

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

## Tuesday – March 8, 2022 – 7:30 PM

**Internet Address:** <https://us02web.zoom.us/j/82314813460>

**Telephone Access:** 669) 900-6833 or 346) 248 7799 or 253) 215-8782

**Meeting ID:** 823 1481 3460

**ATTENTION:** This will be a virtual meeting of the Marinwood CSD Board of Directors. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

**Instructions on how to make a public comment during the meeting:** At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the “raise hand” feature located within the Zoom application screen. If connected via telephone, please dial “\*9” (star, nine). All public comments shall be addressed to the Board of Directors and limited to three minutes per speaker. The Board of Directors may choose to respond to comments or request staff to respond at the conclusion of the public comment period.

	Item Description:	Board Action
<b>A.</b>	<b>CALL TO ORDER &amp; ROLL CALL OF DIRECTORS</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>CONSENT CALENDAR</b> a. Resolution 2022-03: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission. b. Draft Minutes of Regular Meeting of February 8, 2022 (Remote Meeting) c. Bills Paid Nos. 6110 – 6177	Approve
<b>D.</b>	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers are asked to address comments to the Board and 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 and at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E.</b>	<b>DISTRICT MATTERS</b>	
	1. 1 <sup>st</sup> Draft District Operating Budget for Fiscal Year 2022-2023	Review
	2. Pay Schedule Wage Adjustments for Non-Represented Positions	Review
	3. District Manager Report	Review
<b>F.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Draft Minutes of Fire Commission Meeting of March 1, 2022	Review
	2. Chief Officer Report and Activity Summary	Review
<b>G.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Recreation and Park Maintenance Activity Reports	Review
<b>H.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – April 12, 2022</b>	

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

**RESOLUTION NO. 2022-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF MARINWOOD COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND CONFIRMING THE NEED TO CONTINUE CONDUCTING REMOTE MEETINGS VIA TELECONFERENCE OF THE BOARD OF DIRECTORS, FIRE COMMISSION AND PARK & RECREATION COMMISSION**

**WHEREAS**, on March 4, 2020, Governor Newsom issued a proclamation pursuant to Government Code section 8625 declaring a state of emergency in California due to the COVID-19 pandemic; and

**WHEREAS**, Government Code section 54953(e)(1), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), provided that the legislative body complies with the requirements of section 56953(e)(2); and

**WHEREAS**, pursuant to Government Code Section 54953(e)(3), if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, the legislative body shall make specified findings at least every 30 days; and

**WHEREAS**, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, continues to recommend measures to promote social distancing; and

**WHEREAS**, the active proclaimed state of emergency and recommendations of local officials continue to directly impact the ability of the District's Board of Directors and Commissions to conduct public meetings safely in person.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board of Directors has reconsidered the circumstances of the State of Emergency since the February 8, 2022 Board meeting.
2. Board of Directors, Fire Commission and Park & Recreation Commission meetings will continue to be conducted remotely via teleconference for up to 30 days following adoption of this resolution in accordance with Government Code Section 54953(e)(2) and all other applicable laws.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors on March 8, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Lisa Ruggeri, President of the Board

ATTEST: \_\_\_\_\_  
Tiffany Combrink, Secretary to the Board

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – February 8, 2022

**Time and Place:** 7:30PM via Teleconference

**Note:** *This meeting as well as prior meetings of the Board of Directors may be viewed in their entirety on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

**Present:**

Board Members: President Lisa Ruggeri, Chris Case, Kathleen Kilkenny, Sivan Oyserman and Bill Shea.  
Staff: District Manager Eric Dreikosen, Fire Chief Darin White, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

**A. Call to Order & Roll Call of Directors**

Board President Ruggeri called the meeting to order at 7:30pm.

**B. Agenda**

Agenda adopted as presented.

**C. Consent Calendar**

- a. *Resolution 2022-02: Making Findings and Confirming the Need to Continue Conducting remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission.*
- b. *Draft Minutes of Regular Meeting of January 11, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6040 - 6109*  
Shea to approve/Oyserman to second “consent calendar as presented.”  
All in favor. Motion carried unanimously.

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

The Board of Directors received public comment regarding:

- a. Current plans and the future of the community

**E. District Matters:**

1. *Presentation of Fiscal Year 2020-2021 Audited Basic Financial Statements and Management Report – Hiep Pham, CPA, RJ Ricciardi, Inc.*  
Board of Directors accepted FY 2020-2021 Financial Audit and Management Report
2. *Fiscal Year 2021-2022: 2<sup>nd</sup> Quarter Profit & Loss Budget-to-Actuals Report*  
Board of Directors received FY 2021-2022 2<sup>nd</sup> Quarter P&L Budget-to-Actuals report
3. *District Manager Report*  
Board of Directors received District Manager Report

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of February 1, 2022*  
Board of Directors reviewed Draft Minutes of Fire Commission Meeting
2. *Chief Officer Report and Activity Summary*  
Board of Directors received Chief Officer Report

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of January 25, 2022*  
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Miller Creek Waterway Trail: Initial Feasibility Assessment*  
Board of Directors reviewed Miller Creek Waterway Trail: Initial Feasibility Assessment

3. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

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

- Board President Ruggeri suggests an update on the status of cell phone coverage.

Meeting adjourned at 10:10PM

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 8, 2022

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6110	2/1/2022	Ann McBride	238.70	Irish Dance	Rec	5210146	Youth	238.70
6111	2/1/2022	Pamela Fox	495.00	camp advertising	Rec	5210122	General	495.00
6112	2/1/2022	Schultz Entertainment	337.50	camp entertainment 06/16/2	Rec	5220819	Summer	337.50
6113	2/1/2022	Schultz Entertainment	337.50	camp entertainment 07/27/2	Rec	5220819	Summer	337.50
6114	2/1/2022	Tim Cain	250.00	preschool enrichment 02/16/	Rec	5220819	Preschool	250.00
6115	2/1/2022	Wesco Graphics	12,296.94	Spring/Summer review 2022	Rec	5210122	General	12,296.94
6116	2/1/2022	US Bank Corp Pmt Services	6,973.38	zoom subscription	Fire	5211325	General	27.49
				office supplies	Fire	5220110	General	156.82
				supplies / license renewal	Fire	5220810	General	780.65
				zoom subscription / staff lun	Park	5211325	General	271.92
				cloud backup / staff recruitm	Park	5220110	General	313.63
				food supplies	Rec	5220819	Afterschool	456.32
				winter jazz supplies	Rec	5220819	Community	2,061.28
				desktop apps / website hosti	Rec	5210122	General	221.38
				staff meetings / zoom / staff	Rec	5211325	General	385.25
				class supplies / RC manuals	Rec	5211340	General	682.99
				subscriptions / supplies / de	Rec	5220110	General	818.11
				music subscription / storage	Rec	5220819	General	303.81
				supplies	Rec	5220819	Preschool	302.66
				supplies	Rec	5220819	Youth	191.07
6117	2/8/2022	Marinwood CSD	73,606.65	Fire salaries	Fire	5110110	General	30,708.60
				Fire OT	Fire	5120110	General	9,707.76
				FLSA	Fire	5110319	General	1,481.11
				Holiday Pay	Fire	5110313	General	3,547.20
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Summer	Rec	5110110	Summer	194.25
				Preschool	Rec	5110210	Preschool	4,847.50
				Afterschool	Rec	5110210	Afterschool	1,937.75
				PR fees	Fire	5210230	General	140.54
				PR fees	Rec	5210230	General	66.92
				PR fees	Park	5210230	General	12.29
				SS + Medicare	Fire	5140140	General	3,697.46
				SS + Medicare	Rec	5140140	General	1,663.41
				SS + Medicare	Park	5140140	General	343.86
				EDU + SUI	Fire	5140145	General	269.08
				EDU + SUI	Rec	5140145	General	357.86
				EDU + SUI	Park	5140145	General	71.92
				Benefits withholding	Park	2120066	General	-805.97
				Benefits withholding	Rec	2120066	General	-1,240.12
				Benefits withholding	Fire	2120066	General	-5,877.17
6118	2/8/2022	Marinwood CSD	14,020.40	Retire 01/28/2022	Park	5130120	General	1,125.71
					Rec	5130120	General	1,922.63
					Fire	5130120	General	10,972.06
6119	2/8/2022	AFLAC	26.50	Disability ins - Jan	Park	5130120	General	26.50
6120	2/8/2022	AT&T	254.24	Phones - Jan	Fire	5210725	General	139.94
					Park	5210725	General	21.19
					Rec	5210725	General	93.11
6121	2/9/2022	Comcast	197.85	Cable - Jan	Fire	5210725	General	197.85
6122	2/9/2022	Comcast	141.55	Internet - Jan	Fire	5210725	General	70.77
					Rec	5210725	General	70.78
6123	2/9/2022	County of Marin	992.00	legal fees	Park	5210131	General	682.00
					Fire	5210131	General	310.00
6124	2/9/2022	Got Gophers	275.00	pest control	Park	5211532	General	275.00
6125	2/9/2022	ILS Associates	200.00	Civil engineering	Measure A	5220910	General	200.00
6126	2/9/2022	Landesign	3,075.00	landscape contractor	Park	5211125	General	3,075.00
6127	2/9/2022	Marin County Sheriff's Office	705.00	Tablet Command Support Q	Fire	5211610	General	705.00
6128	2/9/2022	Marin Municipal Water Distri	1,752.22	Water Nov/Dec	Fire	5210835	General	266.52
					Rec	5210835	General	552.52
					Park	5210835	General	933.18
6129	2/9/2022	Marin Sanitary Service	2,164.96	Garbage	Park	5210815	General	1,515.47
					Rec	5210815	General	432.99

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Fire	5210815	General	216.50
6130	2/9/2022	Murray Building	151,398.02	Maint Facility		5220910	General	151,398.02
6131	2/9/2022	US Postmaster	3,577.60	Bulk mail postage	Rec	5210122	General	3,577.60
6132	2/10/2022	Marinwood CSD	70,711.57	Fire salaries	Fire	5110110	General	30,708.60
				Fire OT	Fire	5120110	General	11,968.13
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Summer	Rec	5110210	Summer	235.00
				Preschool	Rec	5110210	Preschool	5,061.63
				Afterschool	Rec	5110210	Afterschool	2,118.00
				PR fees	Fire	5210230	General	122.97
				PR fees	Rec	5210230	General	63.94
				PR fees	Park	5210230	General	11.49
				SS + Medicare	Fire	5140140	General	3,485.71
				SS + Medicare	Rec	5140140	General	1,696.69
				SS + Medicare	Park	5140140	General	343.86
				EDU + SUI	Fire	5140145	General	9.64
				EDU + SUI	Rec	5140145	General	254.84
				EDU + SUI	Park	5140145	General	71.93
				Benefits withholding	Park	2120066	General	-805.97
				Benefits withholding	Rec	2120066	General	-1,240.12
				Benefits withholding	Fire	2120066	General	-5,877.17
6133	2/10/2022	Marinwood CSD	12,624.57	Retire 02/11/2022	Park	5130510	General	1,125.71
					Rec	5130510	General	1,922.63
					Fire	5130510	General	9,576.23
6134	2/10/2022	C.A.P.F.	531.00	LTD Jan	Fire	5130120	General	265.50
				LTD Feb	Fire	5130120	General	265.50
6135	2/10/2022	Marin Prof FF Local 1775	945.00	Feb dues	Fire	5211330	General	945.00
6136	2/10/2022	National Academy of Athletic	1,244.20	Afterschool sports	Rec	5210146	Youth	1,244.20
6137	2/10/2022	PG&E	1,878.99	Gas - Jan	Rec	5210810	General	975.09
					Fire	5210810	General	903.90
6138	2/10/2022	PG&E	1,676.79	Streetlights Jan	Streetlights	5210825	General	1,676.79
6139	2/10/2022	Postal Palace	41.70	shipping	Fire	5220110	General	41.70
6140	2/17/2022	City of San Rafael	1,051.27	E58 maint.	Fire	5210910	General	1,051.27
6141	2/17/2022	Robyn Bruton	142.81	afterschool supplies	Rec	5220819	Afterschool	34.26
					Rec	5220819	Preschool	108.55
6142	2/17/2022	Delta Dental	2,105.84	Dental - Mar	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
6143	2/17/2022	Marinwood CSD	49,148.65	Health Ins - Mar	Park	5130120	General	10,458.74
					Rec	5130120	General	8,054.07
					Fire	5130120	General	30,635.84
6144	2/17/2022	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
6145	2/17/2022	Rent-A-Fence	223.96	Fence rental - Feb	Park	5211220	General	223.96
6146	2/17/2022	RJ Ricciardi	12,800.00	Audit FY 19/20	Park	5210210	General	3,200.00
					Rec	5210210	General	3,200.00
					Fire	5210210	General	6,400.00
6147	2/18/2022	Allstar Fire Equipment	975.00	Flow test & repair 15 SCBAs	Fire	5220210	General	975.00
6148	2/18/2022	Buck's Saw Service	140.63	equipment maintenance	Park	5220210	General	140.63
6149	2/18/2022	CalPERS	8,333.00	CERBT Feb2022	Park	5130130	General	3,250.00
					Rec	5130130	General	583.00
					Fire	5130130	General	4,500.00
6150	2/18/2022	Comcast	124.42	Cable - Feb	Fire	5210725	General	124.42
6151	2/18/2022	Grainger	260.47	engine fuel	Fire	5220810	General	260.47
6152	2/18/2022	Greatland	259.58	checks	Park	5220110	General	64.89
					Rec	5220110	General	64.90
					Fire	5220110	General	129.79
6153	2/18/2022	Marin Resource Recovery	164.50	Debris Dump	Park	5210815	General	164.50
6154	2/18/2022	Marin Sanitary Service	2,178.82	Garbage	Park	5210815	General	1,525.17
					Rec	5210815	General	435.76
					Fire	5210815	General	217.89
6155	2/18/2022	San Francisco Chronicle	598.00	newspaper subscription 52 v	Fire	5220110	General	598.00
6156	2/18/2022	SolEd Solar Holdings	909.22	Solar	Rec	5210810	General	664.14
					Fire	5210810	General	245.08
6157	2/18/2022	SDRMA	227.70	Life Ins - Mar	Fire	5130120	General	92.85
					Park	5130120	General	49.99

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6158	2/18/2022	Sprint	282.52	cell phones	Rec	5130120	General	84.86
					Fire	5210725	General	141.28
					Fire	5210725	General	141.24
6159	2/18/2022	TIAA Commercial Finance	651.25	copier lease	Park	5220130	General	65.13
					Rec	5220130	General	390.75
					Fire	5220130	General	195.37
6160	2/18/2022	Willscot	615.27	mobile office - Feb	Park	5220310	General	615.27
6161	2/28/2022	Airgas	452.68	pool chems	Rec	5220710	General	452.68
6162	2/28/2022	AFLAC	26.50	Disability ins - Feb	Park	5130120	General	26.50
6163	2/28/2022	AT&T	90.95	internet - Feb	Park	5210725	General	90.95
6164	2/28/2022	Got Gophers	275.00	pest control	Park	5211532	General	275.00
6165	2/28/2022	Master Sim	750.00	TKD Feb	Rec	5210146	Youth	750.00
6166	2/28/2022	Jorge's Tree Service	19,000.00	Dead pine removal - Idylberr	MWPA	5820100	General	19,000.00
6167	2/28/2022	L.N. Curtis & Son	227.03	supplies	Fire	5220810	General	227.03
6168	2/28/2022	Landesign	3,075.00	landscape contractor	Park	5211125	General	3,075.00
6169	2/28/2022	Marinwood CSD	750.00	Community Event expenses	Rec	5220819	Community	750.00
6170	2/28/2022	Marinwood CSD	76,540.54	Fire salaries	Fire	5110110	General	30,708.60
				Fire OT	Fire	5120110	General	12,194.75
				FLSA	Fire	5110319	General	1,257.03
				Acting Pay	Fire	5110310	General	45.84
				Holiday Pay	Fire	5110313	General	3,547.20
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Summer	Rec	5110210	Summer	117.50
				Preschool	Rec	5110210	Preschool	5,713.50
				Afterschool	Rec	5110210	Afterschool	2,122.50
				PR fees	Fire	5210230	General	126.07
				PR fees	Rec	5210230	General	59.72
				PR fees	Park	5210230	General	10.46
				SS + Medicare	Fire	5140140	General	3,874.08
				SS + Medicare	Rec	5140140	General	1,737.92
				SS + Medicare	Park	5140140	General	343.85
				EDU + SUI	Fire	5140145	General	14.80
				EDU + SUI	Rec	5140145	General	128.41
				EDU + SUI	Park	5140145	General	8.24
				Benefits withholding	Park	2120066	General	-805.97
				Benefits withholding	Rec	2120066	General	-1,240.12
				Benefits withholding	Fire	2120066	General	-5,906.24
6171	2/28/2022	Marinwood CSD	13,977.28	Retiree 02/25/2022	Park	5130510	General	1,125.71
					Rec	5130510	General	1,922.63
					Fire	5130510	General	10,928.94
6172	2/28/2022	Mill Valley Refuse Service	460.36	porta potty	Park	5211220	General	460.36
6173	2/28/2022	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
6174	2/28/2022	Pitney Bowes Reserve Acco	500.00	postage	Rec	5220110	General	475.00
					Fire	5220110	General	25.00
6175	2/28/2022	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
6176	2/28/2022	Vision Services Plan	387.94	Vision - Mar	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
6177	2/28/2022	Willscot	648.84	mobile office - Mar	Park	5220310	General	648.84
TOTAL:			561,663.86					561,663.86

Total by Department:

Streetlights	1,676.79
Fire Department	224,206.62
Recreation Department	109,407.83
Park Department	55,774.60
Measure A	200.00
MWPA	19,000.00
Unclassified	151,398.02



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** March 8, 2022  
**Re:** Fiscal Year 2022-2023 Operating Budget: 1<sup>st</sup> Draft

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Directors,

Please see the included first draft of the FY 22-23 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 (FY20-21) budget-to-actuals as of 2/28/21. 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 and updating include but are not limited to:

Revenue: ad valorem property taxes (not including special taxes with have been updated to reflect the increase in CPI adjustments), Recreation programs including camps, classes, and special events, facility rentals, service contracts (CSA 13, County Farm)

Expenditures: part-time & seasonal staff wages, recreation program contractors, insurances (P/L & workers' comp), utilities (telecom, gas/electric, water/sewer, etc.), County-wide fees, land & building maintenance needs, recreation program supplies & services, capital expenditures

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.

Even with the increased easing of restrictions back to a more "normal" environment, the ongoing public health crisis continues to impact our recreation program budgeting efforts by preventing consistency from one year to the next. In example, you will notice several budget line items in the FY 21/22 budget that were projected at or near zero, reflecting the great uncertainty we faced in creating last year's budget. Recreation department staff are finalizing their budget projections based on the most recent public health guidance which at this time will hopefully allow for a near pre-pandemic level of increased operations and enrollment when compared to the previous two years. These updates, including part-time/seasonal staff costs, are anticipated to be included in the next budget draft.

The draft budget as a whole will continue to evolve and shall be presented at each scheduled board meeting leading up to adoption. Final budget adoption is anticipated to take place at the regular board meeting scheduled for May 10, 2022. In the event we experience any notable fluctuations in the anticipated public health status and related restrictions causing significant impact to our planned programs and services, the budget adoption process could potentially be pushed back to June. However, that is not anticipated at this time.



In preparing the draft being presented now, full-time staffing wages and staff-related costs have been updated to current staff census models including, pensions (incl. UAL payment totals), medical benefits, etc. It should be noted that the 22/23 budget draft includes the most recent wages for the fire department personnel in accordance with the MOU that was approved after the adoption of the 21/22 budget explaining the seemingly large increase in firefighter salaries as this actually shows two years of wage increases. It should be further noted that the current draft budget does not incorporate the recommended salary adjust for Park & Recreation staff which will be discussed a separate topic later in this meeting.

Please also see the following items of note:

District-wide:

- We are still awaiting final updates from our insurance carrier as to adjustments in Property/Liability rates as well as Workers' Comp rates, with the exception of our experience modification factor for workers' comp which will be increasing from 140% to 165%. They have informed they are expected to be completed within the next month or so.
- Contributions to the District's OPEB Trust Fund and Capital Reserves Designations remain the same as the past several fiscal years, both at \$100,000. OPEB Trust allocations to each department will be revised based on percentage of current retiree healthcare costs while capital reserve allocations will be revised based on our internal capital reserves needs forecast models.
- Proposed capital expenditures are still being analyzed. Amounts currently stated are for items budgeted in FY 21/22 but not expended or anticipated to be expended this year and may result in carrying over this planned expenditure into FY 22/23 in addition to potential additional proposed items.

Park Dept:

- For the vacant park maintenance position, it has been assumed the future hire would participate in "family" medical and dental insurance and the associated premiums have been budgeted accordingly. Should "employee-only" or "employee +1" plan be needed, associated costs would be lower than currently assumed.
- The long-term debt representing the loan acquired for partial financing of the Maintenance Facility has been incorporated.

Recreation Dept:

As mentioned, staff are finalizing the analysis and projections for the total of recreation programs, camps and pool operations. This will be completed in the coming weeks and the budgeted revenues and expenditures will be updated accordingly at that time.

- Facility rental revenue opportunities for the community center as well as the pool and park picnic areas will be updated in accordance with the easing of public health restrictions. This also applies to community-based special events.

Fire Dept:

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

- 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. However, estimates used have historically been very near final calculations.

- Pension costs increased by approximately \$57K 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%.
- Small reduction in long-term debt due to the remaining MERA bond debt the District has been obligated to being retired in FY 21/22.

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	DISTRICT TOTAL			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	1,790,000.00	1,023,758.47	1,790,000.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-12,180.15	-25,000.00	0.0%
4110115 · PropTax - Unitary	10,000.00	0.00	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	29,000.00	30,004.47	29,000.00	0.0%
4110140 · ERAF - Excess	165,000.00	137,259.47	165,000.00	0.0%
4110145 · ERAF - PY/Reverse	13,500.00	36,345.10	13,501.00	0.01%
4110210 · PropTax - Supplemental Current	34,000.00	10,558.40	34,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	595.96	501.00	0.2%
4110225 · PropTax - Supplemental Redempt	1,000.00	843.88	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,577.13	1,000.00	0.0%
4120610 · Special Tax Assessment	1,631,320.00	898,181.88	1,700,629.00	4.25%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-2,683.50	-4,900.00	0.0%
4220115 · Building Plan Review	7,500.00	4,953.00	7,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	25,000.00	1,459.31	25,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	76.54	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	6,250.00	16,264.32	6,250.00	0.0%
4410225 · Rental Income - Community Ctr	0.00	3,697.61		0.0%
4511210 · HOPTR	7,499.00	1,127.25	7,501.00	0.03%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631145 · Service Contract Revenue	97,087.00	86,515.00	100,214.00	3.22%
4631911 · Advertising Sales	8,000.00	431.61	8,000.00	0.0%
4631912 · Vending Sales	5,000.00	15,771.88	5,000.00	0.0%
4631914 · Community Events	0.00	4,018.61		0.0%
4631915 · Tennis	44,500.00	27,491.62	44,500.00	0.0%
4631917 · Pool Operating Rev	120,050.00	152,952.24	120,050.00	0.0%
4631918 · Pool Memberships	0.00	1,401.51		0.0%
4631919 · Adult Rec Programs	12,455.00	20,071.57	12,455.00	0.0%
4631920 · Summer Rec Programs	856,715.00	519,869.49	856,714.00	-0.0%
4631922 · Youth Rec Programs	264,620.00	171,226.17	264,619.00	-0.0%
4640321 · CSA 13 Contract Rev	623,916.00	319,029.00	660,566.00	5.87%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	0.00	34,000.00	3.03%
4710642 · Miscellaneous Rev	900.00	350,922.30	900.00	0.0%
<b>Total Revenue</b>	<b>5,759,512.00</b>	<b>3,821,540.14</b>	<b>5,869,600.00</b>	<b>1.91%</b>

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	DISTRICT TOTAL			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	1,460,446.00	951,892.87	1,527,363.00	4.58%
5110210 · Salaries - PT/Seasonal/Temp	586,924.00	556,680.58	586,924.00	0.0%
5110310 · Acting Pay	10,000.00	2,471.16	10,000.00	0.0%
5110313 · Holiday Pay	37,677.00	28,072.08	40,470.00	7.41%
5110319 · FLSA Pay	22,616.00	9,567.04	24,037.00	6.28%
5120110 · Overtime Pay	100,500.00	245,868.83	100,500.00	0.0%
5130120 · Benefits - Group Medical	630,521.00	429,069.64	637,481.00	1.1%
5130130 · OPEB Trust Contribution	100,000.00	66,664.00	100,000.00	0.0%
5130510 · PERS - Pension	688,194.00	623,700.02	746,683.00	8.5%
5140115 · Workers Comp Ins.	131,637.00	122,268.15	148,531.00	12.83%
5140116 · 4850 Reimbursements (Contra)	0.00	-6,856.24		0.0%
5140130 · Physician Services	1,830.00	1,711.00	1,830.00	0.0%
5140140 · Social Security & Medicare	169,268.00	132,001.84	174,665.00	3.19%
5140145 · Unemployment Ins.	19,805.00	10,734.46	19,805.00	0.0%
5210120 · Consultant Fees	19,500.00	4,000.00	19,500.00	0.0%
5210122 · Marketing	38,600.00	29,772.77	38,600.00	0.0%
5210128 · Fingerprinting/Background	6,000.00	702.00	6,000.00	0.0%
5210131 · Legal Services	17,000.00	3,985.25	17,000.00	0.0%
5210146 · Indep. Contractor Fees	216,718.00	77,694.76	219,845.00	1.44%
5210210 · Audit & Accounting	14,000.00	12,800.00	14,000.00	0.0%
5210215 · Banking Fees	0.00	30,000.00		0.0%
5210230 · Payroll Service Fees	10,950.00	7,943.80	10,950.00	0.0%
5210525 · Insurance - General	50,085.00	46,334.50	50,085.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	11,720.00	6,583.95	11,720.00	0.0%
5210810 · Utilities - Gas & Electric	54,500.00	25,219.95	54,500.00	0.0%
5210815 · Garbage Removal	38,200.00	18,648.04	38,200.00	0.0%
5210825 · Utilities - Street Light Elec.	19,000.00	13,141.86	19,000.00	0.0%
5210835 · Utilities - Water & Sewer	52,350.00	27,979.72	52,350.00	0.0%
5210910 · Maint. - Vehicles	18,000.00	11,664.31	18,000.00	0.0%
5210915 · Maint. - Streetlights	4,625.00	2,299.12	4,625.00	0.0%
5210920 · MERA Operating	21,207.00	21,207.00	21,207.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	419.14	3,500.00	0.0%
5211110 · Janitorial Services	10,000.00	0.00	10,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	24,060.00	38,500.00	0.0%
5211140 · Vegetation Management	10,000.00	0.00	10,000.00	0.0%
5211220 · Equipment Rental	4,500.00	10,956.41	7,000.00	55.56%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	21,000.00	3,231.15	21,000.00	0.0%
5211325 · Conferences & Meetings	5,350.00	4,268.02	5,350.00	0.0%
5211330 · Memberships & Dues	10,650.00	11,922.02	11,050.00	3.76%
5211440 · Travel	3,300.00	0.00	3,300.00	0.0%

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	DISTRICT TOTAL			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
5211520 · Publications & Legal Notices	900.00	0.00	900.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,950.00	18,000.00	0.0%
5211532 · Weed & Pest Control	4,500.00	2,475.00	4,500.00	0.0%
5211610 · County-Wide Fees	15,490.00	7,231.23	15,490.00	0.0%
5211710 · Long Term Debt - Principal	39,904.00	39,894.63	97,570.00	144.51%
5211715 · Long Term Debt - Interest	4,845.00	4,853.36	18,838.00	288.81%
5220110 · Admin & Office Supplies	22,200.00	10,977.70	22,200.00	0.0%
5220130 · Copier Lease & Printing	9,955.00	5,001.65	9,955.00	0.0%
5220210 · Equip. Maintenance/Replacement*	27,600.00	6,028.08	27,600.00	0.0%
5220215 · Pool Maintenance	15,000.00	6,929.64	15,000.00	0.0%
5220220 · Small Tools	2,500.00	0.00	2,500.00	0.0%
5220310 · Land & Buildings Maintenance	65,500.00	42,302.43	65,500.00	0.0%
5220610 · Gasoline/Fuel	2,500.00	2,714.25	2,500.00	0.0%
5220710 · Pool Chemicals	14,000.00	5,933.95	14,000.00	0.0%
5220810 · Miscellaneous Supplies	23,000.00	4,761.92	23,000.00	0.0%
5220819 · Rec Program Supplies & Services	142,550.00	67,230.35	142,550.00	0.0%
5220825 · Uniforms & Apparel	11,600.00	4,503.99	11,600.00	0.0%
5220826 · Vending Supplies	4,000.00	7,192.33	4,000.00	0.0%
5220827 · Janitorial Supplies	18,000.00	3,326.10	18,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	0.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	72,600.00	24,580.00	16,500.00	-77.27%
5220916 · Capital Outlay - New Equipment	62,000.00	36,235.44	26,000.00	-58.06%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
<b>Total Expenditures</b>	<b>5,347,317.00</b>	<b>3,855,801.25</b>	<b>5,491,774.00</b>	<b>2.7%</b>
<b>Net Gain/Loss</b>	<b>412,195.00</b>	<b>-34,261.11</b>	<b>377,826.00</b>	<b>-8.34%</b>

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Park Dept			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	733,900.00	419,740.98	728,530.00	-0.73%
4110111 · PropTax - Admin Fee (Contra)	-10,250.00	-4,993.87	-10,175.00	-0.73%
4110115 · PropTax - Unitary	4,100.00	0.00	4,070.00	-0.73%
4110120 · PropTax - Current Unsecured	11,890.00	12,301.83	11,803.00	-0.73%
4110140 · ERAF - Excess	67,650.00	56,276.38	67,155.00	-0.73%
4110145 · ERAF - PY/Reverse	5,535.00	14,901.49	5,495.00	-0.72%
4110210 · PropTax - Supplemental Current	13,940.00	4,328.94	13,838.00	-0.73%
4110215 · PropTax - Supplemental Unsecure	205.00	244.34	204.00	-0.49%
4110225 · PropTax - Supplemental Redempt	410.00	346.00	407.00	-0.73%
4110510 · PropTax - Prior Unsecured	410.00	646.62	407.00	-0.73%
4120610 · Special Tax Assessment	400,739.00	220,881.84	418,484.00	4.43%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-660.14	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	10,250.00	598.32	10,175.00	-0.73%
4410127 · Interest- ERAF Co. Pooled	100.00	31.38	100.00	0.0%
4511210 · HOPTR	3,074.00	462.17	3,053.00	-0.68%
4710642 · Miscellaneous Rev	150.00	0.00	150.00	0.0%
<b>Total Revenue</b>	<b>1,240,903.00</b>	<b>725,106.28</b>	<b>1,252,496.00</b>	<b>0.93%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	233,243.00	124,072.08	234,033.00	0.34%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	12,860.17	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	179,786.00	97,363.05	165,559.00	-7.91%
5130130 · OPEB Trust Contribution	39,000.00	26,000.00	39,000.00	0.0%
5130510 · PERS - Pension	60,063.00	50,799.98	60,671.00	1.01%
5140115 · Workers Comp Ins.	22,727.00	21,152.39	25,006.00	10.03%
5140140 · Social Security & Medicare	18,432.00	7,152.25	18,493.00	0.33%
5140145 · Unemployment Ins.	765.00	429.34	765.00	0.0%
5210120 · Consultant Fees	8,250.00	912.50	8,250.00	0.0%
5210122 · Marketing	500.00	108.00	500.00	0.0%
5210131 · Legal Services	5,000.00	1,224.25	5,000.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210215 · Banking Fees		30,000.00		0.0%
5210230 · Payroll Service Fees	750.00	394.26	750.00	0.0%
5210525 · Insurance - General	15,610.00	15,106.00	15,610.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	1,370.00	889.41	1,370.00	0.0%
5210810 · Utilities - Gas & Electric	4,000.00	901.33	4,000.00	0.0%
5210815 · Garbage Removal	28,000.00	13,447.96	28,000.00	0.0%
5210835 · Utilities - Water & Sewer	25,750.00	15,102.14	25,750.00	0.0%
5210910 · Maint. - Vehicles	2,000.00	450.01	2,000.00	0.0%
5210920 · MERA Operating	2,121.00	2,121.00	2,121.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	419.14	3,500.00	0.0%

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Park Dept			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
5211125 · Community Landscape Contract	38,500.00	24,060.00	38,500.00	0.0%
5211220 · Equipment Rental	4,500.00	10,956.41	7,000.00	55.56%
5211315 · Professional Development	2,000.00	0.00	2,000.00	0.0%
5211325 · Conferences & Meetings	700.00	905.09	700.00	0.0%
5211330 · Memberships & Dues	2,550.00	2,048.75	2,550.00	0.0%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,950.00	18,000.00	0.0%
5211532 · Weed & Pest Control	4,500.00	2,475.00	4,500.00	0.0%
5211610 · County-Wide Fees	1,250.00	823.56	1,250.00	0.0%
5211710 · Long Term Debt - Principal	192.00	191.82	58,445.00	30,340.1%
5211715 · Long Term Debt - Interest	8.00	7.68	15,210.00	190,025.0%
5220110 · Admin & Office Supplies	2,000.00	2,133.04	2,000.00	0.0%
5220130 · Copier Lease & Printing	765.00	500.17	765.00	0.0%
5220210 · Equip. Maintenance/Replacement*	10,500.00	3,772.06	10,500.00	0.0%
5220220 · Small Tools	2,000.00	0.00	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	39,500.00	30,233.74	39,500.00	0.0%
5220610 · Gasoline/Fuel	2,000.00	2,489.38	2,000.00	0.0%
5220810 · Miscellaneous Supplies	2,000.00	637.56	2,000.00	0.0%
5220825 · Uniforms & Apparel	500.00	63.35	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	0.00	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	21,600.00	24,580.00		-100.0%
5220916 · Capital Outlay - New Equipment	18,000.00	0.00	18,000.00	0.0%
5220920 · Capital Reserves Designation	14,500.00	0.00	14,500.00	0.0%
<b>Total Expenditures</b>	<b>849,432.00</b>	<b>534,932.87</b>	<b>893,298.00</b>	<b>5.16%</b>
<b>Net Gain/Loss</b>	<b>391,471.00</b>	<b>190,173.41</b>	<b>359,198.00</b>	<b>-8.24%</b>

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Recreation Dept			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	404,540.00	231,369.41	381,270.00	-5.75%
4110111 · PropTax - Admin Fee (Contra)	-5,650.00	-2,752.71	-5,325.00	-5.75%
4110115 · PropTax - Unitary	2,260.00	0.00	2,130.00	-5.75%
4110120 · PropTax - Current Unsecured	6,554.00	6,781.01	6,177.00	-5.75%
4110140 · ERAF - Excess	37,290.00	31,020.64	35,145.00	-5.75%
4110145 · ERAF - PY/Reverse	3,051.00	8,213.99	2,876.00	-5.74%
4110210 · PropTax - Supplemental Current	7,684.00	2,386.20	7,242.00	-5.75%
4110215 · PropTax - Supplemental Unsecure	113.00	134.69	107.00	-5.31%
4110225 · PropTax - Supplemental Redempt	226.00	190.70	213.00	-5.75%
4110510 · PropTax - Prior Unsecured	226.00	356.43	213.00	-5.75%
4410125 · Interest- Co. Pooled Investment	5,650.00	329.80	5,325.00	-5.75%
4410127 · Interest- ERAF Co. Pooled		17.30		0.0%
4410215 · Rental Income - Pool & Picnic	6,250.00	16,264.32	6,250.00	0.0%
4410225 · Rental Income - Community Ctr	0.00	3,697.61		0.0%
4511210 · HOPTR	1,695.00	254.76	1,598.00	-5.72%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	8,000.00	431.61	8,000.00	0.0%
4631912 · Vending Sales	5,000.00	15,771.88	5,000.00	0.0%
4631914 · Community Events	0.00	4,018.61		0.0%
4631915 · Tennis	44,500.00	27,491.62	44,500.00	0.0%
4631917 · Pool Operating Rev	120,050.00	152,952.24	120,050.00	0.0%
4631918 · Pool Memberships		1,401.51		0.0%
4631919 · Adult Rec Programs	12,455.00	20,071.57	12,455.00	0.0%
4631920 · Summer Rec Programs	856,715.00	519,869.49	856,714.00	-0.0%
4631922 · Youth Rec Programs	264,620.00	171,226.17	264,619.00	-0.0%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	346,055.08	250.00	0.0%
<b>Total Revenue</b>	<b>1,782,979.00</b>	<b>1,557,553.93</b>	<b>1,756,309.00</b>	<b>-1.5%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	310,373.00	220,069.44	315,620.00	1.69%
5110210 · Salaries - PT/Seasonal/Temp	579,724.00	543,820.41	579,724.00	0.0%
5130120 · Benefits - Group Medical	103,463.00	71,299.11	107,240.00	3.65%
5130130 · OPEB Trust Contribution	7,000.00	4,664.00	7,000.00	0.0%
5130510 · PERS - Pension	77,754.00	73,220.59	78,952.00	1.54%
5140115 · Workers Comp Ins.	26,374.00	24,453.63	27,694.00	5.0%
5140140 · Social Security & Medicare	67,671.00	61,401.51	68,027.00	0.53%
5140145 · Unemployment Ins.	17,500.00	9,315.94	17,500.00	0.0%
5210120 · Consultant Fees	3,750.00	912.50	3,750.00	0.0%
5210122 · Marketing	37,200.00	29,556.77	37,200.00	0.0%
5210128 · Fingerprinting/Background	5,500.00	702.00	5,500.00	0.0%
5210131 · Legal Services	2,000.00	60.25	2,000.00	0.0%



**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Recreation Dept			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	112,488.00	77,694.76	112,488.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210230 · Payroll Service Fees	5,000.00	3,553.33	5,000.00	0.0%
5210525 · Insurance - General	14,815.00	14,045.80	14,815.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,502.93	2,200.00	0.0%
5210810 · Utilities - Gas & Electric	38,000.00	18,059.82	38,000.00	0.0%
5210815 · Garbage Removal	6,800.00	3,466.69	6,800.00	0.0%
5210835 · Utilities - Water & Sewer	18,500.00	9,255.20	18,500.00	0.0%
5211110 · Janitorial Services	10,000.00	0.00	10,000.00	0.0%
5211315 · Professional Development	9,000.00	2,351.15	9,000.00	0.0%
5211325 · Conferences & Meetings	3,050.00	3,170.50	3,050.00	0.0%
5211330 · Memberships & Dues	3,800.00	2,773.75	3,800.00	0.0%
5211440 · Travel	1,500.00	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	0.0%
5211610 · County-Wide Fees	2,750.00	823.56	2,750.00	0.0%
5220110 · Admin & Office Supplies	14,500.00	7,115.96	14,500.00	0.0%
5220130 · Copier Lease & Printing	7,275.00	3,059.53	7,275.00	0.0%
5220215 · Pool Maintenance	15,000.00	6,929.64	15,000.00	0.0%
5220310 · Land & Buildings Maintenance	16,000.00	5,523.16	16,000.00	0.0%
5220710 · Pool Chemicals	14,000.00	5,933.95	14,000.00	0.0%
5220819 · Rec Program Supplies & Services	142,550.00	67,230.35	142,550.00	0.0%
5220825 · Uniforms & Apparel	1,500.00	124.65	1,500.00	0.0%
5220826 · Vending Supplies	4,000.00	7,192.33	4,000.00	0.0%
5220827 · Janitorial Supplies	15,000.00	3,326.10	15,000.00	0.0%
5220910 · Capital Outlay - Improvements	51,000.00	0.00	16,500.00	-67.65%
5220916 · Capital Outlay - New Equipment	11,000.00	0.00	8,000.00	-27.27%
5220920 · Capital Reserves Designation	10,500.00	0.00	10,500.00	0.0%
<b>Total Expenditures</b>	<b>1,772,537.00</b>	<b>1,285,809.31</b>	<b>1,746,935.00</b>	<b>-1.44%</b>
<b>Net Gain/Loss</b>	<b>10,442.00</b>	<b>271,744.62</b>	<b>9,374.00</b>	<b>-10.23%</b>

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Fire Dept			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	651,560.00	372,648.08	680,200.00	4.4%
4110111 · PropTax - Admin Fee (Contra)	-9,100.00	-4,433.57	-9,500.00	4.4%
4110115 · PropTax - Unitary	3,640.00	0.00	3,800.00	4.4%
4110120 · PropTax - Current Unsecured	10,556.00	10,921.63	11,020.00	4.4%
4110140 · ERAF - Excess	60,060.00	49,962.45	62,700.00	4.4%
4110145 · ERAF - PY/Reverse	4,914.00	13,229.62	5,130.00	4.4%
4110210 · PropTax - Supplemental Current	12,376.00	3,843.26	12,920.00	4.4%
4110215 · PropTax - Supplemental Unsecure	182.00	216.93	190.00	4.4%
4110225 · PropTax - Supplemental Redempt	364.00	307.18	380.00	4.4%
4110510 · PropTax - Prior Unsecured	364.00	574.08	380.00	4.4%
4120610 · Special Tax Assessment	1,206,356.00	663,976.29	1,257,920.00	4.27%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-1,983.11	-3,600.00	0.0%
4220115 · Building Plan Review	7,500.00	4,953.00	7,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	9,100.00	531.19	9,500.00	4.4%
4410127 · Interest- ERAF Co. Pooled		27.86		0.0%
4511210 · HOPTR	2,730.00	410.32	2,850.00	4.4%
4631145 · Service Contract Revenue	97,087.00	86,515.00	100,214.00	3.22%
4640321 · CSA 13 Contract Rev	623,916.00	319,029.00	660,566.00	5.87%
4710631 · Paramedic Reimbursement	33,000.00	0.00	34,000.00	3.03%
4710642 · Miscellaneous Rev	500.00	4,867.22	500.00	0.0%
<b>Total Revenue</b>	<b>2,711,505.00</b>	<b>1,525,596.43</b>	<b>2,836,670.00</b>	<b>4.62%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	916,830.00	607,751.35	977,710.00	6.64%
5110310 · Acting Pay	10,000.00	2,471.16	10,000.00	0.0%
5110313 · Holiday Pay	37,677.00	28,072.08	40,470.00	7.41%
5110319 · FLSA Pay	22,616.00	9,567.04	24,037.00	6.28%
5120110 · Overtime Pay	100,000.00	245,868.83	100,000.00	0.0%
5130120 · Benefits - Group Medical	347,272.00	260,407.48	364,682.00	5.01%
5130130 · OPEB Trust Contribution	54,000.00	36,000.00	54,000.00	0.0%
5130510 · PERS - Pension	550,377.00	499,679.45	607,060.00	10.3%
5140115 · Workers Comp Ins.	82,536.00	76,662.13	95,831.00	16.11%
5140116 · 4850 Reimbursements (Contra)		-6,856.24		0.0%
5140130 · Physician Services	1,830.00	1,711.00	1,830.00	0.0%
5140140 · Social Security & Medicare	83,165.00	63,448.08	88,145.00	5.99%
5140145 · Unemployment Ins.	1,540.00	989.18	1,540.00	0.0%
5210120 · Consultant Fees	7,500.00	2,175.00	7,500.00	0.0%
5210122 · Marketing	900.00	108.00	900.00	0.0%
5210128 · Fingerprinting/Background	500.00	0.00	500.00	0.0%
5210131 · Legal Services	10,000.00	2,700.75	10,000.00	0.0%
5210146 · Indep. Contractor Fees	104,230.00	0.00	107,357.00	3.0%
5210210 · Audit & Accounting	7,000.00	6,400.00	7,000.00	0.0%

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Fire Dept			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
5210230 · Payroll Service Fees	5,200.00	3,996.21	5,200.00	0.0%
5210525 · Insurance - General	19,660.00	17,182.70	19,660.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	8,150.00	4,191.61	8,150.00	0.0%
5210810 · Utilities - Gas & Electric	12,500.00	6,258.80	12,500.00	0.0%
5210815 · Garbage Removal	3,400.00	1,733.39	3,400.00	0.0%
5210835 · Utilities - Water & Sewer	8,100.00	3,622.38	8,100.00	0.0%
5210910 · Maint. - Vehicles	16,000.00	11,214.30	16,000.00	0.0%
5210920 · MERA Operating	19,086.00	19,086.00	19,086.00	0.0%
5211140 · Vegetation Management	10,000.00	0.00	10,000.00	0.0%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	10,000.00	880.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,600.00	192.43	1,600.00	0.0%
5211330 · Memberships & Dues	4,300.00	7,099.52	4,700.00	9.3%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211610 · County-Wide Fees	10,990.00	5,084.11	10,990.00	0.0%
5211710 · Long Term Debt - Principal	39,712.00	39,702.81	39,125.00	-1.48%
5211715 · Long Term Debt - Interest	4,837.00	4,845.68	3,628.00	-24.99%
5220110 · Admin & Office Supplies	5,700.00	1,728.70	5,700.00	0.0%
5220130 · Copier Lease & Printing	1,915.00	1,441.95	1,915.00	0.0%
5220210 · Equip. Maintenance/Replacement*	17,100.00	2,256.02	17,100.00	0.0%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	10,000.00	6,545.53	10,000.00	0.0%
5220610 · Gasoline/Fuel	500.00	224.87	500.00	0.0%
5220810 · Miscellaneous Supplies	21,000.00	4,124.36	21,000.00	0.0%
5220825 · Uniforms & Apparel	9,600.00	4,315.99	9,600.00	0.0%
5220827 · Janitorial Supplies	2,000.00	0.00	2,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	0.00	10,000.00	0.0%
5220916 · Capital Outlay - New Equipment	33,000.00	36,235.44		-100.0%
5220920 · Capital Reserves Designation	75,000.00	0.00	75,000.00	0.0%
<b>Total Expenditures</b>	<b>2,701,223.00</b>	<b>2,019,118.09</b>	<b>2,827,416.00</b>	<b>4.67%</b>
<b>Net Gain/Loss</b>	<b>10,282.00</b>	<b>-493,521.66</b>	<b>9,254.00</b>	<b>-10.0%</b>

**Marinwood Community Services District**  
**FY 2022-2023 BUDGET**  
**DRAFT**

	Streetlights			
	21/22 Budget	Actuals* 2/28/2022	22/23 Budget	% Change in Budget
<b>Revenue</b>				
<b>4120610 · Special Tax Assessment</b>	24,225.00	13,323.75	24,225.00	0.0%
<b>4120611 · Special Tax- Admin Fee (contra)</b>	-100.00	-40.25	-100.00	0.0%
<b>Total Revenue</b>	<u>24,125.00</u>	<u>13,283.50</u>	<u>24,125.00</u>	<u>0.0%</u>
<b>Expenditures</b>				
<b>5210825 · Utilities - Street Light Elec.</b>	19,000.00	13,141.86	19,000.00	0.0%
<b>5210915 · Maint. - Streetlights</b>	4,625.00	2,299.12	4,625.00	0.0%
<b>5211610 · County-Wide Fees</b>	500.00	500.00	500.00	0.0%
<b>Total Expenditures</b>	<u>24,125.00</u>	<u>15,940.98</u>	<u>24,125.00</u>	<u>0.0%</u>
<b>Net Gain/Loss</b>	<u><u>0.00</u></u>	<u><u>-2,657.48</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** March 8, 2022  
**Re:** Pay Scale Wage Adjustments for Non-Represented Staff

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Directors,

As this is not an action item on this meeting's agenda, there are no formal actions to be taken by the Board at this time. This information is presented for the Board's consideration with the creation of FY 22/23 budget and intended to be effective at that time accordingly.

At the February 2022 board meeting, staff informed the Board of Directors of the need to review and potentially adjust the current pay schedule wages for the majority of non-represented positions serving our Park and Recreation Departments. The Board was further informed that the District does not have a regular procedure and anticipated timing for such reviews to occur at pre-defined intervals (annually, bi-annually, etc.). As such, it was also recommended the Board consider implementing a regular timing interval for the pay schedule wage review process.

While Marinwood CSD has historically offered amongst the lowest wages at all positions across the agency when viewed against comparable agencies and positions, the lack of a regular pay schedule review process has caused District pay schedules to fall even farther behind. This has presented an increasing challenge in not only the recruitment of qualified applicants for open positions, but has also raised significant concern in regards to retaining the skilled and dedicated staff whom we are fortunate to currently have serving our community.

In an effort to address the immediate need for a review and adjustment of pay schedule wages, staff has compiled relevant information to the extent possible. It should be noted, while staff attempted to identify comparable positions and wages, this is not an *apples to apples* comparison. Marinwood CSD is fairly unique in that while we do represent one of the smaller agencies in our region in regards to financial resources available, the offerings provided by our Recreation Department rival those of much larger agencies in terms of scope and individuals served. Our Parks Maintenance staff perform a wide range of duties that are often performed by specialized employees or focused individual departments within the comparable agencies. Due to our much lower total staffing numbers offering comparable services to our much larger counterparts, all full-time employees must wear multiple hats requiring a wide variety of skills on any given day. In short, our staff must consistently find a way to do more with less.

## **Parks Maintenance:**

In 2014, in an effort to address financial concerns the District was facing at the time, Marinwood's parks maintenance staff was reduced by 40% including the elimination of the Park Maintenance Director position. While the maintenance of various medians, berms, and walkways throughout the District was contracted out following this staffing reduction, the overall workload for the remaining 3 staff members has increased in the years since, especially in light of the District's aging infrastructure.

With a maintenance purview that includes a community center and fire department, pool complex, tennis courts, 3 parks and playgrounds, a creek, and over 800 acres of open space, our maintenance workers must be jacks of all trades. In any given week our maintenance staff could be

painting, landscaping, replacing irrigation, adjusting pool chemistry, performing creekbank restoration, repairing bathroom fixtures and plumbing, removing trail hazards, doing janitorial work, removing graffiti, replacing playground parts, operating heavy equipment and a variety of other tasks. Our maintenance workers, therefore, must possess an especially wide-ranging and diverse knowledge of skilled trades involved with land and building maintenance.

The chart below shows the current base salary pay schedule for our park maintenance position as well as the current base salary pay schedule for similar positions in the area:

<b><u>Maintenance Worker II</u></b>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		A	B	C	D	E	EE (10 Yrs)	
<b>Marinwood</b>	<b>Monthly:</b>	<b>3789</b>	<b>3978</b>	<b>4177</b>	<b>4386</b>	<b>4605</b>	<b>4835</b>	
	<b>Annual:</b>	<b>45,468</b>	<b>47,736</b>	<b>50,124</b>	<b>52,632</b>	<b>55,260</b>	<b>58,020</b>	
San Rafael	Monthly:	5176	5435	5707	5992	6292		
	Annual:	62,112	65,220	68,484	71,904	75,504		
Novato	Monthly:	4499	4724	4960	5208	5469		
	Annual:	53,988	56,688	59,520	62,496	65,628		
Marin County	Monthly:	6028				6582		
	Annual:	72,336				78,984		
Sonoma County	Monthly:	4963	5212	5472	5746	6033		
	Annual:	59,556	62,544	65,664	68,952	72,396		
Tamalpais CSD	Monthly:			6628				
	Annual:			79,536				
Mill Valley	Monthly:	4269	4482	4705	4938	5186	5446	5720
	Annual:	51,228	53,784	56,460	59,256	62,232	65,352	68,640
Corte Madera	Monthly:	4962	5210	5470	5744	6032		
	Annual:	59,544	62,520	65,640	68,928	72,384		
San Anselmo	Monthly:	4903				5959		
	Annual:	58,836				71,508		
Ross	Monthly:	4940	5187	5447	5719			
	Annual:	59,280	62,244	65,364	68,628			

As illustrated in the chart above, the top level of the District's pay schedule (achieved in the 10<sup>th</sup> year of employment) is lower than the entry level of similar positions for all but two (2) of the comparable agencies. The current pay schedule for this position as well as both a 5% and 10% increase adjustment is represented in the following chart:

**Maintenance Worker II**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yrs)
<b>Current</b>	<b>Monthly:</b>	<b>3789</b>	<b>3978</b>	<b>4177</b>	<b>4386</b>	<b>4605</b>	<b>4835</b>
	<b>Annual:</b>	<b>45,468</b>	<b>47,736</b>	<b>50,124</b>	<b>52,632</b>	<b>55,260</b>	<b>58,020</b>
5% increase	Monthly:	3978	4177	4386	4605	4835	5077
	Annual:	47,741	50,123	52,630	55,264	58,023	60,921
10% increase	Monthly:	4168	4376	4595	4825	5066	5319
	Annual:	50,015	52,510	55,136	57,895	60,786	63,822

While a “5% increase” sounds substantial, when this is factored into the relatively low current pay schedules the actual impact is minimal and keeps the position pay schedule substantially below other local and similar positions.

As illustrated, even a 10% increase keeps the position's pay schedule at the bottom of the comparable agencies. However, it does bring it much closer to the other agencies, hopefully allowing it be a more competitive offering for both potential qualified candidates as well as the skilled and dedicated staff currently employed.

Given the above information, staff recommends the Board consider implementing a 10% pay schedule adjustment for the Parks Maintenance position to be applied to all steps as listed above. For reference, applying a 10% wage adjustment for this position would result in a fully burdened impact of approximately \$21,200 to the FY22-23 operating budget assuming current staffing.

**Recreation Dept Positions:**

Despite the tremendous output of our Recreation Department in terms of classes, programs, camps and pool operations, the entire department is staffed with only four (4) dedicated\* full-time positions. (*\*The Recreation Director position is also responsible for the management of our Park Maintenance Department.*)

Given the varying degree of tasks and responsibilities from agency to agency, comparing these specific positions to those of similar position titles found within other agencies makes comparing pay schedule wages a less reliable and informative exercise. As such, this level of comparative analysis has been omitted for this purpose. However, staff did perform this research to the best of their ability and found similar results to that of our park maintenance staff. The top end of the District's respective pay schedules were found to be lower, and in many cases significantly lower, than the entry wages of most comparable positions at other agencies.

**Senior Administrative Assistant:**

This position serves the Recreation Department in a variety ways including management of the program registration software, creation of the semi-annual Marinwood Review catalog, tracking all program registration payments including preparing reports for data entry into our accounting system and revenue deposits into our general fund, assisting with the preparation and implementation of special events, managing the District's website and various social media platforms, performing customer service, maintaining needed office supplies, and assisting with a multitude of other needs.

This position last received a pay schedule wage adjustment in 2017 in the amount of 2%, with 2014 being the next most recent adjustment. The current pay schedule for this position as well as a 5% increase adjustment is represented in the following chart:

**Senior Administrative Assistant**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yrs)
<b>Current</b>	<b>Monthly:</b>	<b>4312</b>	<b>4527</b>	<b>4753</b>	<b>4991</b>	<b>5241</b>	<b>5503</b>
	<b>Annual:</b>	<b>51,744</b>	<b>54,324</b>	<b>57,036</b>	<b>59,892</b>	<b>62,892</b>	<b>66,036</b>
5% increase	Monthly:	4527	4753	4991	5241	5503	5778
	Annual:	54,324	57,036	59,892	62,892	66,036	69,338

Staff recommends the Board consider implementing a 5% pay schedule adjustment for the Senior Administrative Assistant position to be applied to all steps as listed above. For reference, applying a 5% wage adjustment for this position would result in a fully burdened impact of approximately \$3775 to the FY22-23 operating budget.

**Recreation Supervisor:**

This position has the primary responsibility of managing all pool operations including but not limited to the recruitment, hiring, training and supervision of seasonal pool staff in addition to being a Red Cross certified CPR and Lifeguard Training Instructor. This position also performs regular pool maintenance needs. The Recreation Supervisor is also responsible for the coordination of all Adult Programs, including marketing, outreach and identifying qualified independent contractors, as well as the management and coordination of select special events. Furthermore, this position assists with minor facility maintenance needs, customer service, program participant registration, annual budget creation for their respective functions and a variety of other tasks as needed.

This position last received a pay schedule wage adjustment in 2021, however, this was due to the DOL increase in the salary threshold required to maintain FLSA exempt status. At that time, the respective pay schedule was adjusted to the minimum amount needed to reach this threshold with Step B (2021 threshold) & Step C (2022 threshold). With that, however, the pay schedule was also adjusted for Steps D – EE in a manner that represented less than the standard 5% increase allocated between steps as occurs in all other respective position pay schedules. The current pay schedule for this position as well as an adjustment needed to bring Steps D – EE in alignment with the standard 5% increase from the prior Step level are represented in the following chart:

**Recreation Supervisor**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yrs)
<b>Current</b>	<b>Monthly:</b>	<b>4625</b>	<b>4855</b>	<b>5200</b>	<b>5356</b>	<b>5517</b>	<b>5793</b>
	<b>Annual:</b>	<b>55,494</b>	<b>58,261</b>	<b>62,400</b>	<b>64,272</b>	<b>66,206</b>	<b>69,514</b>
5% Step Model (Steps D - EE)	Monthly:	4625	4855	5200	5460	5733	6020
	Annual:	55,494	58,261	62,400	65,520	68,796	72,236

Staff recommends the Board consider implementing the “5% step model” pay schedule adjustment for the Recreation Supervisor position to be applied to Steps D – EE as listed above (*Note: Step B to Step C represent a 7% increase in accordance with the exempt salary threshold increase that occurred from 2021 to 2022*). It should be noted that this adjustment will have minimal impact to the FY 22/23 operating budget as the current employee in this position will be at Step C for the majority of 22/23 fiscal year which does not change in the models presented above.



#### Assistant Recreation Director:

This position was created in 2018 resulting in the elimination of an existing Recreation Supervisor position due in large part to the heightened responsibilities and workload assigned to this role. The Assistant Recreation Director has the primary responsibility of managing all youth programs including traditional summer camps and specialty camps as well as the management and supervision of the school year morning preschool program and the afterschool program. Tasks involved with these responsibilities include but are not limited to the recruitment, hiring, training and supervision of over 150 seasonal staff as well as being a Red Cross certified CPR and Lifeguard Training Instructor, identifying independent contractors for specialty camps and coordinating summer camp field trips. Additionally, this position is responsible for managing all school break camps and coordinating the Fall Harvest Fest and Winter Fest community events. This position also assists in annual budget creation for their respective functions. Furthermore, this position is relied upon to provide leadership and guidance in the absence of the Recreation Director.

This position has not received a pay schedule adjustment since it's creation in 2018. At that time, the pay schedule represented a 15% difference in pay between the Assistant Recreation Director position and the Recreation Supervisor position in recognition of the added responsibilities and workload between the two respective positions. However, since that time and due to the need to increase the Recreation Supervisor pay schedule to comply with FLSA exempt salary thresholds, the difference in pay schedules between the two positions has been reduced significantly to the point of being nearly identical with the exception of the top two steps where a 3% difference currently exists.

The current pay schedule for this position as well as adjustments needed to bring this position to both 5% and 10% above the Recreation Supervisor position are represented in the following chart:

<u>Assistant Recreation Director</u>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yrs)
<b>Current</b>	<b>Monthly:</b>	<b>4664</b>	<b>4897</b>	<b>5142</b>	<b>5399</b>	<b>5669</b>	<b>5952</b>
	<b>Annual:</b>	<b>55,973</b>	<b>58,760</b>	<b>61,714</b>	<b>64,792</b>	<b>68,037</b>	<b>71,427</b>
5% above Rec Supervisor	Monthly:	4856	5098	5460	5733	6020	6321
	Annual:	58,275	61,173	65,520	68,796	72,236	75,848
10% above Rec Supervisor	Monthly:	5088	5341	5720	6006	6306	6622
	Annual:	61,050	64,086	68,640	72,072	75,676	79,459

Staff recommends, at a minimum, the Board consider implementing the "5% above Rec Supervisor" pay schedule for FY 22/23 and implementing the "10% above Rec Supervisor" pay schedule for FY 23/24. However, staff also supports implementing the "10% above Rec Supervisor" pay schedule for FY 22/23. For reference, applying the 5% wage adjustment for this position would result in a fully burdened impact of approximately \$4972 to the FY22-23 operating budget while the 10% wage adjustment for this position would result in a fully burdened impact of approximately \$9035 to the FY22-23 operating budget.

#### Recreation Director:

This position has the primary and unique responsibility of managing all functions of the Recreation Department and the Park Department in a hands-on manner while also serving as the direct supervisor to all respective full-time staff of both departments (*The responsibility for management of the Park Department was assigned to this position with the elimination of the Park Maintenance Director position in 2014*). This position plays a key role in assisting with the creation of the annual

budget for both departments. The Recreation Director also serves as the primary District representative to several partner agencies and contracted vendors. Furthermore, the Recreation Director is responsible to ensure that all functions of both departments are operating in compliance with a multitude of various legal regulations.

This position last received a pay schedule wage adjustment in 2014 of 15%, due mainly to being assigned responsibility for management of the Park Department. The current pay schedule for this position as well as a 5% increase adjustment is represented in the following chart:

<b><u>Recreation Director:</u></b>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yrs)
<b>Current</b>	<b>Monthly:</b>	<b>6548</b>	<b>6876</b>	<b>7220</b>	<b>7581</b>	<b>7960</b>	<b>8358</b>
	<b>Annual:</b>	<b>78,576</b>	<b>82,512</b>	<b>86,640</b>	<b>90,972</b>	<b>95,520</b>	<b>100,296</b>
5% increase	Monthly:	6875	7219	7580	7959	8357	8775
	Annual:	82,505	86,630	90,962	95,510	100,285	105,299

Staff recommends the Board consider implementing a 5% pay schedule adjustment for the Recreation Director position to be applied to all steps as listed above. For reference, applying a 5% wage adjustment for this position would result in a fully burdened impact of approximately \$5730 to the FY22-23 operating budget.

In conclusion, should all of the recommended pay schedule wage adjustments be implemented, the total burdened impact to the FY 22/23 operating budget would be approximately \$35,677 (or \$39,740 depending on the model considered for the Assistant Recreation Position). It would also positively impact the wages of six (6) current dedicated employees as well as one (1) hopefully soon to be hired dedicated employee.

Staff recommends the Board consider all of the recommendations presented in regards to the needed pay schedule wage adjustments and direct staff to incorporate these adjustments into future budget drafts for FY 22/23. Should the budget show that the District is indeed able to accommodate these pay schedule wage adjustments, they will be incorporated into the annual approval of the District Pay Schedule to be formally approved by the Board in June 2022 with an effective date of July 1, 2022.

District Manager Report  
March 8, 2022  
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.

**Play Structure Replacement Project:**

I was recently contacted by representatives of the Kelly's Wishes Foundation expressing their desire to provide a generous donation towards the play structure replacement project. Kelly's Wishes was established by the Case Family, long-time Marinwood residents and positive community activists, in honor and memory of family member Kelly Case who tragically passed away at much too young of an age. The Case Family have an amazing legacy of being actively involved in supporting our community, including serving on Marinwood Commissions and the Board through multiple generations, as evidenced by current Board member Chris Case and his father and past Board member Cameron Case. Making this donation even more special and humbling was the acknowledgement from the Case Family that this specific donation would be the final donation of the Kelly's Wishes Foundation as they have decided the time is right to dissolve the Foundation. We are deeply honored to be the final beneficiaries of a Foundation that has contributed to so many wonderful and impactful causes.

**Park Maintenance Facility:**

We are nearing the end of construction for the Park Maintenance Facility. All plumbing and electric have been installed and are working properly and the cement flooring has been sealed. Final items remaining are the installation and testing of the fire and smoke alarm monitoring system, arrival and installation of the exterior doors and minor remaining trim work. If it weren't for various supply chain challenges beyond any of our control, the facility would have been completed by now. Once completed we will conduct our final punch list walkthrough with the contractor. Otherwise, the facility is looking fantastic and we have received several supportive compliments from various residents and passersby.

Unfortunately, we still have not been able to complete the bid package for the exterior courtyards by this time as hoped due to other factors. Staff will continue to work with the project architect as a priority item to have this completed and issued as soon as possible.

**Miller Creek Trail:**

As of the time of this writing I have yet been able to discuss the trail feasibility report and associated costs with the developer of the planned senior living center. This is not due to lack of trying. I did speak briefly with the developer shortly after last month's board meeting only to learn he never received the report that was emailed to him a couple weeks prior. The report was resent to him and he acknowledged receipt with the understanding that he will review and arrange a time to discuss at his earliest opportunity.

**Cellular Coverage Concerns:**

With the assistance of Mary Sackett, Aide to Supervisor Damon Connolly, we continue to make gradual headway in addressing the lack of cellular coverage concerns with the major carriers, primarily AT&T and Verizon. One positive note in this effort is learning about AT&T's FirstNet program in partnership with the federal government. FirstNet is a public/private initiative involving a dedicated cellular network exclusive to emergency response providers. While I'm not sure if such a system is appropriate for our agency, Chief White and I have briefly discussed and will continue to explore the feasibility.

*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 1, 2022**

**Time and Place:** 7:00PM Via Teleconference

**Present:**

Commissioners: Tom Elsbree, Pascal Karsenti, Ron Marinoff, John Seratt

Absent: Chair Steve Farac, Greg Stilson (CSA 13 Alternate)

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Darin White

Board: Kathleen Kilkenny

Farac called the meeting to order at 7:02 PM.

**1. Agenda**

No edits were requested by Commissioners. Vice-Chair Karsenti adopted the agenda as presented.

**2. Public Comment on Non-Agenda Items**

No comments from the public were received.

**3. Commissioner Items of Interest**

- Commissioner Elsbree requested an update on the concerns presented regarding the eucalyptus trees in Miller Creek Road median between Las Gallinas Ave and Marinwood Dr.

**4. Draft Minutes of February 1, 2022 Fire Commission Meeting**

M/s Karsenti/Seratt to approve Draft Minutes of February 1, 2022 Fire Commission Meeting as presented. Ayes: Elsbree, Karsenti, Marinoff, Seratt. Nays: None. Absent: Farac. Motion carried.

**5. Chief Officer Report and Activity Summary**

Commission received Chief Officer Report and Activity Summary.

**6. Requests for Future Agenda Items**

- None

The meeting was adjourned at 7:38 PM.

Eric Dreikosen



**To:** Marinwood Board of Directors

**From** Darin White, Fire Chief

**Date:** March 8, 2022

**Re:** Fire Department Update

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### **Marin Wildfire Prevention Authority-Vegetation Management**

The Workplan Ad Hoc Committee met in early March and the OPS Committee will report out on those items during their OPS Committee's March 15, 2022, meeting. The Vegetation Management Specialist Ad Hoc Committee is transitioning into becoming The Finance/Budget Ad-Hoc Committee with the recommended addition of another city leader. As such, Mr. Dave Donnery has been invited to join the Finance Ad Hoc Committee.

This year the OPS Committee is evaluating which of the bigger projects need to begin to receive attention and resources. In addition, there is focused messaging on ensuring community members view our communities as Wild Fire Adaptive Communities and a clear move away from terms such as "Fire Season". Given climate change, drought like conditions, and water supply concerns, we must now alter our view of the risk to become a year-round and ongoing concern.

As roadside work continues there is a recognition of the value and importance of this work while eventually transitioning into work that is more complex and may require more environmental compliance criteria to meet. The Ad Hoc Committee is evaluating the JPA's Countywide tentative list of projects and the Advisory Technical Committee will be estimating costs for the projects and their implementation. Once this is known we will have a better idea of the available funding that will be provided to each agency for their CORE allocation. There is also a strong desire to expand the countywide home hardening and defensible space capabilities by making it easier to give grant money to applicants. A Vegetation Management Specialist will be hired from the Chipper Program budget to help administer the Chipper program. Timelines for the FY 2022-23 Workplan include review of the proposed Workplan in April and holding open public discussion shortly thereafter. The Workplan will be presented to the Board of Directors in May for their approval.

### **Guidelines/COVID-19:**

Effective, Thursday February 10, 2022, and as per the Marin County Public Health Order which applies to Law enforcement, Fire, and EMS personnel who are required to work in high-risk settings and/or come into close contact with others who do, unvaccinated and unboosted members are required to test twice weekly as per the Order. All members must attest to their vaccination status no later than March 1, 2022. The County Public Health Order mandates that all members be fully vaccinated and boosted no later than April 15, 2022. Members with religious or medical opposition to vaccination may be allowed to submit for an accommodation, however, the mandate is very clear and it is not clear if accommodations can be made for a single member, or dozens within a given agency.

The Marin County Fire Chiefs Association has drafted a letter seeking to have the deadline extended to allow for further discussion and consideration of the Order's necessity given that masking restrictions have been lifted at the State level, and the Omicron infection rates have dropped. On Tuesday February 15, Dr. Lisa Santora fielded many questions and frustration from fire department and some law enforcement employees. In summary, the County Public Health Order is being implemented now to prevent a future variant and infection rates from adversely impacting first responder health, well-being, staffing levels, and ability to provide essential services to the communities we serve. Almost all County public safety agencies are in discussions with bargaining units about the impacts of the order (at least those who are representing unvaccinated members).

## **Vaccination**

Multiple coronavirus vaccines and drugs are being developed and tested and are making their way into different countries as they fight against COVID infection, including the United States where some companies are seeking FDA approval.

Sanofi has produced a protein-based vaccine candidate, which reportedly provides robust immune responses in their clinical trials. The vaccination is reported to be 75% effective against moderate or severe COVID-19 disease; and 57.9% effective against any symptomatic COVID-19 disease.

This vaccine can also be used as a booster for other vaccines, including the Pfizer and Moderna mRNA vaccines. In participants who had received their initial and second doses of an mRNA the Sanofi-GSK booster vaccine produced a significant increase in neutralizing antibodies of 18- to 30-fold.

Pfizer is testing a drug that is reported to be approximately 89% effective in reducing hospitalizations and deaths and Merck has a drug that has been shown to be effective in reducing the risk of severe symptoms and death by 50%. These drugs are designed to be used by people who are showing mild to moderate symptoms of infection (and taken within the first few days of the disease's infection). They work by preventing the COVID's protein from replicating and binding with human cells. It is reported that the population of fully vaccinated individuals over the age of 18 is approximately 72%. This percentage is insufficient to support "herd immunity" and the longer we hover at or below that number, the likelihood is that herd immunity is not achievable. 90% plus is estimated to be the target range for herd immunity to have a chance to occur.

## **Public Education/Service**

I am happy to announce that American Red Cross has resumed its Sound The Alarm, Save a Life, smoke detector distribution and installation program. During the pandemic, the American Red Cross had suspended its in person/in-home site visits. Recently, the Fire Department received several smoke detectors to launch its participation in this community risk reduction program. Members are asked to complete related forms which will be used to account for the statistics and demographics involved with servicing our vulnerable communities. Additionally, the image and content in the photo on page 3 are available as handouts for interested members of the public who would like American Red Cross personnel to assist them or those they know, with Smoke alarm installation.

In a home fire,  
can your family  
safely escape in  
just 2 minutes?



**Home fires claim seven lives every day, but together we can help change that.**

The Red Cross is offering **FREE** smoke alarm installations and home fire safety information in MARIN County.



To sign up for a **FREE** smoke alarm:

- Scan the QR code
- Visit: <https://bit.ly/MarinRedCrossSmokeAlarms>
- Call (415) 721-2365, option 7

*Please include your county of residence, phone number and email address.*

Join our national movement and pledge to keep your family safe against home fires.

**Learn more about *Sound the Alarm*:  
[SoundTheAlarm.org](https://SoundTheAlarm.org)**



## Marinwood Fire Department Statistics: February 2022

The Marinwood Fire Department responded to 98 emergency calls in February 2022. A little under two-thirds of the calls were medical incidents; two involved a suspected or confirmed COVID-19 case. The department did not respond to any fires during the month.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	11	6	0	0	2	N/A	0	19
CSA 13	3	3	1	0	0	N/A	0	7
Old JPA (Mont Marin)	5	1	0	0	0	N/A	0	6
New JPA (East of 101)	24	1	3	0	0	N/A	0	28
SR Mutual Aid	6	13	0	0	2	1	0	22
MC JPA	4	3	0	0	0	N/A	0	7
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	1	1	0	0	0	1	0	3
<b>Total number</b>	<b>54</b>	<b>28</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>92</b>
<i>Percentage of total</i>	<i>58.7%</i>	<i>30.4%</i>	<i>4.3%</i>	<i>0.0%</i>	<i>4.3%</i>	<i>2.2%</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): n/a

Average response time for Engine 58:	6 minutes, 10 seconds
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## **RECREATION**

### Spring/Summer Catalog

The Spring/Summer issue of the Marinwood Review arrived on Friday, February 18<sup>th</sup> and was mailed to around 19,000 local homes and businesses. Class registrations and summer camp inquiries immediately came pouring in. The Marinwood Review continues to be the cornerstone of our annual marketing approach, which we supplement with social media posts, online advertisements, flyers, banners, signs, and email blasts.

### Pool Season and Summer Camp Anticipation

Following the release of the Marinwood Review, inquiries about our summer camps, pool season, and other summer programs have been steadily pouring in. Based on these as well as the number of new customers that have signed up for online registration accounts, we expect the demand for summer camps and pool programs to be high.

Summer Camp Registration will open to Marinwood residents on Monday, March 14<sup>th</sup> and to the everyone on Thursday, March 17<sup>th</sup>.

### Waterdevils Swim Team

The Waterdevils season commenced on Monday, February 28<sup>th</sup>. It was great to see the kids, parents, and coaches back out on the pool deck. I want to thank Recreation Supervisor John Paul Kessler for putting countless hours in getting the facility cleaned, organized, and ready for the start of the swim team season.

### Pool Season

Pool memberships have been steadily coming in this past few weeks and it has been fun to catch up with several of our veteran pool members. The pool season opens on Monday, April 4<sup>th</sup> at which time we will begin offering adult lap swim, tot pool hours, recreation swim 7 days per week, private swim lessons and pool party rentals on the weekends, and lifeguard training classes on various weekends throughout the spring.

### Upcoming Events

- Raise a Glass – Saturday, March 5<sup>th</sup>
  - New this year, we are excited to be offering non-alcoholic wine tasting options
- Spring Art Show – Saturday, April 23<sup>rd</sup>
- Music in the Park Series – 4 Fridays in summer; details TBD

### California Parks & Recreation Society Conference & Expo

The recreation staff will be attending the 2022 CPRS Conference & Expo taking place March 8<sup>th</sup> – 11<sup>th</sup> in Sacramento. Throughout the conference staff will participate in educational sessions, workshops, trainings, and symposiums on a wide variety of parks and recreation-relevant topics. The conference is a terrific opportunity to learn about new recreation programs, services, and products; acquire new strategies and techniques for improving our programs, staffing, training, and marketing; and gain a fresh perspective on how best to serve our community. I look forward to reporting back on what we learned.

## **PARKS & BUILDING MAINTENANCE**

### Parking Lot

This past month staff completed work relandscaping the area around the parking lot, removing old brush and weeds, and adding a header board, weed barrier, and woodchips. Besides making the area look much better, these efforts will greatly reduce weed growth in the area and cut down on weed whacking hours.

### Pool

In preparation for the pool season, staff has repainted the two pool bathrooms as well as the park bathroom, replaced some fence coverings, reorganized the pool equipment room, checked all equipment, and repaired some of the plumbing in the bathrooms and shower. We will also be getting some concrete patched and replaced around the tot pool, as well as having some of the cracks around the main pool resealed.

### Graffiti

On Friday, February 25<sup>th</sup> staff received a report of several instances of graffiti on trees along the panhandle path. After documenting the vandalism and filing a police report, staff spent multiple hours working to remove as much of the graffiti as possible. They were thankfully able to get most of the graffiti off and greatly reduce the visibility of the more stubborn areas.

### Irrigation Replacement

This past week the staff began replacing the valves in 3 stations in the main park that were found to be leaking and/or broken before the water was shut off last fall. Once this work is completed, staff will perform our pre-season irrigation inspection, checking all controllers, valves, sprinklers, and drip lines, and making any necessary adjustments and repairs ahead of the irrigation season.

### Daily/Weekly Duties:

- Clean and restock Community Center building and park bathroom
- Blow/rake leaves around community center
- Empty garbage and dog waste receptacles in 3 parks and at trailhead
- Mow lawns in 3 parks and pool
- Irrigation inspection in 3 parks
- Check 3 playgrounds for graffiti and hazards
- Check and adjust pool chemistry/equipment