capital Reserves Designation	82,500.00	0.00	77,000.00	-6.67%
Total Expenditures	2,587,638.00	1,910,365.76	2,655,211.00	2.61%
Net Gain/Loss	9,820.00	-352,384.13	-6,453.00	-165.71%

Marinwood Community Services District
FY 2020-2021 BUDGET
DRAFT

	Streetlights			
	19/20 Budget	Actuals* 2/29/2020	20/21 Budget	% Change in Budget
Revenue				
4120610 · Special Tax Assessment	24,225.00	13,323.75	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-100.00	-42.94	-100.00	0.0%
Total Revenue	24,125.00	13,280.81	24,125.00	0.0%
Expenditures				
5210825 · Utilities - Street Light Elec.	17,500.00	10,545.99	17,500.00	0.0%
5210915 · Maint. - Streetlights	6,375.00	2,467.02	6,375.00	0.0%
5211610 · County-Wide Fees	250.00	205.00	250.00	0.0%
Total Expenditures	24,125.00	13,218.01	24,125.00	0.0%
Net Gain/Loss	0.00	62.80	0.00	0.0%

District Manager Report
March 10, 2020
Submitted by: Eric Dreikosen, District Manager

The information below is intended to provide a brief update on select District initiatives, activities and items of note and should not be viewed as a complete list of all current District activities or initiatives.

Park Maintenance Facility Replacement Project:

Now that the Design Review process has concluded and the County has formally approved the project, staff have been working with Hansell Design on the next stages of this initiative. This includes but is not limited to researching/soliciting other consultants in preparation for the creation of construction drawings needed for the building permit process. Currently, we have requested proposals from seven (7) different structural engineers and/or engineering firms and are awaiting remaining responses. This project will also require a geotechnical engineer to conduct a soil report in support of the structural engineering requirements as well as an energy consultant to conduct the required Title 24 energy calculations.

In all, we have separated the project into three (3) primary phases:

1. Initial Site Prep. Includes demolition and removal of existing building, identified tree removal, etc.
Of note: Staff are also currently brainstorming solutions for the impact on current daily operations. Primarily, we will need accessible temporary storage solutions for the multitude of tools, supplies and equipment used by park maintenance staff and are trying to identify adequate space and container options for this need.
2. Construction Drawings and Permitting.
3. Project Bidding and Construction.

Finally, we have estimated an initial timing schedule. With an aggressive schedule we are hoping to be able to perform needed site prep by early summer (including demo). Initial construction drawings and engineering is hoped to be completed by late June/early July with the bidding process taking place late July - early September. Building permitting requirements are also hoped to be completed by September thus allowing actual construction to begin, ideally, by October.

AmeriCorps Grant Application Update:

This week I, along with personnel from the San Rafael Fire Department, met with a representative from the AmeriCorps program in the final step of our joint-agency application process. If awarded, we will receive a team of AmeriCorps members for either a 6-week or 12-week assignment (TBD). Amongst other identified tasks, this team would perform large-scale fuel reduction projects along the open-space interfaces throughout specific high-risk areas of Marinwood and San Rafael as well as residential fuel reduction for qualified residents. We anticipate award announcements coming in the next 2-3 weeks with teams deployed in April to successful agencies. It is my understanding the AmeriCorps program received approximately twice as many applications as they have teams available for this round of competitive grants. I feel we put together a strong application and am hopeful we are awarded.

Other Items of Note:

- Meetings with LAFCo, including representatives from the City of San Rafael and the County of Marin, regarding the future of fire service delivery in our region are scheduled for next week.
Unfortunately, it has been a while since we last met due to scheduling conflicts and meeting cancellations due to various illnesses (myself included).

Several other items of note that staff have been working on during the past month are included as separate agenda items. These will be presented and discussed at those times.

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
March 3, 2020

Time and Place: 7:00PM Marinwood Community Center

Present:

Commissioners: Chair Steve Farac, Tom Elsbree, Ron Marinoff

Absent: Pascal Karsenti, Greg Stilson

Board Director: Sivan Oyserman

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Bob Sinnott

Farac called the meeting to order at 7:01 PM.

1. Agenda

M/s Marinoff/Elsbree to approve agenda as presented. Ayes: Elsbree, Farac, Marinoff. Nays: None. Absent: Karsenti, Stilson. Motion carried.

2. Designation of Commission Chair & Vice-Chair for 2020

M/s Marinoff/Elsbree to appoint Farac as Commission Chair and Karsenti as Commission Vice-Chair for 2020. Ayes: Elsbree, Farac, Marinoff. Nays: None. Absent: Karsenti, Stilson. Motion carried.

3. Public Comment on Non-Agenda Items

The Commission received public comment regarding:

- a. Donation to replace lighting in firehouse dining area

4. Commissioner Items of Interest

- Marinoff requested legal explanation as to why Commission can't receive response reports which include responding addresses.
- Farac asked about Coronavirus precautions of safety personnel.
- Farac mentioned he continues to do further research regarding sirens & alert systems including NOAA emergency radios.

5. Draft Minutes of January 7, 2020 Fire Commission Meeting

M/s Elsbree/Marinoff to approve Draft Minutes of January 7, 2020 Fire Commission Meeting as presented. Ayes: Elsbree, Farac, Marinoff. Nays: None. Absent: Karsenti, Stilson. Motion carried.

6. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary

7. Requests for Future Agenda Items

- Reminder of value of services received from San Rafael in Shared Services Agreement
- Legal opinion regarding providing emergency response addresses to Commission
- Update on Coronavirus status and concerns

The meeting was adjourned at 7:55 PM.

The date of the next Fire Commission meeting is April 7, 2020.

Submitted,
Eric Dreikosen



Memo

To: Marinwood Board of Directors
From: Robert Sinnott, Acting Fire Chief
Date: March 10, 2020
Re: Fire Department Update

Below are some highlights since our last meeting:

- **Fire Chief Recruitment.** Interviews occurred during the week of March 10. As of the writing of this report, I have been informed that the announcement of the new fire chief is pending.
- **Insurance Service Office (ISO) Evaluation.** We have been contacted by ISO and informed that it is time for a reevaluation for both Marinwood and San Rafael. The last evaluation for both agencies was in 2015. We will be working on completing and submitting the required documents. Marinwood currently has an impressive Class 2/2X rating.
- **PulsePoint.** A press conference announcing the rollout of the new PulsePoint app was held on Friday, February 14, 2020. The event took place at Fire Station 52 beginning at 10:30 a.m. Briefly, PulsePoint will provide the following functions:
 - It enables the general public to obtain information on fire/medical emergencies occurring around the community in real time.
 - It will inform anyone using the app within 500' of a reported cardiac arrest (with the exception of a residential dwelling) that CPR is needed. It will also pinpoint the nearest defibrillation unit that is publicly accessible (and has been registered on PulsePoint).

The app is now live.

- **Update on the Direct Connect Pilot Project.** This project that includes representatives from the San Rafael Fire Department, San Rafael Police Department and Marin Health and Human Services Department got underway on January 28th and has the following goals:
 - Reduce non-emergency Emergency Department visits.
 - Identify gaps and ways to better meet the needs of the whole person, potentially including leveraging existing resources and processes.
 - Support equity and dignity for high users of EMS, attending to the needs of the whole person while maintaining appropriate medical care and intervention.
 - Reduce stigma around behavioral health issues, homelessness, and frequent use of EMS.
 - Design for sustainability (fundable results)

The pilot is to rapidly innovate and test how we can add value to our Fire Department partners, provide more holistic care based on dignity, and reduce ED visits that may not be necessary. We might not have the exact staffing, model, or hours yet – this is what we are testing. Early patient contacts show potential!

- **Marin Wildfire Prevention Authority.** City and Town managers along with fire chiefs have had two meetings over the past month to discuss goals and objectives of moving forward should Measure C pass. It is another example of how the agencies in Marin continue to work together in near seamless fashion to address regional issues that affect our county.

As of the writing of this report, we are still awaiting the final election results for Measure C.

Response Activity

Emergency call activity for January and February 2020 are provided.

Marinwood Fire Department Statistics: January 2020

The Marinwood Fire Department responded to 148 emergency calls in January 2020; of these, 14 calls were cancelled en route. More than 60% of the calls were medical incidents. The department also responded to a structure fire in Novato.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	17	11	2	0	0	N/A	0	30
CSA 13	5	7	0	0	0	N/A	0	12
Old JPA (Mont Marin)	8	2	0	0	0	N/A	0	10
New JPA (East of 101)	46	8	5	0	2	N/A	0	61
SR Mutual Aid	10	7	3	0	0	0	0	20
MC JPA	4	5	1	0	0	N/A	0	10
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato Matrix	0	2	1	1	0	1	0	5
Total number	90	42	12	1	2	1	0	148
<i>Percentage of total</i>	<i>60.8%</i>	<i>28.4%</i>	<i>8.1%</i>	<i>0.7%</i>	<i>1.4%</i>	<i>0.7%</i>	<i>0.0%</i>	

Call types:

MA	Medical assist
PSA	Service call
FA/NN	Fire alarm
FIRE	Fire
HAZMAT	Hazardous material incident (e.g., spill)
COVER	Coverage for other stations
OTHER	Other incident(s): NA

Average response time for Engine 58:	5 minutes, 25 seconds
--------------------------------------	-----------------------

Marinwood Fire Department Statistics: February 2020

The Marinwood Fire Department has responded to 115 emergency calls in February 2020 (through February 26th); of these, 9 calls were cancelled en route. More than 60% of the calls were medical incidents. The department did not respond to any fires.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	16	3	4	0	4	N/A	0	27
CSA 13	5	3	2	0	0	N/A	0	10
Old JPA (Mont Marin)	13	2	0	0	0	N/A	0	15
New JPA (East of 101)	26	7	2	0	0	N/A	0	35
SR Mutual Aid	6	7	1	0	0	0	0	14
MC JPA	5	2	0	0	0	N/A	0	7
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	1	1	0	0	0	N/A	0	2
Novato Matrix	0	3	0	0	0	2	0	5
Total number	72	28	9	0	4	2	0	115
<i>Percentage of total</i>	<i>62.6%</i>	<i>24.3%</i>	<i>7.8%</i>	<i>0.0%</i>	<i>3.5%</i>	<i>1.7%</i>	<i>0.0%</i>	

Call types:

MA	Medical assist
PSA	Service call
FA/NN	Fire alarm
FIRE	Fire
HAZMAT	Hazardous material incident (e.g., spill)
COVER	Coverage for other stations
OTHER	Other incident(s): NA

Average response time for Engine 58:	5 minutes, 4 seconds
--------------------------------------	----------------------

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – February 25, 2020

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

Commissioners: Chair John Tune, Jon Campo, and Anne Sjahsam.

Staff: Assistant Recreation Director Robyn Bruton and Administrative Assistant Tiffany Combrink.

Board Director: Bill Shea

1. Agenda

Campo to approve / Sjahsam to second agenda as presented. All in favor. Motion carried unanimously.

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of January 28, 2020 P&R Commission Meeting

Sjahsam to approve / Campo to second Draft Minutes of January 28, 2020 P&R Commission Meeting. All in favor. Motion carried unanimously.

4. Draft Minutes of February 11, 2020 Board Meeting

Commission reviewed minutes.

5. Ponti Ridge Trail Project Update – Presentation by Marin County Open Space District Senior Natural Resources Planner Jon Campo

Jon Campo presented the Commission an update to the Ponti Ridge Trail Project.

6. Facility Spotlight: Creekside Park in Lucas Valley Estates (Presentation)

Presentation was postponed to a future meeting. Commissioners discussed their own observations of Creekside Park.

7. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report from Assistant Recreation Director Robyn Bruton.

8. Commissioner Items of Interest – Requests for Future Agenda Items

- Postponed Creekside Park presentation to be included with Main Park presentation at next meeting.

9. Adjourn

Meeting adjourned at 7:47PM

Tiffany Combrink, Secretary

Recreation

Community Events

Marinwood's 10th Annual "Raise a Glass" Winter Wine Tasting took place Saturday, February 29th from 2-5pm. The event featured 13 wineries, live music by gypsy jazz band Bistro Mustache, bread and cheese platters, and childcare. We had a solid turnout this year and our raffle raised just shy of \$500 for our Summer Camp Scholarship Program.

Our next community event will be the Spring Art Show, taking place on Saturday, March 21st from 3-7pm. The artwork planned for the fall art show, which was cancelled due to fire-related power outages, will finally be featured.

Summer Program Registration

We opened up registration for our summer programs (summer day camps, specialty camps, and group/private swim lessons) on Monday, March 2nd to Marinwood residents and pool members. Registration to non-residents opens Monday, March 9th. This year's opening week of registration saw around a 12% increase in revenue over the same week last year. We are pleased with enrollment thus far.

Classes and Programs

The Recreation Department once again offered a Mid-Winter Break Camp for kids ages 3-12 during the week of February 17th. Enrollment was strong and the program ran smoothly.

Pool

The Marinwood Waterdevils began practicing on March 2nd for brand new swimmers; the full team will begin practicing on March 9th. The official pool season will start Monday, March 30th. This spring, in addition to the swim team, we will be offering lap swim and recreation swim 7 days/week, as well as swim lessons, water polo, and lifeguard training classes.

Parks/Maintenance

Projects

This past month we have completed extensive repairs of the deck around the pool, repaired a broken water line in the park, erected a new span of the fence in the far field along the tree line, removed some dead and diseased trees from the far field, made repairs to the waterslide, and got the pool up and running for the forthcoming season, among other projects.

Upcoming projects include cleaning up landscaping at the pool, sanding and staining benches and picnic tables, repairs to the patios around the community center, repairs to the kitchen, and painting at the pool.

STRAW Program

During the week of March 2nd the STRAW program spent 3 days working along the creek in the panhandle, removing invasive species and caring for recent new native plantings. We gave them access to our dump trailer, which they filled each day. We are grateful for our partnership with this great program that has done so much creek restoration work in our backyard.

Certifications

During the week of March 9th Luke will be taking a course to become a Certified Playground Safety Inspector.

Victor Sibbaluca, who retired from the Parks Maintenance Staff last fall, was our only staff member with the certification. In the coming months Callum Reid, our newest Parks Maintenance employee, will be working towards getting his Certified Pool Operator certification.

Weekly Maintenance

Clean community center building daily

Mow, edge, rake, and blow weekly

Empty trash in all three parks and along paths (2-3 times/week)

Restock pet waste bags (2-3 times/week)

Blow tennis courts (2-3 days/week)

Raking leaves (ongoing)

Check and clear roof of debris (2-3 times a week when raining)