

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

## Tuesday – August 8, 2023 – 7:30 PM

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

**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 shall indicate their desire to speak. 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</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of July 11, 2023 b. Bills Paid Nos. 7482 – 7590	Approve
<b>D.</b>	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>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 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. Fiscal Year 2022-2023 Year-End Profit & Loss Financial Statements (Pre-audit)	Review
	2. Marin County Grand Jury Report: “Build More ADU’s – An Rx to Increase Marin’s Housing Supply” Approve and Authorize District Manager to Submit Response on Behalf of Marinwood CSD	Approve
	3. District Manager Report	Review
<b>F.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Draft Minutes of Fire Commission Meeting of August 1, 2023	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 – September 12, 2023</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

# Marinwood Community Services District

## Draft Minutes of Board of Directors Meeting Tuesday – July 11, 2023

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

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

**Present:**

Board Members: President Sivan Oyserman, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Administrative Assistant Tiffany Combrink.

**Absent:** Director Chris Case

**A. Call to Order**

Board President Oyserman called the meeting to order at 7:32pm.

**B. Agenda**

Agenda adopted with item F.1. "Chief Officer Report and Activity Summary (Verbal Report)" omitted.

**C. Consent Calendar**

a. Draft Minutes of Regular Meeting of June 13, 2023

b. Bills Paid Nos. 7389 – 7481

Kilkenny to approve/Ruggeri to second "consent calendar as presented."

Aye: Oyserman, Kilkenny, Ruggeri, Shea. Absent: Case. Motion carried.

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

Board of Directors received public comment regarding

a. Management of public spaces

Recess called by Board President Oyserman at 7:41pm.

Meeting reconvened at 7:45pm.

**E. District Matters**

1. *Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions*

Shea to approve/Kilkenny to second Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions as Proposed

Aye: Ruggeri, Kilkenny, Oyserman, Shea. Absent: Case. Motion carried.

2. *District Manager Report*

Board received District Manager Report

**G. Park and Recreation Matters:**

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- Director Kilkenny would like to discuss staff position title changes, if needed

- Board President Oyserman would like update on firefighter interviews and trail update

- District Manager Dreikosen will provide a review of pre-audit financial statement for FY22-23

**I. Adjourn**

Meeting adjourned at 8:23PM

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 August 8, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7482	7/4/2023	Marinwood CSD	230,211.39	Fire salaries	Fire	5110110	General	31,138.24
				Fire OT	Fire	5120110	General	17,319.60
				Acting Pay	Fire	5110310	General	97.20
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,192.80
				Park hourly	Park	5110210	General	648.00
				Building attendants	Rec	5110210	Building	186.00
				Pool staff	Rec	5110210	Pool	37,080.16
				Swim Team	Rec	5110210	Swim Team	1,265.00
				Aquatics	Rec	5110210	Aquatics	11,057.77
				Summer	Rec	5110210	Summer	91,989.54
				Community	Rec	5110210	Community	180.00
				PR fees	Fire	5210230	General	171.71
				PR fees	Rec	5210230	General	572.90
				PR fees	Park	5210230	General	24.94
				SS + Medicare	Fire	5140140	General	3,987.55
				SS + Medicare	Rec	5140140	General	12,095.31
				SS + Medicare	Park	5140140	General	598.90
				EDU + SUI	Rec	5140145	General	2,256.01
				EDU + SUI	Park	5140145	General	10.37
				Benefits withholding	Park	2120066	General	-1,067.31
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7483	7/4/2023	Marinwood CSD	13,464.24	Retire 06/30/2023	Park	5130510	General	1,552.68
					Rec	5130510	General	2,107.50
					Fire	5130510	General	9,804.06
7484	7/4/2023	Marinwood CSD	46,461.47	Health - July	Park	5130120	General	9,808.22
					Rec	5130120	General	8,362.26
					Fire	5130120	General	28,290.99
7485	7/4/2023	Anne Barrett	292.00	refund summer camp	Rec	4631920	Summer	292.00
7486	7/4/2023	Marinwood Market	3,664.75	camp lunches 06/12-06/16	Rec	5220819	Summer	3,490.75
				MIP 06/24	Rec	5220819	Community	174.00
7487	7/4/2023	Rosalynn Blaisdell	35.37	field trip mileage	Rec	5220819	Summer	35.37
7488	7/4/2023	PG&E	1,906.10	Streelights - June	Streelights	5210825	General	1,906.10
7489	7/4/2023	Safari Encounters	1,800.00	camp entertainment	Rec	5220819	Summer	1,800.00
7490	7/4/2023	Circus of Smiles	800.00	camp entertainment	Rec	5220819	Summer	800.00
7491	7/4/2023	Astro Jump	1,759.00	camp entertainment	Rec	5220819	Summer	1,759.00
7492	7/4/2023	United Coach Tours	9,456.00	summer field trips transport	Rec	5220819	Summer	9,456.00
7493	7/4/2023	Oakland Zoo	2,544.00	summer field trip	Rec	5220819	Summer	2,544.00
7494	7/4/2023	First Foundation Bank	73,655.49	Maintenance facility loan	Park	5211710	General	59,813.11
					Park	5211715	General	13,842.38
7495	7/4/2023	Angeline Saris	1,200.00	MIP 07/07/2023	Rec	5220819	Community	1,200.00
7496	7/4/2023	SDRMA	71,042.72	P/L & Auto FY 23/24	Fire	5210525	General	25,445.20
					Rec	5210525	General	22,317.60
					Park	5210525	General	23,279.92
7497	7/4/2023	SDRMA	165,827.72	WC FY 23/24	Fire	5140115	General	99,164.98
					Park	5140115	General	28,356.54
					Rec	5140115	General	38,306.20
7498	7/10/2023	Chrissy Costello	544.00	Zumba	Rec	5210146	Adult	544.00
7499	7/10/2023	National Academy of Athletic	2,364.00	All Sorts of Sports Camp	Rec	5210146	Summer	2,364.00
7500	7/10/2023	Ann McBride	157.50	Irish Dance	Rec	5210146	Youth	157.50
7501	7/10/2023	Jerry Mehcz	4,838.40	Tennis	Rec	5210146	Tennis	4,838.40
7502	7/10/2023	Mike Schulist	945.00	Jazz Camp	Rec	5210146	Summer	945.00
7503	7/10/2023	Veronika Castello Branco	317.00	refund summer camp	Rec	4631920	Summer	317.00
7504	7/10/2023	Belkorp	61,806.01	Ventrac machine	Measure A	5220910	General	61,806.01
7505	7/10/2023	Mike Della Penna	850.00	camp entertainment	Rec	5210146	Summer	850.00
7506	7/10/2023	A&S Landscape Materials	471.96	sand	Park	5220310	General	471.96
7507	7/10/2023	AFLAC	39.75	disability ins - June	Park	5130120	General	39.75
7508	7/10/2023	Robyn Bruton	98.06	summer supplies	Rec	5220819	Summer	98.06
7509	7/10/2023	Cal West Rentals	520.71	metal detector, excavator	Park	5211220	General	520.71
7510	7/10/2023	Comcast	157.14	Cable - July	Fire	5210725	General	157.14
7511	7/10/2023	Comcast	146.55	Internet - July	Rec	5210725	General	73.27
					Fire	5210725	General	73.28
7512	7/12/2023	Marinwood CSD	210,390.07	Fire salaries	Fire	5110110	General	31,138.24
				Fire OT	Fire	5120110	General	19,280.52
				FLSA	Fire	5110319	General	589.88

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Acting Pay	Fire	5110310	General	333.60
				Holiday Pay	Fire	5110313	General	3,336.24
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,192.80
				Park hourly	Park	5110210	General	508.50
				Building attendants	Rec	5110210	Building	69.76
				Pool staff	Rec	5110210	Pool	29,800.81
				Aquatics	Rec	5110210	Aquatics	8,445.13
				Summer	Rec	5110210	Summer	79,531.08
				Community	Rec	5110210	Community	132.88
				PR fees	Fire	5210230	General	205.36
				PR fees	Rec	5210230	General	515.04
				PR fees	Park	5210230	General	25.75
				SS + Medicare	Fire	5140140	General	4,456.01
				SS + Medicare	Rec	5140140	General	10,276.23
				SS + Medicare	Park	5140140	General	588.22
				EDU + SUI	Rec	5140145	General	1,858.70
				EDU + SUI	Park	5140145	General	8.14
				Benefits withholding	Park	2120066	General	-1,108.63
				Benefits withholding	Rec	2120066	General	-1,435.25
				Benefits withholding	Fire	2120066	General	-5,602.14
7513	7/12/2023	Marinwood CSD	15,862.20	Retire 07/14/23	Park	5130510	General	1,681.32
					Rec	5130510	General	2,298.33
					Fire	5130510	General	11,882.55
7514	7/13/2023	May Kenawy	130.00	refund summer camp	Rec	4631920	Summer	130.00
7515	7/13/2023	Luke Fretwell	804.85	community event supplies	Rec	5220819	Community	736.85
				office supplies	Rec	5220110	General	68.00
7516	7/13/2023	Delta Dental	2,022.00	Dental - July	Fire	5130120	General	1,194.20
					Park	5130120	General	399.54
					Rec	5130120	General	428.26
7517	7/13/2023	Home Depot	762.11	supplies	Park	5220310	General	250.72
					Rec	5220819	Summer	62.15
					Rec	5220819	Pool	449.24
7518	7/13/2023	Marin Prof Firefighters	840.00	June dues	Fire	5211330	General	840.00
7519	7/13/2023	Marin Resource Recovery	702.50	debris dump	Park	5210815	General	702.50
7520	7/13/2023	Marin Sanitary Service	3,075.76	Garbage - June	Park	5210815	General	2,153.03
					Rec	5210815	General	615.15
					Fire	5210825	General	307.58
7521	7/13/2023	Marinwood Market	7,261.95	summer camp lunches	Rec	5220819	Summer	7,261.95
7522	7/13/2023	S&S Worldwide	3.75	supplies	Rec	5220819	Summer	3.75
7523	7/13/2023	Silbermann's Ice Cream	1,030.00	vending supplies	Rec	5220826	Pool	1,030.00
7524	7/13/2023	SDRMA	293.61	Life ins - Aug	Fire	5130120	General	75.42
					Park	5130120	General	92.45
					Rec	5130120	General	125.74
7525	7/13/2023	TIAA Commercial Finance	697.38	copier lease	Rec	5220130	General	450.05
					Fire	5220130	General	173.10
					Park	5220130	General	74.23
7526	7/13/2023	VSP	387.94	Vision - July	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
7527	7/17/2023	Jerry Mehciz	2,941.30	Tennis	Rec	5210146	Tennis	2,843.20
				tennis court supplies	Rec	5220310	Tennis	98.10
7528	7/17/2023	National Academy of Athletic	5,032.00	Flag Football camp	Rec	5210146	Summer	5,032.00
7529	7/17/2023	Amy Reagan	406.00	refund summer camp	Rec	4631920	Summer	406.00
7530	7/17/2023	Erica Campbell	466.00	refund summer camp	Rec	4631920	Summer	466.00
7531	7/17/2023	Kiersten Hoey	292.00	refund summer camp	Rec	4631920	Summer	292.00
7532	7/17/2023	Sumriti Bhogal	292.00	refund summer camp	Rec	4631920	Summer	292.00
7533	7/17/2023	Marinwood CSD	488,709.00	FY23/24 Pension UAL	Park	5130510	General	39,242.00
					Rec	5130510	General	47,963.00
					Fire	5130510	General	401,504.00
7534	7/17/2023	Astro Jump	1,299.00	camp entertainment	Rec	5220819	General	1,299.00
7535	7/17/2023	CalPERS	8,333.00	CERBT July	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
7536	7/17/2023	City of Foster City	3,975.00	Annual CalOPPS renewal	Park	5210122	General	795.00
					Rec	5210122	General	1,590.00
					Fire	5210122	General	1,590.00
7537	7/17/2023	DC Electric	299.22	SL maintenance - May	Streetlights	5210915	General	299.22
7538	7/17/2023	Ewing Irrigation	784.36	Irrigation maintenance	Park	5220310	General	784.36
7539	7/17/2023	Got Gophers	275.00	pest control	Park	5211532	General	275.00
7540	7/17/2023	Jackson's Hardware	301.42	supplies	Park	5220310	General	301.42
7541	7/18/2023	Marinwood CSD	40,000.00	payroll balance adjustment		1115105		40,000.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7542	7/18/2023	US Bank Corporate Pmt Svc	24,079.60	FF DMV physical	Fire	5140130	General	170.00
				online meeting subscription	Fire	5211325	General	27.99
				engine maintenance	Fire	5220210	General	603.58
				trailer lights	Park	5210910	General	159.13
				online meeting subscription	Park	5211325	General	14.25
				legal ad for playground RFP	Park	5211520	General	113.96
				meeting supplies	Park	5220110	General	105.56
				park bldg maint/pet waste bc	Park	5220310	General	330.04
				fuel	Park	5220610	General	52.42
				park staff clothing	Park	5220825	General	67.54
				CPR/lifeguard certs	Rec	5220819	Adult	948.00
				building maintenance	Rec	5220310	Building	54.05
				marketing	Rec	5210122	General	325.65
				fingerprinting	Rec	5210128	General	385.00
				online meeting subscription ,	Rec	5211325	General	969.73
				office supplies	Rec	5220110	General	457.34
				supplies	Rec	5220819	General	270.58
				meeting supplies	Rec	5211315	Pool	449.62
				pool equipm/ pool chem cell	Rec	5220215	Pool	3,238.28
				pool chems	Rec	5220710	Pool	710.56
				pool attend chair / umbrellas	Rec	5220819	Pool	1,075.87
				whistles	Rec	5220825	Pool	18.39
				vending supplies	Rec	5220826	Pool	2,436.30
				job ad	Rec	5210122	Preschool	75.00
				trifolds / laptop	Rec	5220819	Preschool	591.71
				staff meeting supplies	Rec	5211315	Summer	307.49
				supplies	Rec	5220819	Summer	10,047.97
				supplies	Rec	5220819	Youth	73.59
7543	7/18/2023	Airgas	460.22	pool chems	Rec	5220710	Pool	460.22
7544	7/18/2023	AT&T	320.63	phones - June	Fire	5210725	General	151.44
					Park	5210725	General	26.74
					Rec	5210725	General	142.45
7545	7/18/2023	C.A.P.F.	236.00	LTD july	Fire	5130120	General	236.00
7546	7/18/2023	County of Marin	309.85	fuel	Park	5220610	General	309.85
7547	7/18/2023	Grainger	72.30	diesel exhaust fluid	Fire	5220610	General	72.30
7548	7/18/2023	Jorge's Tree Service	9,000.00	park / median tree work	Park	5211528	General	9,000.00
7549	7/18/2023	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
7550	7/18/2023	Marin General Services Autl	500.00	MSGA fees FY23/24	Streetlights	5211610	General	500.00
7551	7/18/2023	Marin Landscape Materials	300.55	soil	Park	5220310	General	300.55
7552	7/18/2023	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
7553	7/18/2023	Pitney Bowes	268.16	postage meter lease Q4	Rec	5220110	General	268.16
7554	7/19/2023	Renaef Hofmann	564.00	refund summer camp	Rec	4631920	Summer	564.00
7555	7/19/2023	Pitney Bowes	500.00	postage	Rec	5220110	General	250.00
					Park	5220110	General	125.00
					Fire	5220110	General	125.00
7556	7/19/2023	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
7557	7/19/2023	Sequoia Ecological Consultir	1,715.55	nesting bird surveys	MWPA	5820200	General	1,715.55
7558	7/19/2023	State of CA - Dept of Justice	160.00	fingerprinting	Rec	5210128	General	160.00
7559	7/19/2023	Studio Weeren	180.00	website maintenance Q1	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
7560	7/19/2023	Ryan Brackett	277.27	Q4 AFLAC reimb	Fire	5130120	General	277.27
7561	7/19/2023	Cesar Correa	277.27	Q4 AFLAC reimb	Fire	5130120	General	277.27
7562	7/19/2023	Sean Day	242.41	Q4 AFLAC reimb	Fire	5130120	General	242.41
7563	7/19/2023	Wills Kelly	277.27	Q4 AFLAC reimb	Fire	5130120	General	277.27
7564	7/19/2023	John Papanikolaou	259.07	Q4 AFLAC reimb	Fire	5130120	General	259.07
7565	7/19/2023	Brandon Selvitella	253.96	Q4 AFLAC reimb	Fire	5130120	General	253.96
7566	7/19/2023	Otis Smith	148.05	Q4 AFLAC reimb	Fire	5130120	General	148.05
7567	7/19/2023	Jeff Smith	247.24	Q4 AFLAC reimb	Fire	5130120	General	247.24
7568	7/19/2023	Diego Truck Repair	10,047.61	685 Annual service	Fire	5220210	General	10,047.61
7569	7/19/2023	GeoMorph Design	12,003.35	Creek repair design/permitti	Capital	5210120	FEMA	12,003.35
7570	7/19/2023	Marinwood CSD	46,456.70	Health - Aug	Park	5130120	General	9,807.21
					Rec	5130120	General	8,361.40
					Fire	5130120	General	28,288.09
7571	7/19/2023	Miller Pacific Engineering	12,928.80	Boring tests, retaining wall p	Capital	5210120	FEMA	11,360.80
				emergency response	Capital	5210120	FEMA	1,568.00
7572	7/19/2023	PG&E	1,601.76	Gas - June	Rec	5210810	General	1,551.23
					Fire	5210810	General	50.53
7573	7/19/2023	SolEd Solar Holdings	2,333.88	Solar - June	Rec	5210810	General	1,687.64
					Fire	5210810	General	646.24
7574	7/24/2023	Astro Jump	858.00	camp entertainment	Rec	5220819	Summer	858.00
7575	7/24/2023	Jerry Mehcz	2,809.60	tennis	Rec	5210146	Tennis	2,809.60
7576	7/24/2023	National Academy of Athletic	1,530.40	Soccer camp	Rec	5210146	Summer	1,530.40
7577	7/24/2023	Jennifer Swartz	243.00	refund summer camp	Rec	4631920	Summer	243.00
7578	7/24/2023	Marcia King	52.00	refund summer camp	Rec	4631920	Summer	52.00
7579	7/24/2023	Catherine Meyer	720.00	refund summer camp	Rec	4631920	Summer	720.00
7580	7/24/2023	Ace Promotional Specialties	5,951.33	camp shirts	Rec	5220819	Summer	5,951.33
7581	7/24/2023	AT&T	80.25	park internet July	Park	5210725	General	80.25

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7582	7/24/2023	Chrissy Costello	236.80	Zumba	Rec	5210146	Adult	236.80
7583	7/27/2023	National Academy of Athletic	4,016.00	Sports camp	Rec	5210146	Summer	4,016.00
7584	7/27/2023	Ann McBride	157.50	Irish Dance	Rec	5210146	Youth	157.50
7585	7/27/2023	Jerry Mehcz	2,768.00	Tennis	Rec	5210146	Tennis	2,768.00
7586	7/27/2023	Marinwood CSD	228,132.58	Fire salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	15,262.92
				FLSA	Fire	5110319	General	550.38
				Acting Pay	Fire	5110310	General	101.04
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	936.00
				Building attendants	Rec	5110210	Building	248.00
				Pool staff	Rec	5110210	Pool	30,169.56
				Aquatics	Rec	5110210	Aquatics	10,814.25
				Summer	Rec	5110210	Summer	94,729.73
				Preschool	Rec	5110210	Preschool	2,071.00
				Community	Rec	5110210	Community	1,116.01
				PR fees	Fire	5210230	General	169.31
				PR fees	Rec	5210230	General	564.76
				PR fees	Park	5210230	General	27.63
				SS + Medicare	Fire	5140140	General	3,964.58
				SS + Medicare	Rec	5140140	General	11,948.33
				SS + Medicare	Park	5140140	General	662.23
				EDU + SUI	Rec	5140145	General	2,133.35
				EDU + SUI	Park	5140145	General	14.98
				Benefits withholding	Park	2120066	General	-1,149.80
				Benefits withholding	Rec	2120066	General	-1,487.79
				Benefits withholding	Fire	2120066	General	-5,718.69
7587	7/27/2023	Marinwood CSD	15,342.80	Retire 07/28	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	11,151.59
7588	7/27/2023	Robyn Bruton	1,385.58	preschool supplies	Rec	5220819	Preschool	38.25
				summer supplies	Rec	5220819	Summer	1,323.13
				community event supplies	Rec	5220819	Community	24.20
7589	7/27/2023	John Paul Kessler	1,014.86	vending supplies	Rec	5220826	Pool	918.04
				community event supplies	Rec	5220819	Community	96.82
7590	7/27/2023	Schultz Entertainment Exper	345.00	camp entertainment	Rec	5210146	Summer	345.00
TOTAL:			1,890,177.95					1,890,177.95

Total by Department:

Streetlights	2,705.32
Fire Department	799,266.49
Recreation Department	715,496.71
Park Department	244,255.72
Measure A	61,806.01
MWPA	1,715.55
Capital	24,932.15
Unclassified	40,000.00

# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** August 8, 2023  
**Re:** Preliminary Year-End Profit & Loss Financial Statements

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Directors,

Please see the included pre-audit year-end *profit & loss budget to actuals* financial report for fiscal year 2022-2023. Please note, the associated financial statements solely represent operating revenue and expenditures for the fiscal year measured against the original operating budget approved by the Board of Directors. Information regarding the capital outlay for the maintenance facility courtyards and adjacent landscaping are detailed further down in this report. All data remains subject to change in the event any adjustments are identified during the annual fiscal audit.

At the time of this writing staff are still awaiting final figures on two items that will be incorporated into the financial statements for FY 22-23. This consists of the Q4 interest revenue for our funds held in the County Treasury as well as a final reconciliation of workers' compensation costs based on actual payroll amounts. However, staff does not anticipate either of these items to be significant.

For the fiscal year, total operating revenue exceeded operating expenses by approximately \$1.09 million compared to the budgeted net gain of approximately \$414,000.

- Total combined ad valorem tax revenue (revenue minus County-levied fees) exceeded budget forecasts by approximately \$213,000.
- Capital Reserves Designation was budgeted at \$100,000. However, this is not an actual expenditure and accordingly not recognized within the P&L statement. It is included in the budget to account for these desired reserves during budget preparation. An adjusting journal entry will be made on the balance sheet during the audit process.

*Other individual department specific summary and variance notes are included immediately following the financial statements.*

The following notable items are represented within the P&L Statement but were booked as Accounts Payable or Accounts Receivable. The associated revenue and/or expenditures were known and earned or incurred prior to June 30, 2023 and booked against the balance sheet for accounting purposes:

Accounts Receivable:

- Shared Services overtime reimbursement from San Rafael FD (Fire – 4570110): \$11,832
- Paramedic incentive reimbursement from San Rafael FD (Fire – 4710631): \$14,271  
*Billing invoice for both items has been sent to City of San Rafael*

Accounts Payable:

- San Rafael Chief Officer Services (Fire – 5210146): \$54,204
- Shared Services overtime incurred in Marinwood (Fire – 5120110): \$32,311  
*Invoice has since forth been received*

Additionally, slightly over \$837,750 in unearned revenue for summer camp and pool fees were received during FY 22/23 and deferred to FY 23/24 revenue accordingly.



Regarding operational budget capital expenditures, we were able to complete the following capital projects and expenditures during the fiscal year:

- Replaced aging furnace in community center.
- Pool deck cement patching and repairs.

The following planned capital projects and expenditures were not completed and were subsequently carried over to the 2023/2024 fiscal year budget:

- New utility vehicle for park department to replace existing aging utility vehicle.
- ADA chair lift for pool to replace aging existing chair lift.
- Replacement of playground play structure equipment in Marinwood Park (80% grant funded)

As mentioned earlier, the maintenance facility exterior courtyards capital project, which included the pedestrian pathway, adjacent landscaping and exterior storage shed, is not reflected in the annual operating budget and associated financial statements. In total, the District expended \$539,468 during the fiscal year on this project. Of these expenditures, \$106,669 was allocated from our available Measure A funds and the remaining \$432,799 were allocated from our general fund.

In regards to Measure A, the District has \$20,167 remaining in available Measure A funds with an additional \$100-110K anticipated to be received this fiscal year.

During FY 22/23 the District continued its practice of contributing \$100K into the OPEB Trust account. As of 7/31/23, the Trust balance was stated at just over \$618K.

In summary and taking all of the above information into account, the District managed to conclude the fiscal year with a strong financial performance. As of June 30, 2023, the cash balance in the District's General Fund was approximately \$8.29 million (an increase of approximately \$750K from June 30, 2022). To put this into context, the District's total budgeted expenditures for the current FY 23/24 is approximately \$6.52 million.



**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	DISTRICT TOTAL		
	Jul '22 - Jun 23	Budget	% of Budget
<b>Revenue</b>			
4110110 · PropTax - Current Secured	1,976,834.91	1,880,000.00	105.15%
4110111 · PropTax - Admin Fee (Contra)	-25,490.48	-25,000.00	101.96%
4110115 · PropTax - Unitary	16,482.90	10,000.00	164.83%
4110120 · PropTax - Current Unsecured	35,595.07	30,000.00	118.65%
4110140 · ERAF - Excess	241,379.23	185,000.00	130.48%
4110145 · ERAF - PY/Reverse	26,760.67	13,500.00	198.23%
4110210 · PropTax - Supplemental Current	69,362.78	36,000.00	192.67%
4110215 · PropTax - Supplemental Unsecure	2,273.19	500.00	454.64%
4110225 · PropTax - Supplemental Redempt	1,706.08	1,000.00	170.61%
4110510 · PropTax - Prior Unsecured	1,974.44	1,000.00	197.44%
4120610 · Special Tax Assessment	1,702,429.34	1,700,629.00	100.11%
4120611 · Special Tax- Admin Fee (contra)	-3,578.00	-4,900.00	73.02%
4220115 · Building Plan Review	15,313.23	7,500.00	204.18%
4410125 · Interest- Co. Pooled Investment	28,584.68	5,000.00	571.69%
4410127 · Interest- ERAF Co. Pooled	11.54	100.00	11.54%
4410215 · Rental Income - Pool & Picnic	34,115.46	25,000.00	136.46%
4410225 · Rental Income - Community Ctr	11,751.62	0.00	100.0%
4511210 · HOPTR	7,439.50	7,500.00	99.19%
4530527 · Grant Rev - Designated	0.00	177,952.00	0.0%
4570110 · Expense Reimbursements	23,650.39	500.00	4,730.08%
4631145 · Service Contract Revenue	104,978.00	100,214.00	104.75%
4631911 · Advertising Sales	3,810.95	5,000.00	76.22%
4631912 · Vending Sales	23,015.06	18,000.00	127.86%
4631914 · Community Events	18,657.33	16,040.00	116.32%
4631915 · Tennis	86,408.40	82,500.00	104.74%
4631917 · Pool Operating Rev	219,635.34	205,000.00	107.14%
4631918 · Pool Memberships	74,498.21	60,000.00	124.16%
4631919 · Adult Rec Programs	14,407.29	12,690.00	113.53%
4631920 · Summer Rec Programs	1,096,003.03	1,133,095.00	96.73%
4631922 · Youth Rec Programs	249,401.79	204,631.00	121.88%
4640321 · CSA 13 Contract Rev	706,638.00	661,110.00	106.89%
4710615 · Donations (General)	18,205.00	1,000.00	1,820.5%
4710631 · Paramedic Reimbursement	30,956.12	34,000.00	91.05%
4710642 · Miscellaneous Rev	7,140.21	900.00	793.36%
<b>Total Revenue</b>	<b>6,820,351.28</b>	<b>6,585,461.00</b>	<b>103.57%</b>

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	DISTRICT TOTAL		
	Jul '22 - Jun 23	Budget	% of Budget
<b>Expenditures</b>			
5110110 · Salaries - Regular Staff	1,471,184.76	1,562,627.00	94.15%
5110210 · Salaries - PT/Seasonal/Temp	849,326.55	809,578.00	104.91%
5110310 · Acting Pay	4,140.95	10,000.00	41.41%
5110313 · Holiday Pay	36,126.72	40,470.00	89.27%
5110319 · FLSA Pay	10,935.01	24,037.00	45.49%
5120110 · Overtime Pay	393,741.55	150,500.00	261.62%
5130120 · Benefits - Group Medical	547,024.32	630,598.00	86.75%
5130130 · OPEB Trust Contribution	100,000.00	100,000.00	100.0%
5130510 · PERS - Pension	716,779.18	749,641.00	95.62%
5140115 · Workers Comp Ins.	105,294.18	163,022.00	64.59%
5140116 · 4850 Reimbursements (Contra)	-16,572.41	0.00	100.0%
5140130 · Physician Services	20.00	2,450.00	0.82%
5140140 · Social Security & Medicare	200,281.68	198,220.00	101.04%
5140145 · Unemployment Ins.	13,853.26	20,805.00	66.59%
5210120 · Consultant Fees	7,517.50	13,200.00	56.95%
5210122 · Marketing & Recruiting	44,001.75	38,400.00	114.59%
5210128 · Fingerprinting/Background	5,680.00	7,000.00	81.14%
5210131 · Legal Services	1,314.25	17,000.00	7.73%
5210146 · Indep. Contractor Fees	258,869.10	231,699.00	111.73%
5210210 · Audit & Accounting	15,280.00	14,000.00	109.14%
5210230 · Payroll Service Fees	9,777.25	11,150.00	87.69%
5210525 · Insurance - General	59,117.84	57,825.00	102.24%
5210725 · Telecom - Phone/Internet/Cable	11,605.92	10,990.00	105.6%
5210810 · Utilities - Gas & Electric	74,517.19	55,500.00	134.27%
5210815 · Garbage Removal	33,983.23	35,260.00	96.38%
5210825 · Utilities - Street Light Elec.	21,226.17	19,500.00	108.85%
5210835 · Utilities - Water & Sewer	45,121.90	44,500.00	101.4%
5210910 · Maint. - Vehicles	18,381.97	18,000.00	102.12%
5210915 · Maint. - Streetlights	3,525.84	4,125.00	85.48%
5210920 · MERA Operating	23,958.00	24,046.00	99.63%
5210940 · Maint. - Park Heavy Equipment	2,775.73	3,500.00	79.31%
5211110 · Janitorial Services	15,950.00	18,000.00	88.61%
5211125 · Community Landscape Contract	36,993.00	38,500.00	96.09%
5211140 · Vegetation Management	0.00	10,000.00	0.0%
5211220 · Equipment Rental	10,406.77	8,000.00	130.09%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	11,205.02	24,000.00	46.69%
5211325 · Conferences & Meetings	3,729.64	6,600.00	56.51%
5211330 · Memberships & Dues	9,689.18	11,450.00	84.62%
5211440 · Travel	145.00	3,300.00	4.39%
5211520 · Publications & Legal Notices	140.18	900.00	15.58%
5211528 · Tree Maint. & Services	18,000.00	18,000.00	100.0%

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	DISTRICT TOTAL		
	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>% of Budget</u>
5211532 · Weed & Pest Control	3,300.00	3,900.00	84.62%
5211545 · Election Expense	250.00	0.00	100.0%
5211610 · County-Wide Fees	11,095.60	13,950.00	79.54%
5211710 · Long Term Debt - Principal	97,564.11	97,570.00	99.99%
5211715 · Long Term Debt - Interest	18,844.36	18,838.00	100.03%
5220110 · Admin & Office Supplies	18,262.32	22,200.00	82.26%
5220130 · Copier Lease & Printing	8,836.90	9,455.00	93.46%
5220210 · Equip. Maintenance/Replacement*	33,658.02	30,100.00	111.82%
5220215 · Pool Maintenance	16,548.18	15,000.00	110.32%
5220220 · Small Tools	1,759.73	2,500.00	70.39%
5220310 · Land & Buildings Maintenance	61,817.56	63,000.00	98.12%
5220610 · Gasoline/Fuel	3,521.71	3,000.00	117.39%
5220710 · Pool Chemicals	13,537.55	12,000.00	112.81%
5220810 · Miscellaneous Supplies	11,078.06	21,500.00	51.53%
5220819 · Rec Program Supplies & Services	206,396.47	214,500.00	96.22%
5220825 · Uniforms & Apparel	7,682.47	15,000.00	51.22%
5220826 · Vending Supplies	19,358.45	12,000.00	161.32%
5220827 · Janitorial Supplies	9,381.78	14,500.00	64.7%
5220830 · Volunteer Fire Department	0.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	13,556.47	16,500.00	82.16%
5220916 · Capital Outlay - New Equipment	0.00	267,440.00	0.0%
5220920 · Capital Reserves Designation	0.00	100,000.00	0.0%
<b>Total Expenditures</b>	<u>5,731,497.92</u>	<u>6,171,346.00</u>	<u>92.87%</u>
<b>Net Gain/Loss</b>	<u><u>1,088,853.36</u></u>	<u><u>414,115.00</u></u>	<u><u>262.94%</u></u>

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	Park Dept		
	Jul '22 - Jun 23	Budget	% of Budget
<b>Revenue</b>			
4110110 · PropTax - Current Secured	863,876.86	821,560.00	105.15%
4110111 · PropTax - Admin Fee (Contra)	-11,139.34	-10,925.00	101.96%
4110115 · PropTax - Unitary	7,203.03	4,370.00	164.83%
4110120 · PropTax - Current Unsecured	15,555.04	13,110.00	118.65%
4110140 · ERAF - Excess	105,482.73	80,845.00	130.48%
4110145 · ERAF - PY/Reverse	11,694.42	5,899.00	198.24%
4110210 · PropTax - Supplemental Current	30,311.52	15,732.00	192.67%
4110215 · PropTax - Supplemental Unsecure	993.38	218.00	455.68%
4110225 · PropTax - Supplemental Redempt	745.56	437.00	170.61%
4110510 · PropTax - Prior Unsecured	862.83	437.00	197.44%
4120610 · Special Tax Assessment	418,695.60	418,484.00	100.05%
4120611 · Special Tax- Admin Fee (contra)	-880.19	-1,200.00	73.35%
4410125 · Interest- Co. Pooled Investment	12,491.51	2,185.00	571.69%
4410127 · Interest- ERAF Co. Pooled	5.04	100.00	5.04%
4511210 · HOPTR	3,251.04	3,277.00	99.21%
4530527 · Grant Rev - Designated	0.00	177,952.00	0.0%
4710615 · Donations (General)	14,705.00		
4710642 · Miscellaneous Rev	4,800.00	150.00	3,200.0%
<b>Total revenue</b>	<b>1,478,654.03</b>	<b>1,532,631.00</b>	<b>96.48%</b>
<b>Expenditures</b>			
5110110 · Salaries - Regular Staff	259,169.12	254,929.00	101.66%
5110210 · Salaries - PT/Seasonal/Temp	10,363.50	7,200.00	143.94%
5120110 · Overtime Pay	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	122,090.87	158,312.00	77.12%
5130130 · OPEB Trust Contribution	31,000.00	31,000.00	100.0%
5130510 · PERS - Pension	58,968.21	62,449.00	94.43%
5140115 · Workers Comp Ins.	17,900.01	27,695.00	64.63%
5140140 · Social Security & Medicare	14,562.70	20,091.00	72.48%
5140145 · Unemployment Ins.	485.25	765.00	63.43%
5210120 · Consultant Fees	2,826.75	6,675.00	42.35%
5210122 · Marketing & Recruiting	1,108.91	1,300.00	85.3%
5210131 · Legal Services	1,314.25	5,000.00	26.29%
5210210 · Audit & Accounting	3,819.87	3,500.00	109.14%
5210230 · Payroll Service Fees	625.21	750.00	83.36%
5210525 · Insurance - General	20,682.76	18,810.00	109.96%
5210725 · Telecom - Phone/Internet/Cable	2,045.48	2,300.00	88.93%
5210810 · Utilities - Gas & Electric	2,029.02	4,000.00	50.73%
5210815 · Garbage Removal	24,667.84	25,800.00	95.61%
5210835 · Utilities - Water & Sewer	24,349.62	21,500.00	113.25%
5210910 · Maint. - Vehicles	582.82	2,000.00	29.14%
5210920 · MERA Operating	2,395.00	2,405.00	99.58%
5210940 · Maint. - Park Heavy Equipment	2,775.73	3,500.00	79.31%

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	Park Dept		
	Jul '22 - Jun 23	Budget	% of Budget
5211125 · Community Landscape Contract	36,993.00	38,500.00	96.09%
5211220 · Equipment Rental	10,406.77	8,000.00	130.09%
5211315 · Professional Development	713.00	2,000.00	35.65%
5211325 · Conferences & Meetings	697.82	1,200.00	58.15%
5211330 · Memberships & Dues	2,202.50	2,650.00	83.11%
5211440 · Travel	145.00	800.00	18.13%
5211528 · Tree Maint. & Services	18,000.00	18,000.00	100.0%
5211532 · Weed & Pest Control	3,300.00	3,900.00	84.62%
5211545 · Election Expense	62.50		
5211610 · County-Wide Fees	810.76	875.00	92.66%
5211710 · Long Term Debt - Principal	58,445.48	58,445.00	100.0%
5211715 · Long Term Debt - Interest	15,210.00	15,210.00	100.0%
5220110 · Admin & Office Supplies	1,113.66	2,000.00	55.68%
5220130 · Copier Lease & Printing	901.62	765.00	117.86%
5220210 · Equip. Maintenance/Replacement*	11,253.24	10,500.00	107.17%
5220220 · Small Tools	1,759.73	2,000.00	87.99%
5220310 · Land & Buildings Maintenance	42,953.00	39,500.00	108.74%
5220610 · Gasoline/Fuel	3,047.51	2,500.00	121.9%
5220810 · Miscellaneous Supplies	1,341.10	2,000.00	67.06%
5220825 · Uniforms & Apparel	0.00	500.00	0.0%
5220827 · Janitorial Supplies	1,454.68	1,000.00	145.47%
5220916 · Capital Outlay - New Equipment	0.00	259,440.00	0.0%
5220920 · Capital Reserves Designation	0.00	11,000.00	0.0%
<b>Total Expenditures</b>	<b>814,574.29</b>	<b>1,141,266.00</b>	<b>71.38%</b>
<b>Net Gain/Loss</b>	<b>664,079.74</b>	<b>391,365.00</b>	<b>169.68%</b>

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	Recreation Dept		
	Jul '22 - Jun 23	Budget	% of Budget
<b>Revenue</b>			
4110110 · PropTax - Current Secured	334,085.10	317,720.00	105.15%
4110111 · PropTax - Admin Fee (Contra)	-4,307.90	-4,225.00	101.96%
4110115 · PropTax - Unitary	2,785.61	1,690.00	164.83%
4110120 · PropTax - Current Unsecured	6,015.57	5,070.00	118.65%
4110140 · ERAF - Excess	40,793.09	31,265.00	130.48%
4110145 · ERAF - PY/Reverse	4,522.55	2,282.00	198.18%
4110210 · PropTax - Supplemental Current	11,722.31	6,084.00	192.67%
4110215 · PropTax - Supplemental Unsecure	384.17	85.00	451.97%
4110225 · PropTax - Supplemental Redempt	288.32	169.00	170.6%
4110510 · PropTax - Prior Unsecured	333.68	169.00	197.44%
4410125 · Interest- Co. Pooled Investment	4,830.81	845.00	571.69%
4410127 · Interest- ERAF Co. Pooled	1.95		
4410215 · Rental Income - Pool & Picnic	34,115.46	25,000.00	136.46%
4410225 · Rental Income - Community Ctr	11,751.62	0.00	100.0%
4511210 · HOPTR	1,257.28	1,268.00	99.16%
4570110 · Expense Reimbursements	0.00	500.00	0.0%
4631911 · Advertising Sales	3,810.95	5,000.00	76.22%
4631912 · Vending Sales	23,015.06	18,000.00	127.86%
4631914 · Community Events	18,657.33	16,040.00	116.32%
4631915 · Tennis	86,408.40	82,500.00	104.74%
4631917 · Pool Operating Rev	219,635.34	205,000.00	107.14%
4631918 · Pool Memberships	74,498.21	60,000.00	124.16%
4631919 · Adult Rec Programs	14,407.29	12,690.00	113.53%
4631920 · Summer Rec Programs	1,096,003.03	1,133,095.00	96.73%
4631922 · Youth Rec Programs	249,401.79	204,631.00	121.88%
4710615 · Donations (General)	3,500.00	1,000.00	350.0%
4710642 · Miscellaneous Rev	2,174.31	250.00	869.72%
<b>Total Revenue</b>	<b>2,240,091.33</b>	<b>2,126,128.00</b>	<b>105.36%</b>
<b>Expenditures</b>			
5110110 · Salaries - Regular Staff	307,650.04	329,988.00	93.23%
5110210 · Salaries - PT/Seasonal/Temp	838,963.05	802,378.00	104.56%
5130120 · Benefits - Group Medical	92,705.66	107,315.00	86.39%
5130130 · OPEB Trust Contribution	7,000.00	7,000.00	100.0%
5130510 · PERS - Pension	76,496.59	80,132.00	95.46%
5140115 · Workers Comp Ins.	23,691.19	36,630.00	64.68%
5140130 · Physician Services	20.00		
5140140 · Social Security & Medicare	93,815.69	86,159.00	108.89%
5140145 · Unemployment Ins.	12,472.01	18,500.00	67.42%
5210120 · Consultant Fees	1,446.75	2,175.00	66.52%
5210122 · Marketing & Recruiting	40,297.62	36,200.00	111.32%
5210128 · Fingerprinting/Background	5,680.00	6,500.00	87.39%
5210131 · Legal Services	0.00	2,000.00	0.0%

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	Recreation Dept		
	Jul '22 - Jun 23	Budget	% of Budget
5210146 · Indep. Contractor Fees	151,512.38	124,342.00	121.85%
5210210 · Audit & Accounting	3,819.87	3,500.00	109.14%
5210230 · Payroll Service Fees	4,693.85	5,000.00	93.88%
5210525 · Insurance - General	17,639.14	17,705.00	99.63%
5210725 · Telecom - Phone/Internet/Cable	2,777.37	2,440.00	113.83%
5210810 · Utilities - Gas & Electric	56,770.97	40,000.00	141.93%
5210815 · Garbage Removal	6,179.61	6,300.00	98.09%
5210835 · Utilities - Water & Sewer	14,109.60	15,500.00	91.03%
5211110 · Janitorial Services	15,950.00	18,000.00	88.61%
5211315 · Professional Development	9,365.45	12,000.00	78.05%
5211325 · Conferences & Meetings	2,362.56	4,050.00	58.34%
5211330 · Memberships & Dues	2,712.50	3,900.00	69.55%
5211440 · Travel	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	0.00	500.00	0.0%
5211545 · Election Expense	62.50		
5211610 · County-Wide Fees	2,394.96	2,375.00	100.84%
5220110 · Admin & Office Supplies	14,409.89	14,500.00	99.38%
5220130 · Copier Lease & Printing	5,731.01	6,775.00	84.59%
5220215 · Pool Maintenance	16,548.18	15,000.00	110.32%
5220310 · Land & Buildings Maintenance	14,183.80	16,000.00	88.65%
5220710 · Pool Chemicals	13,537.55	12,000.00	112.81%
5220819 · Rec Program Supplies & Services	206,396.47	214,500.00	96.22%
5220825 · Uniforms & Apparel	7,472.47	6,000.00	124.54%
5220826 · Vending Supplies	19,358.45	12,000.00	161.32%
5220827 · Janitorial Supplies	7,282.35	12,500.00	58.26%
5220910 · Capital Outlay - Improvements	13,556.47	16,500.00	82.16%
5220916 · Capital Outlay - New Equipment	0.00	8,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	9,000.00	0.0%
<b>Total Expenditures</b>	<b>2,109,066.00</b>	<b>2,114,864.00</b>	<b>99.73%</b>
<b>Net Gain/Loss</b>	<b>131,025.33</b>	<b>11,264.00</b>	<b>1,163.22%</b>



**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	Fire Dept		
	Jul '22 - Jun 23	Budget	% of Budget
<b>Revenue</b>			
4110110 · PropTax - Current Secured	778,872.95	740,720.00	105.15%
4110111 · PropTax - Admin Fee (Contra)	-10,043.24	-9,850.00	101.96%
4110115 · PropTax - Unitary	6,494.26	3,940.00	164.83%
4110120 · PropTax - Current Unsecured	14,024.46	11,820.00	118.65%
4110140 · ERAF - Excess	95,103.41	72,890.00	130.48%
4110145 · ERAF - PY/Reverse	10,543.70	5,319.00	198.23%
4110210 · PropTax - Supplemental Current	27,328.95	14,184.00	192.67%
4110215 · PropTax - Supplemental Unsecure	895.64	197.00	454.64%
4110225 · PropTax - Supplemental Redempt	672.20	394.00	170.61%
4110510 · PropTax - Prior Unsecured	777.93	394.00	197.44%
4120610 · Special Tax Assessment	1,259,508.74	1,257,920.00	100.13%
4120611 · Special Tax- Admin Fee (contra)	-2,647.72	-3,600.00	73.55%
4220115 · Building Plan Review	15,313.23	7,500.00	204.18%
4410125 · Interest- Co. Pooled Investment	11,262.36	1,970.00	571.69%
4410127 · Interest- ERAF Co. Pooled	4.55		
4511210 · HOPTR	2,931.18	2,955.00	99.19%
4570110 · Expense Reimbursements	23,650.39		
4631145 · Service Contract Revenue	104,978.00	100,214.00	104.75%
4640321 · CSA 13 Contract Rev	706,638.00	661,110.00	106.89%
4710631 · Paramedic Reimbursement	30,956.12	34,000.00	91.05%
4710642 · Miscellaneous Rev	165.90	500.00	33.18%
<b>Total Revenue</b>	<b>3,077,431.01</b>	<b>2,902,577.00</b>	<b>106.02%</b>
<b>Expenditures</b>			
5110110 · Salaries - Regular Staff	904,365.60	977,710.00	92.5%
5110310 · Acting Pay	4,140.95	10,000.00	41.41%
5110313 · Holiday Pay	36,126.72	40,470.00	89.27%
5110319 · FLSA Pay	10,935.01	24,037.00	45.49%
5120110 · Overtime Pay	393,741.55	150,000.00	262.49%
5130120 · Benefits - Group Medical	332,227.79	364,971.00	91.03%
5130130 · OPEB Trust Contribution	62,000.00	62,000.00	100.0%
5130510 · PERS - Pension	581,314.38	607,060.00	95.76%
5140115 · Workers Comp Ins.	63,702.98	98,697.00	64.54%
5140116 · 4850 Reimbursements (Contra)	-16,572.41		
5140130 · Physician Services	0.00	2,450.00	0.0%
5140140 · Social Security & Medicare	91,903.29	91,970.00	99.93%
5140145 · Unemployment Ins.	896.00	1,540.00	58.18%
5210120 · Consultant Fees	3,244.00	4,350.00	74.58%
5210122 · Marketing & Recruiting	2,595.22	900.00	288.36%
5210128 · Fingerprinting/Background	0.00	500.00	0.0%
5210131 · Legal Services	0.00	10,000.00	0.0%
5210146 · Indep. Contractor Fees	107,356.72	107,357.00	100.0%
5210210 · Audit & Accounting	7,640.26	7,000.00	109.15%

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	Fire Dept		
	Jul '22 - Jun 23	Budget	% of Budget
5210230 · Payroll Service Fees	4,458.19	5,400.00	82.56%
5210525 · Insurance - General	20,795.94	21,310.00	97.59%
5210725 · Telecom - Phone/Internet/Cable	6,783.07	6,250.00	108.53%
5210810 · Utilities - Gas & Electric	15,717.20	11,500.00	136.67%
5210815 · Garbage Removal	3,135.78	3,160.00	99.23%
5210835 · Utilities - Water & Sewer	6,662.68	7,500.00	88.84%
5210910 · Maint. - Vehicles	17,799.15	16,000.00	111.25%
5210920 · MERA Operating	21,563.00	21,641.00	99.64%
5211140 · Vegetation Management	0.00	10,000.00	0.0%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	1,126.57	10,000.00	11.27%
5211325 · Conferences & Meetings	669.26	1,350.00	49.58%
5211330 · Memberships & Dues	4,774.18	4,900.00	97.43%
5211440 · Travel	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	140.18	400.00	35.05%
5211545 · Election Expense	125.00		
5211610 · County-Wide Fees	7,389.88	10,200.00	72.45%
5211710 · Long Term Debt - Principal	39,118.63	39,125.00	99.98%
5211715 · Long Term Debt - Interest	3,634.36	3,628.00	100.18%
5220110 · Admin & Office Supplies	2,738.77	5,700.00	48.05%
5220130 · Copier Lease & Printing	2,204.27	1,915.00	115.11%
5220210 · Equip. Maintenance/Replacement*	22,404.78	19,600.00	114.31%
5220220 · Small Tools	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	4,680.76	7,500.00	62.41%
5220610 · Gasoline/Fuel	474.20	500.00	94.84%
5220810 · Miscellaneous Supplies	9,736.96	19,500.00	49.93%
5220825 · Uniforms & Apparel	210.00	8,500.00	2.47%
5220827 · Janitorial Supplies	644.75	1,000.00	64.48%
5220830 · Volunteer Fire Department	0.00	10,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	80,000.00	0.0%
<b>Total Expenditures</b>	<b>2,782,605.62</b>	<b>2,891,091.00</b>	<b>96.25%</b>
<b>Net Gain/Loss</b>	<b>294,825.39</b>	<b>11,486.00</b>	<b>2,566.82%</b>

**Marinwood Community Services District**  
**Profit & Loss Budget vs. Actual**  
**Fiscal Year 2022-2023**

	<b>Streetlights</b>		
	<b>Jul '22 - Jun 23</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>			
<b>4120610 · Special Tax Assessment</b>	24,225.00	24,225.00	100.0%
<b>4120611 · Special Tax- Admin Fee (contra)</b>	-50.09	-100.00	50.09%
<b>Total Irevenue</b>	<u>24,174.91</u>	<u>24,125.00</u>	<u>100.21%</u>
<b>Expenditures</b>			
<b>5210825 · Utilities - Street Light Elec.</b>	21,226.17	19,500.00	108.85%
<b>5210915 · Maint. - Streetlights</b>	3,525.84	4,125.00	85.48%
<b>5211610 · County-Wide Fees</b>	500.00	500.00	100.0%
<b>Total Expenditures</b>	<u>25,252.01</u>	<u>24,125.00</u>	<u>104.67%</u>
<b>Net Gain/Loss</b>	<u><u>-1,077.10</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

**Marinwood Community Services District**  
**Fiscal Year 2022-2023 Year-End P&L Budget-to-Actuals Summary and Variance Notes**

**GL Number**      **GL Description**      **Summary Notes:**  
**PARK DEPT:**

4530527	Grant Rev. - Desig.	<i>Grant funding for playground project - Anticipated 23/24 with project completion</i>
4710615	Donations	<i>Contributions for playground project</i>
4710642	Misc. Rev.	<i>Proceeds from sale of cargo storage containers</i>
5110210	Salaries - PT/Temp	<i>Additional use of temp staff. Increased budget for 23/24</i>
5130120	Benefits - Group Med	<i>23/24 budget adjusted to reflect current participation levels</i>
5210525	Insurance - Gen'l	<i>Adjusted mid-year with addition of new park maintenance facility</i>
5210835	Water & Sewer	<i>23/24 budget adjusted to reflect current costs</i>
5220310	Land & Bldg Maint.	<i>Temporary modular office lease under-budgeted for 22/23 due to length of time needed</i>

**RECREATION:**

4710645	Donations	<i>Lions Club donation for updated water fountains in pool area</i>
5110110	Salaries - Regular	<i>Represents Rec Supervisor vacancy for portion of year</i>
5210146	Indep. Contractors	<i>More tennis classes and sports programs than planned. Resulted in increased revenue</i>
5210810	Utilities - Gas/Elec	<i>23/24 budget adjusted to reflect current costs</i>

**FIRE DEPT:**

4570110	Expense Reimb.	<i>Shared Services OT reimbursement</i>
5110110	Salaries - Regular	<i>Represents position vacancy for majority of year</i>
5120110	Overtime	<i>\$23K reimbursed as shared services. Also, vacant position and back-fill of long-term injuries</i>
5210810	Utilities - Gas/Elec	<i>23/24 budget adjusted to reflect current costs</i>
5211140	Vegetation Mgmt	<i>Majority of projects completed under MWPA funding. 23/24 budget reduced</i>
5211315	Prefessional Dev	<i>Majority of training occurred within Central Marin Training Consortium (low/no cost)</i>



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** August 8, 2023  
**Re:** Response to Grand Jury Report: "Build More ADUs"

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Directors,

Please see the included and recently issued Marin County Civil Grand Jury Report '*Build More ADUs – An Rx to Increase Marin's Housing Supply.*' Please also see the draft response proposed by staff for the Board's consideration. A stand-alone copy of the report can also be found on the Marin County Civil Grand Jury website here:

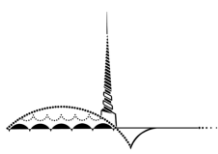
<https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2022-23/build-more-adus--an-rx-for-increasing-marins-housing-supply.pdf?la=en>

The District is required to respond to the Grand Jury Report per Penal Code section 933, which states in part:

No later than 90 days after the Grand Jury submits a final report ... the governing body of the public agency shall comment to the presiding Judge of the Superior Court on the findings and recommendations contained in the report.

The findings and recommendations can be found on pages 16-17 of the 21-page report. The District has been requested to respond specifically to finding F7 and recommendation R4. The Board of Directors must consider and approve the District's formal response in open session which then needs to be submitted to the Presiding Judge and the Grand Jury Foreperson by September 15, 2023.

**Staff Recommendation:** Approve response as presented and authorize the District Manager to submit the response as required on behalf of the District to the Presiding Judge and Grand Jury Foreperson.



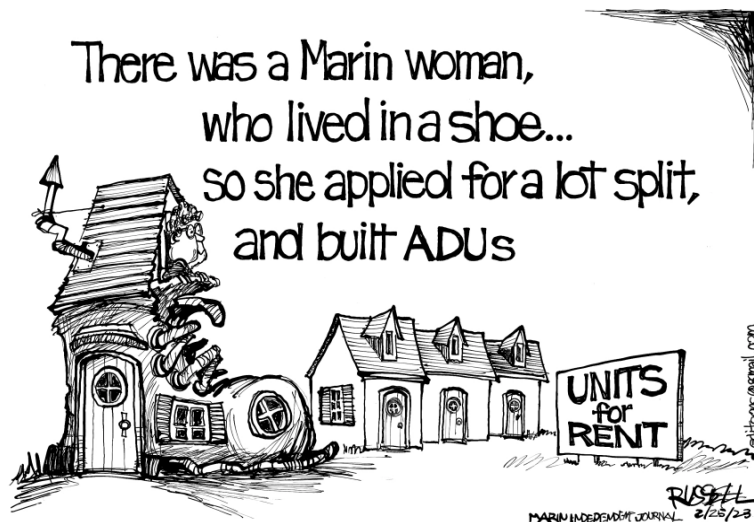
# Build More ADUs - An Rx to Increase Marin's Housing Supply

June 15, 2023

## SUMMARY

As a result of California's new state mandated Housing Element, Marin County and all its municipalities are obligated to build 14,210 new housing units by 2031.<sup>1</sup> Accessory Dwelling Units (ADUs) can help fill that need.

Marin County's housing production is not keeping pace with demand. The lack of housing supply to meet people's needs impacts affordability and causes average housing costs, particularly for renters in Marin, to rise significantly. As affordable housing becomes less accessible, people drive longer distances between homes they can afford and their workplace, or pack themselves into smaller shared spaces, both of which reduce quality of life and produce negative environmental impacts.



By permission of George Russell/Marin Independent Journal

\* Note: The law does not require a lot split to build an ADU

One approach that could help achieve these housing goals is based upon a recognition that many property owners and residents reside on land on which they could build additional or secondary housing units. These second units, variously called granny flats, in-law units, garage houses, and under state law "Accessory Dwelling Units" (ADUs) and "Junior Accessory Dwelling Units" (JADUs) have become an increasingly popular form of housing. Unfortunately, they have not always been treated as "legal" under local law. Now, California law has effectively legalized

<sup>1</sup> 4,171 (very low income <50 percent AMI (Area Median Income), 2,400 (low income <80 percent AMI), 2,182 5,652 Total: 14,405. [https://abag.ca.gov/sites/default/files/documents/2022-04/Final\\_RHNA\\_Methodology\\_Report\\_2023-2031\\_March2022\\_Update.pdf](https://abag.ca.gov/sites/default/files/documents/2022-04/Final_RHNA_Methodology_Report_2023-2031_March2022_Update.pdf) (accessed March 6, 2023); [www.hcd.ca.gov/policy-and-research/accessory-dwelling-units/](http://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units/) Several Marin jurisdictions' Housing Elements make similar arguments; Ross, Appendix C-15.

their construction and occupancy.<sup>2</sup> Because building these units (a) does not require purchasing additional land, (b) can be added to existing structures and (c) can have fewer construction requirements than traditional single family houses on a square foot basis, they may be built less expensively. California's new law recognizes that ADUs can help fulfill the state's housing mandate, and can do so affordably and with a lesser impact on land use and the environment.<sup>3</sup> Contrary to the sentiment expressed in the introductory cartoon, neither the "Marin woman who lived in a shoe" nor anyone else has to "apply for a lot split" before building an ADU.

Allowing ADUs in single-family and multifamily residential zones provides additional rental housing stock which are an essential component of the housing supply in California.<sup>4</sup> Every Marin jurisdiction has increased ADU production, but there are a number of improvements that can be made to accelerate this process. This report highlights best practices in Marin and other Bay Area communities and suggests ways to facilitate development of ADUs and Junior Accessory Dwelling Units (collectively herein "ADUs").

ADU development has grown throughout the county since 2019.<sup>5</sup> Marin County's local governments' recently enacted Housing Elements assume that 9.5 percent of their required housing units could be fulfilled with ADUs.<sup>6</sup> One planning model shows a potential of 9,500 units, which is 66 percent of the requirement.<sup>7</sup> For example, in Vancouver, Canada, 35 percent of single family houses have ADUs.<sup>8</sup>

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<sup>2</sup> <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units> (accessed March 6, 2023)

<sup>3</sup> Calif. Gov. Code 65852.2 (m). A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

<sup>4</sup> SB 1069 (2016). M. Nolan Gray, "The Housing Revolution is Coming," *The Atlantic*, October 5, 2022

<sup>5</sup> Cities and County Housing Element Submissions 2022. Marin County, 2023-2031 Regional Housing Needs Assessment Appeal Request, July 9, 2021 notes the County's goal of increasing the supply of Accessory Dwelling Units along the City Centered Corridor.

<sup>6</sup> Marin County's share of the region's housing allocation is 3.265 percent while Sonoma County's share is 3.3 percent. <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation> (Accessed March 6, 2023).

<sup>7</sup> <https://ternercenter.berkeley.edu/wp-content/uploads/2021/07/SB-9-Brief-July-2021-Final.pdf> (accessed March 6, 2023). This approach uses an algorithm based on mapping the community.

<sup>8</sup> <https://www.sightline.org/2016/02/17/why-vancouver-trounces-the-rest-of-cascadia-in-building-adus/> (Accessed March 6, 2023).



**Table 1**  
**Marin County and Cities**  
**Housing Regional Housing Needs Allocation (RHNA) Requirements and**  
**Projected ADUs by 2031**

Communities		ADU History					ADU Goal	% of RHNA
	RHNA	2018	2019	2020	2021	2022	'23-'31	
Belvedere	160		4				0	0.00
Corte Madera	725	7	4	20	21		100	13.79
Fairfax	490	14	16	11	12		86	17.55
Larkspur	979		6	6	6		48	4.90
Mill Valley	865	0	16	16	29	1	160	18.50
Novato	2,090	6	10	16	27		118	5.65
Ross	111	0	0	1	3	10	80	72.07
San Anselmo	833	6	9	22	24		160	19.21
San Rafael	3,220	78					200	6.21
Sausalito	724		10	10	12	15	64	8.84
Tiburon	639	4	5	5	11		72	11.27
Unincorporated Marin	3,569		37	32	35		280	7.85
Total Units	14,405						1,368	9.50

**Source:** 2022 Housing Elements submitted by County and municipalities;  
Sausalito: Housing Element HBR-120, Table 56 HBR-95 calculations. Accessed December 2022.

Many community planning professionals have argued these additional second units could benefit property owners as an additional source of income, assistance for older residents who could “retire in place” or a place for caregivers, as well as a home for family members. Community rewards might include housing for the local workforce, integrating energy-efficient housing, and reduced overcrowding.<sup>9</sup>

## BACKGROUND

### What is an ADU?

An ADU is an accessory dwelling of a primary residence and has complete independent living facilities for one or more persons. There are different types of ADUs:

- Detached: The unit is separated from the primary structure.
- Attached: The unit is attached to the primary structure.
- Converted Existing Space: A space (e.g., primary bedroom, attached garage, storage area or similar use, or an accessory structure) on the lot of the primary residence that is converted into an independent living unit.

<sup>9</sup> <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units> (Accessed March 9, 2023). Several Marin jurisdictions’ Housing Elements make similar arguments; Ross, Appendix C-15.

- Junior Accessory Dwelling Unit (JADU): A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence.<sup>10</sup>

ADUs are not new. In previous eras they were given a variety of names, e.g., in-law units, backyard cottages, or granny units. They are quite common throughout the United States and California. In California, which has passed a series of laws enabling the use of ADUs, permits rose to nearly 20,000 in 2021 from about 1,200 in 2016.<sup>11</sup>

The addition of ADUs to neighborhoods may promote what Jane Jacobs, in her book *The Death and Life of Great American Cities*, called "social capital," "mixed primary uses," and "eyes on the street."<sup>12</sup> This "gentle density" permits a range of casual public interactions which promote safety, contact, and the assimilation of children.

Planning, financing, and building an ADU is straightforward. It requires suitable land, a means to finance the project, and the ability to find a qualified building contractor. Fortunately, there are a number of public and private organizations that can help. For example, the CASITA Coalition provides individual homeowners guides and directions for how to work with public agencies, identify financing options, and even provides examples of building plans.<sup>13</sup>

### **ADUs Can Be Affordable to Build**

Because of their small footprint, ADUs are significantly less expensive to build than new detached single-family homes. They also offer benefits that address common development barriers, such as land use and environmental sustainability. Because ADUs must be built on lots with existing or proposed housing, they do not require paying for new land or other costly infrastructure often required to build a new single-family home. It's a way to add capacity within the existing footprint, a strategy planners sometimes call "gentle density."<sup>14</sup> ADUs do not require much government investment in infrastructure, and they reduce energy consumption and costs.

JADUs are contained inside existing or proposed single-family homes, and thus require relatively modest renovations and can be more affordable to complete. ADUs are often built with cost-effective one- or two-story wood frames, which are also less expensive than other construction types. Additionally, prefabricated ADUs (e.g., manufactured housing and factory-built housing) can be directly purchased and can further reduce construction time and cost. ADUs can provide as much living space as apartments and condominiums, and work well for couples, small families, friends, young people, and seniors.

### **ADUs Can Be Affordable for Renters**

A regional survey of ADU affordability was conducted by the Association of Bay Area Governments (ABAG) to support the 6th Cycle Housing Elements.<sup>15</sup> This survey examined rental costs by region, including Marin, Napa, and Sonoma Counties in the North Bay Region. The survey concluded that when accounting for ADUs rented at market rates, and ADUs rented at discounted rates to families and friends, 29 percent are affordable to very low income

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<sup>10</sup> <https://adumarin.org/thinking> (Accessed March 6, 2023).

<sup>11</sup> <https://www.nytimes.com/2023/01/29/health/elderly-housing-adu.html> (Accessed Mar. 6, 2023). See Appendix B.

<sup>12</sup> Jane Jacobs, *The Death and Life of Great American Cities* (Random House 1961).

<sup>13</sup> <https://www.casitacoalition.org/adu-blog-info-for-homeowners/> (Accessed March 6, 2023).

<sup>14</sup> <https://www.nytimes.com/2023/01/29/health/elderly-housing-adu.html> (Accessed March 6, 2023).

<sup>15</sup> <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation> (Accessed March 6, 2023).

households, 44 percent to low income households, 26 percent to moderate income households, and 7 percent to above moderate income households. Sausalito undertook a similar survey.<sup>16</sup>

Based on the responses from the two surveys, it appears that: 16.2 percent of ADUs are projected to be affordable to very low income households, 32.4 percent to low income households, 32.4 percent to moderate income households, and 18.9 percent to above moderate income households.

## Appearance

ADUs come in a variety of flavors. Here is a small sample from Marin.<sup>17</sup>



## Construction costs

As with any construction, the cost varies considerably based on, among other things, the terrain and the finishes. Construction costs per square foot for ADUs are generally in line with the cost of building any single family dwelling.<sup>18</sup> The four ADUs built in Marin shown above ranged from \$60 to \$521 per square foot (2019 costs). However, because of their size, ADUs may be

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<sup>16</sup> <https://housingelementsmarin.org/city-of-sausalito> (Accessed March 5, 2023).

<sup>17</sup> Upper left photo, <https://adumarin.org/spotlights/neighbor-spotlight-brenda-and-donal-in-corte-madera> ; Upper Right photo, <https://adumarin.org/spotlights/neighbor-spotlight-cheryl-and-kathy-in-marin>; Lower Left photo, <https://adumarin.org/spotlights/neighbor-spotlight-jane-and-doug-in-mill-valley>, Lower Right photo, <https://adumarin.org/spotlights/neighbor-spotlight-julie-and-tim-in-san-anselmo>, (all Accessed March 31, 2023)

<sup>18</sup> The median cost to build an ADU in California is about \$150,000 according to a 2021 (using 2019 data) survey according to calculations by Turner Center staff, page 3. See more: <https://www.aducalifornia.org/wp-content/uploads/2021/04/Implementing-the-Backyard-Revolution.pdf> (Accessed March 6, 2023).

more amenable to prefab construction and thus less expensive. You can even buy kits from such retailers as Home Depot, Amazon or others.<sup>19</sup>

Constructing an ADU will increase the value of the property. Generally, the subsequent improvement will be incorporated in the property's tax bill.<sup>20</sup> The property as a whole is not reassessed, but the county will issue a supplemental tax bill reflecting the increased value of the property from construction of the ADU.<sup>21</sup>

Some jurisdictions outside of California waive property tax increases under certain conditions. For example, in Oregon a special state act granted homeowners in Salem the option of exempting the value of an accessory dwelling unit (ADU) on their property from their property taxes so long as they are renting the ADU, including utilities, for a monthly amount affordable for those at or below 70 percent of the area median income.<sup>22</sup>

## **Financing**

Generally, property owners finance the construction of ADUs using conventional means, e.g., from their savings, equity loans, or by refinancing existing mortgages. Recently, some private lenders have introduced products to meet the growing ADU building demand.

To build upon the early success of ADU legislation, more financial tools are needed to facilitate greater ADU development amongst low to moderate income homeowners who do not have access to cash savings and cannot leverage home equity.<sup>23</sup>

ADU financing may present some challenges for those without conventional means. Lending institutions may offer financing options. One institution that the Grand Jury is aware of is Redwood Credit Union (RCU). Among other things, RCU can take into account the future rental value of the ADU in order to determine the borrower's qualifications. RCU can also take over the fund management of the project, if requested.<sup>24</sup>

In other communities local governments have initiated low-interest loan and grant programs, often with specific conditions designed to keep rents affordable.<sup>25</sup> Marin County has \$5 million available county-wide for various affordable housing projects.<sup>26</sup> However, claimants for these funds are non-profit developers and other government agencies. Unlike many other communities in California, Marin County and its municipalities have not created financing programs to assist individuals in building affordable housing. However, Marin County does have a program

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<sup>19</sup> <https://www.homedepot.com/p/The-Wave-Comfort-ADU-1-Bedroom-410-87-sq-ft-Tiny-Home-Steel-Frame-Building-Kit-Cabin-Guest-House-TWVP1B410/321417498> (Accessed March 6, 2023).

<sup>20</sup> <https://www.boe.ca.gov/proptaxes/newconstructionproperty.htm> (Accessed March 6, 2023).

<sup>21</sup> <https://www.sccoplanning.com/ADU/FAQ.aspx> (Accessed March 6, 2023).

<sup>22</sup> <https://www.salemna.gov/adu> (Accessed March 6, 2023).

<sup>23</sup> <https://ternercenter.berkeley.edu/> (Accessed March 6, 2023).

<sup>24</sup> <https://www.redwoodcu.org/loans/home/mortgage/construction-loans/> (Accessed March 6, 2023).

<sup>25</sup> See <https://www.sccoplanning.com/Portals/2/County/adu/ADU%20Loan%20Program%20Summary%202021.pdf> (Accessed March 6, 2023).

<sup>26</sup> The available funding includes roughly \$2.3 million in County Affordable Housing Funds (including a one-for-one match from the State Permanent Housing Allocation), \$2.4 million in new HOME-ARP funds through the U.S. Department of Housing and Urban Development (HUD), and \$600,000 in Community Development Block Grant funds specific to housing projects, also allocated by HUD.



restricted to residences in unincorporated areas so as to lower or mitigate permitting fees for private property owners desiring to build an ADU.<sup>27</sup>

The California Housing Finance Agency (HFA) has an ADU Grant program for homeowners with low or moderate income.<sup>28</sup> It provides up to \$40,000 towards pre-development and non-recurring closing costs associated with the construction of an ADU. Predevelopment costs include site preparation, architectural designs, permits, soil tests, impact fees, property survey, and energy reports. Few, if any, of Marin County's or cities' websites prominently refer to this program.

The California Department of Housing and Community Development had these comments for Marin County by letter dated October 17, 2022:

- Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent... (Gov. Code, § 65583, subd. (c)(7).)
- Review the production of ADUs once in the planning period. A review of production should also: (1) assess affordability, (2) conduct a review more than once in the plan period (e.g., 3-4 times), and (3) commit to a menu of alternative actions that includes rezoning, if necessary, by a specific date (e.g., within six months of review).

## **APPROACH**

The Grand Jury reviewed a broad range of relevant public information related to the planning, permitting, financing and building of ADUs. It did not obtain fee information from every municipality and special district. Additionally, appropriate information from County staff, and several knowledgeable people in the field of community planning and development of ADUs in other Bay Area counties was secured. The Grand Jury received documentation that was relevant in informing these decision makers and guiding their actions.

Many reports, written materials, and internet resources were studied, including but not limited to:

- Recently submitted housing elements by Marin County, Cities, and Towns
- California State ADU and relevant housing laws
- ADU Affordability Best Practices Guidelines
- California HFA ADU Grant Program.
- California Department of Housing and Community Development
- Marin County Community Development
- Understanding the Market: ADUs in Napa and Sonoma County report
- ADU Marin website
- Napa-Sonoma ADU website.

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<sup>27</sup> <https://www.helloadu.org/marin-adu-services> (Accessed March 6, 2023).

<sup>28</sup> <https://www.calhfa.ca.gov/adu/> (Accessed March 6, 2023).

## DISCUSSION

ADUs will allow for increased housing utilizing existing space from single family homes, which is the bulk of Marin's housing stock. According to the latest US Census, 62% of all Marin residences are considered detached residences, i.e., an equivalency to single family homes. Many of these detached residences could accommodate a second unit. As Table 2 shows, there are many lots that could *theoretically* have capacity for an ADU or JADU.

**Table 2:**

**Estimating How Many Residences in Marin Are Detached**

	<b>Total Residences</b>	<b>Estimated Number of Detached Residences</b>	<b>Calculated Percentage</b>
Belvedere	1,054	931	88.3%
Corte Madera	4,104	2,782	67.8%
Fairfax	3,676	2,447	66.6%
Larkspur	6,652	2,418	36.4%
Mill Valley	6,375	4,550	71.3%
Novato	21,490	12,413	58.2%
Ross	947	900	95.0%
San Anselmo	5,265	3,978	75.6%
San Rafael	24,678	11,496	46.6%
Sausalito	4,332	1,813	41.9%
Tiburon	3,853	2,535	65.8%
Unincorporated	23,188	18,253	78.7%
<b>Total for County</b>	<b>111,570</b>	<b>69,866</b>	<b>62.6%</b>

*Source: United States Census, 2020.*

ADUs come in all shapes. However, sizes are limited by local regulation. In general, the minimum size is 150 square feet, and the maximum is 1,200 square feet. There are certain financial incentives for ADUs of less than 750 square feet.<sup>29</sup> By way of comparison, in 1950 the average American single family home size was 983 square feet.<sup>30</sup>

Marin jurisdictions, as shown in Table 1 above, have identified the potential of building at least 1,385 ADUs. The table illustrates the jurisdictions' projections (based upon historical trends and their own plans) vary considerably due to multiple factors: typography, willingness to encourage these developments, and the simple matter of available space. Marin communities could increase the actual number of ADUs which can be built.<sup>31</sup>

Marin County has made some efforts to encourage ADUs. It recently created a new ADU Technical Assistance program for homeowners to help make the process less overwhelming. The program provides free feasibility and project management support for qualified homeowners

<sup>29</sup> Calif. Gov. Code 65852.2 (f) (3)

<sup>30</sup> <https://www.investopedia.com/articles/pf/07/mcmansion.asp> (Accessed March 6, 2023).

<sup>31</sup> Several California governments have adopted various incentive programs which have already increased the number of ADUs beyond projections. For example, the city of San Diego more than doubled the number of ADUs since 2021. <https://turnercenter.berkeley.edu/research-and-policy/san-diego-adu-bonus-program/> (Accessed March 6, 2023).

who live in the unincorporated areas of the County provided by HelloADU and paid for by the County.<sup>32</sup> Marin County's "Make Room for Marin" website provides property owners with a step-by-step overview of the processes associated with ADU development.<sup>33</sup> However, the County and its towns and cities could do a more to encourage and facilitate the building of ADUs. There are often unnecessary delays in issuing building permits. San Jose, for example, offers same day permits in some instances.<sup>34</sup>

As part of a state grant program, a partnership was established between ten cities and towns and the County called "ADUMarin." This partnership aims to promote the development of ADUs. It includes a variety of information sources on the County website, <https://adumarin.org>, providing interactive workbooks and webinars to assist interested property owners through all aspects of the ADU process.

Napa Sonoma ADU, in comparison, has at least one full time employee and is supported by grants from the Napa Valley Community Foundation and Sonoma County Community Foundation. It provides significantly more comprehensive services and support. Among other things, it offers an ADU calculator, local ADU rules, an address lookup tool, an ADU workbook, stories and floor plans, webinars, vendor registry, a newsletter, and social media.<sup>35</sup> Additionally, for a fee, it has an ADU feasibility consult, and permit-ready ADU plans.

On May 25, 2021, the Marin County Board of Supervisors approved an extension to the Accessory Dwelling Unit Fee Waiver Program, which offers property owners in the unincorporated areas of the county (which is approximately 27 percent of the population) fee waivers for the development of ADUs.<sup>36</sup> Under the program, in exchange for a property owner's agreement to rent their unit at affordable rates, county permit fees for ADUs may be waived up to the following:

- \$10,000 for ADUs that are rented at rates at or below 80 percent the Area Median Income
- \$5,000 for ADUs that are rented at rates between 81-120 percent of the Area Median income
- \$2,500 for ADUs that are rented at market-rate

The fees waived may include Community Development Agency fees such as planning, building and safety, environmental health services, and Department of Public Works fees such as traffic mitigation.

## **Impact Fees – Exceptionally Confusing in Spite of State Law**

A significant number of Marin homeowners interested in building ADUs on their property are dissuaded from doing so due to prohibitively high impact and mitigation (a.k.a. connection or capacity) fees. One ADU professional characterized these fees as "piracy."

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<sup>32</sup> <https://www.helloadu.org/free-marin-county-services> (Accessed March 6, 2023).

<sup>33</sup> <https://www.marincounty.org/depts/cd/divisions/housing/make-room-for-marin> (Accessed March 9, 2023).

<sup>34</sup> <https://www.sanjoseca.gov/business/development-services-permit-center/accessory-dwelling-units-adus/preapproved-adus> (Accessed April 28, 2023).

<sup>35</sup> <https://napasonomaadu.org/> (Accessed March 6, 2023).

<sup>36</sup> <https://www.marincounty.org/-/media/files/departments/cd/housing/affordable-housing/adu-affordability/adupacketvfinal> (Accessed March 6, 2023).



SB 13 created a tiered fee structure that charges ADUs based on their size. This fee structure takes into consideration the impact of an ADU on a neighborhood's infrastructure and services, which is different from the impact created by single-family homes or multifamily buildings.<sup>37</sup> For example, an ADU of less than 750 square feet is likely to have only one bedroom and unlikely to have school age children living there. This would minimize the impact on schools, water, and sewers, among other services.

Local governments and Special Districts (listed in Appendix A) can charge a variety of fees for a development. These fees, commonly known as impact or mitigation fees, go toward infrastructure development (such as adding lanes or roads or supporting additional traffic) or other public benefits (such as new parks, schools, or affordable housing). In the wake of the passage of Proposition 13 in 1978 and the loss of significant property tax revenue, local governments and school districts have also turned to development fees as a means to generate revenue. Given that California cities have tightly restricted funding sources, fees are one of the few ways cities can pay for the indirect costs of growth.<sup>38</sup>

State law governs the imposition of impact fees on ADUs.<sup>39</sup> Nonetheless, the agencies that might charge impact or mitigation fees have interpreted that state law differently. For example, the new construction of a detached 700 square foot ADU would incur no connection fee from Marin Water (formerly MMWD) but would cost \$8,675 in NMWD.<sup>40</sup> This discrepancy may be a result of different interpretations of how North Marin Water District interprets the applicable code to exempt ADUs from connection charges. North Marin Water District reads the code as exempting only ADUs created within an existing structure. In some instances, school impact fees provide another example. State law states that such fees are waived for ADUs smaller than 750 square feet, but many cities waive fees only for ADUs smaller than 500 square feet.<sup>41</sup>

Different agencies and municipalities throughout the county charge different fees. For example, Tiburon requires new and separate utility connections directly between the ADU and the utility. Consistent with Government Code section 66013, the service may be subject to a connection fee or capacity charge that is proportionate to the burden of the proposed ADU.<sup>42</sup> In Napa and Sonoma counties, capacity charges for ADUs are waived if the unit is under 499 square feet, and then based upon a square footage charge for larger units.<sup>43</sup> In contrast, those fees in Marin have reportedly been as much as \$41,000.<sup>44</sup>

These wide variations aside, it is uniformly challenging for a proponent of an ADU in Marin to get an accurate estimate for impact and connection fees simply by inspecting a town, city, or special district's website or even talking directly with staff of the planning and building

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<sup>37</sup> <https://openstates.org/ca/bills/20192020/SB13/> (Accessed March 6, 2023).

<sup>38</sup> (Chapter 653, Statutes of 2019); <https://openstates.org/ca/bills/20192020/SB13/> (Accessed March 6, 2023).

<sup>39</sup> Calif. Gov. Code 65852.2 (f). See Appendix B for the complete text.

<sup>40</sup> Northern Marin Water District website.

<sup>41</sup> See e.g. <https://www.tamdistrict.org/cms/lib/CA01000875/Centricity/Domain/1547/Nicasio%20-%20Residential.pdf>; <https://www.cityofbelvedere.org/DocumentCenter/View/79/School-Facilities-Fee?bidId=> (Accessed April 28, 2023).

<sup>42</sup> <http://www.townoftiburon.org/DocumentCenter/View/3266/594ADU-21622?bidId=> (Accessed March 6, 2023).

<sup>43</sup> <https://www.napasan.com/151/Capacity-Charges> (Accessed March 6, 2023).

<sup>44</sup> Grand Jury interview.

departments. In Belvedere, fees for a 700 square foot attached ADU total \$19,530.<sup>45</sup> Illustrating the consequence and complexity in understanding permit and fee requirements imposed by *almost every* government agency in Marin, we examined the rules imposed by the City of Novato and connected agencies. We assumed permitting and building two comparable ADUs costing \$350/sq. ft.: one at 700 sq. ft. and the other at 800 sq. ft. Applying the information set forth in Novato's Housing Element Update, reviewing the city and special districts' fee schedules and direct conversation with staff members, it is clear individuals face a daunting task in determining the process and the potential of substantial fees. Here, an ADU larger than 750 sq. feet costs well over \$34,000 in fees. Even when a smaller 700 sq. ft. ADU is proposed, fees exceed \$18,000. If Marin County and municipalities genuinely believe, as they have stated in multiple forums, that their housing needs can be met by encouraging the building of ADUs, they should re-examine the various impact fees that they have imposed.

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<sup>45</sup> [https://www.cityofbelvedere.org/DocumentCenter/View/8495/6th-Cycle-Housing-Element-Update\\_Public-Draft-Reduced-compressed](https://www.cityofbelvedere.org/DocumentCenter/View/8495/6th-Cycle-Housing-Element-Update_Public-Draft-Reduced-compressed) (Accessed May 9, 2023).

**Table 3**  
**Estimated Novato ADU Permit and Development Fees**

	<b>Fee</b>	<b>700 sq. ft. Estimated \$</b>	<b>800 sq. ft. Estimated \$</b>
<b>City of Novato</b>			
ADU Planning Permit	\$820.00	exempt	\$820.00
Building Permit	sliding scale	\$2,156.60	\$2,558.40
subtotal		\$2,156.60	\$3,378.40
<b>Novato City Public Facilities Fees</b>			
Recreational, Cultural Facilities	\$4,725.23	exempt	\$4,725.23
Civic Facilities	\$847.29	exempt	\$847.29
General Government Systems	\$367.54	exempt	\$367.54
Open Space	\$1,022.02	exempt	\$1,022.02
Drainage	\$580.68	exempt	\$580.68
subtotal		\$0.00	\$7542.76
<b>Novato City Traffic Impact Fees</b>			
Streets & Intersections	\$2,601	exempt	\$2,601.00
Transit Facilities	\$89.84	exempt	\$89.84
Corporation Yard	\$56.07	exempt	\$56.07
subtotal		\$0.00	\$2,746.91
<b>Outside Agency Impact Fees</b>			
Novato Unified School District	\$4.08 /sq. ft.	exempt	\$3,264.00
Novato Sanitary District*	\$12,000/dwelling unit	\$7,617.50	\$8,700.00
Novato Fire District	\$.0622/sq. ft.	exempt	exempt
North Marin Water District*	\$7,640/ADU plus	\$8,675.00	\$8,675.00
subtotal		\$16,292.50	\$20,639.00
<b>Subtotal Fees (estimated)</b>			
<b>City</b>		<b>\$2,156.60</b>	<b>\$13,668.07</b>
<b>Outside Agencies</b>		<b>\$16,292.50</b>	<b>\$20,639.00</b>
<b>TOTAL FEES (estimated)</b>			
		<b>\$18,449.10</b>	<b>\$34,307.07</b>

**Source:** City of Novato Housing Element Update, November 2022, C34-C36, Novato Sanitary District: Pro-rata of 1,200 sq. ft, North Marin Water District, Facility Reserve Charge Study, Final Report, November 15, 2022, Grand Jury interviews. The estimated amounts were calculated March 17, 2023.

## **Legalizing Marin's Existing Non-Conforming Second Units**

According to a 2016 report by McKinsey and Company entitled “A Tool Kit to Close California’s Housing Gap: 3.5 Million Homes by 2025,”<sup>46</sup> one way to encourage homeowners to add ADUs is to create an amnesty path for ADUs that are not properly permitted.<sup>47</sup> Some jurisdictions have been at the forefront of encouraging ADUs. Part of their success has been the legalization of existing non-conforming units through amnesty programs. It is estimated that 40 percent to 70 percent of all construction throughout Marin is done without permits.<sup>48</sup> This number includes all forms of construction, from adding a new water heater to building an in-law unit.

For example, Fairfax has an amnesty program in which all penalties are waived and all ADUs (legalizing illegal existing ones or permitting new ones) housing the elderly get 50 percent off the permit fees normally charged.<sup>49</sup> San Mateo County had a limited-term ADU Amnesty program (beginning in October/November 2018), which allowed property owners to bring an unpermitted unit into compliance. It featured a low-cost initial inspection as well as detailed guidance on any required improvements necessary to meet the current building code. All fines for unpermitted construction were waived, and planning and building permit fees were either waived or significantly reduced during the initial pilot phase. Code enforcement actions were also suspended, allowing potential applicants the opportunity to explore the program without risk of penalty.<sup>50</sup>

## **ADUs can help address housing needs of Marin's aging population**

Marin County’s Age Forward Plan (2020) suggests that ADUs could help older adults.<sup>51</sup> The share of older adults in Marin will continue to increase and is projected to reach 35 percent of the county’s population by 2025 and 38 percent by 2030.<sup>52</sup> The Age Forward plan offered three action items in this regard:

- Community: Explore opportunities to build ADUs on properties; advocate for measures to expand ADU programs throughout the county.
- County Leadership: Foster increase of ADUs, encourage greater awareness of and research for ADU programs and opportunities for residents, explore permit fee waivers and fee reductions, including fee adjustments to incentivize affordable rental units

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<sup>46</sup> See

<https://www.mckinsey.com/~/media/mckinsey/featured%20insights/urbanization/closing%20californias%20housing%20gap/closing-californias-housing-gap-full-report.pdf>, (Accessed March 6, 2023).

<sup>47</sup> <https://ternercenter.berkeley.edu/blog/san-diego-adu-bonus-program/> (Accessed March 6, 2023).

<sup>48</sup> Marin Builders Exchange survey. <https://www.marinbuilders.com/permit-simplicity-and-customer-satisfaction> (accessed March 6, 2023).

<sup>49</sup> <https://www.townoffairfax.org/opportunities-for-adu-jadu-permitting-and-construction/> (Accessed March 6, 2023).

<sup>50</sup> <https://www.smcgov.org/planning/accessory-dwelling-unit-amnesty-health-safety-certification-program> (Accessed March 6, 2023).

<sup>51</sup> “Age Forward, a framework for an Age-Friendly County of Marin,” January 2020 [https://www.marinhhs.org/sites/default/files/files/servicepages/2022\\_06/cc\\_af\\_com\\_plan\\_final\\_ada.pdf](https://www.marinhhs.org/sites/default/files/files/servicepages/2022_06/cc_af_com_plan_final_ada.pdf) (Accessed March 15, 2023)

<sup>52</sup> California Department of Finance. (2019). Population projections for California. Retrieved from <https://dof.ca.gov/Forecasting/Demographics/Projections/> (Accessed March 6, 2023).

- County Departments: Promote ADU programs and facilitate advocacy for greater flexibility, work together to advocate for solutions (Aging & Adult Services, Community Development Agency).<sup>53</sup>

## Confusion Reigns

Much of the public is confused about what the requirements are for an ADU.<sup>54</sup> The Grand Jury's research has found that some jurisdictions in Marin have not updated their planning and building policies to conform with current California ADU laws. Some people do not know whether an ADU requires a lot split, must be rented, what size refrigerator or sink is required, or what the sewer fees would be. Potential ADU owners (not just those with limited incomes) would benefit from a central "one stop shop" for this information. The County and local municipalities would be better served if this "one stop shop" is identified by each municipality to be the authoritative source for all local information. Ideally it would become linked with Napa Sonoma ADU. At the very least, the ADU Marin effort should become more closely aligned with the Napa Sonoma ADU programs. In addition, each municipality should clearly point to such a source of assistance on its website. For example, Fairfax has a model amnesty program, but there is no obvious link to it from the building department website. In addition to the Napa and Sonoma counties efforts, we reviewed the successful San Mateo "Second Unit Resource Center," which has demonstrated that a one stop shop open to all has value:



## Getting Started

Are you interested in building a second unit? Here's information on how to get it one.



Source: <https://secondunitcentersmc.org/how/>

<sup>53</sup> "Age Forward, a framework for an Age-Friendly County of Marin," January 2020 [https://www.marinhhs.org/sites/default/files/files/servicepages/2022\\_06/cc\\_af\\_com\\_plan\\_final\\_ada.pdf](https://www.marinhhs.org/sites/default/files/files/servicepages/2022_06/cc_af_com_plan_final_ada.pdf) (Accessed March 15, 2023)

<sup>54</sup> See e.g. [https://nextdoor.com/p/y-BghLzP7XWt?view=detail&init\\_source=search&query=adu](https://nextdoor.com/p/y-BghLzP7XWt?view=detail&init_source=search&query=adu) (Accessed March 6, 2023).

If Marin is serious about helping individuals build ADUs, our review of current and planned efforts initiated by Marin's cities and municipalities leads us to three obvious conclusions:

- Currently, required information is not easily obtained either from officials or contained on agencies' websites.
- Fee information from Marin's water, fire, sanitary, and school districts is not easy to understand and follow.
- Marin's mandated housing goals can be met when every public agency in the county aligns its policies toward these objectives. Cooperation should be the mantra. It benefits everyone.

## **FINDINGS**

- F1. More housing in Marin is needed and ADUs are one solution.
- F2. Many homeowners lack information and knowledge about ADU development, and Marin's jurisdictions are not always helpful to homeowners seeking information about ADU development.
- F3. It is often difficult, if not impossible, for a Marin homeowner to determine the planning, building, connection, capacity and impact fees associated with developing an ADU in a particular jurisdiction.
- F4. Many Bay Area cities and counties, for example Napa and Sonoma, have implemented comprehensive websites and related support to help homeowners create ADUs.
- F5. ADUs may be rented affordably and provide additional benefits for older adults and their caregivers.
- F6. Most Marin jurisdictions could provide better resources offering or identifying financing incentives for ADU development.
- F7. Impact, connection, and capacity fees vary considerably throughout the County and such fees can be a disincentive to homeowners considering ADU development.
- F8. Not every jurisdiction in Marin has updated its planning and building policies to conform with current California ADU laws.
- F9. Granting amnesty, following safety inspection, to existing non-conforming second units could help Marin meet its housing obligations.
- F10. ADU Marin and HelloADU are a good start. However, compared to several other Bay Area cities and counties, for example Napa and Sonoma, they could be substantially enhanced and expanded.



## **RECOMMENDATIONS**

- R1. On or before December 31, 2023, the Marin County Board of Supervisors should direct the Community Development Agency's Development Priority Setting Committee to:
- 1) Identify available funding/financing information for residents who need help with the cost of building an ADU,
  - 2) Transmit the collected information to all the jurisdictions represented on the Committee.
  - 3) Start a continuous monitoring program to update the information sources as they become available.
- R2. By December 1, 2023, begin investigation to consider an amnesty program to legalize existing unpermitted second units. Add a marketing communications plan so that citizens can be made aware of it.
- R3. By December 1, 2023, begin the process of merging and/or collaborating with Napa/Sonoma ADU, and hiring a full-time Marin ADU Program Coordinator. The program coordinator should work with all jurisdictions on the development of ADUs and identify impact and connection fees within each jurisdiction.
- R4. By December 1, 2023, begin a feasibility assessment of waiving or significantly lowering impact and connection fees for units smaller than 750 square feet.
- R5. By December 1, 2023, begin creating plans to accelerate the permit approval process for ADU applications to within 30 days, or less, of submission. Implement such plans no later than July 1, 2024.
- R6. By December 1, 2023, begin feasibility assessments of new incentives for ADU development, such as pre-approved plans, technical assistance, property tax relief, development fee waivers, and forgivable loans; implement at least one such incentive no later than July 1, 2024.

## **REQUIRED RESPONSES**

Pursuant to Penal Code section 933.05, the Grand Jury requires responses from the following governing bodies:

- **School Districts**
  - Bolinas-Stinson School District Board of Trustees (F7, R4)
  - Kentfield School District Board of Trustees (F7, R4)
  - Laguna Joint School District Board of Directors (F7, R4)
  - Lagunitas School District Board of Trustees (F7, R4)
  - Larkspur-Corte Madera School District Board of Trustees (F7, R4)
  - Marin County Office of Education (F7, R4)
  - Mill Valley School District Board of Trustees (F7, R4)
  - Miller Creek Elementary School District Board of Trustees (F7, R4)
  - Nicasio School District Board of Trustee (F7, R4)
  - Novato Unified School District Board of Trustees (F7, R4)
  - Reed Union School District Board of Trustees (F7, R4)
  - Ross School District Board of Trustees (F7, R4)
  - Ross Valley School District Board of Trustees (F7, R4)
  - San Rafael City Schools Board of Education (F7, R4)
  - Sausalito/Marin City School District Board of Trustees (F7, R4)
  - Shoreline Unified School District Board of Trustees (F7, R4)
  - Tamalpais Union High School District Board of Trustees (F7, R4)
- **Municipalities**
  - City of Belvedere (F1-F13, R1-R6)
  - City of Larkspur (F1-F13, R1-R6)
  - City of Mill Valley (F1-F13, R1-R6)
  - City of Novato (F1-F13, R1-R6)
  - City of San Rafael (F1-F13, R1-R6)
  - City of Sausalito (F1-F13, R1-R6)
  - Marin County Board of Supervisors (F1-F13, R1-R6)
  - Town of Corte Madera (F1-F13, R1-R6)
  - Town of Fairfax (F1-F13, R1-R6)
  - Town of Ross (F1-F13, R1-R6)
  - Town of San Anselmo (F1-F13, R1-R6)
  - Town of Tiburon (F1-F13, R1-R6)
- **Water Districts**
  - Bolinas Community Public Utility District (F7, R4)
  - Marin Municipal Water District (F7, R4)
  - North Marin Water District (F7, R4)
  - Stinson Beach County Water District (F7, R4)

- Fire Protection Districts
  - Bolinas Fire Protection District (F7, R4)
  - Central Marin Fire Department (F7, R4)
  - Inverness Public Utility District (F7, R4)
  - Kentfield Fire Protection District (F7, R4)
  - Marin County Fire Department (F7, R4)
  - Marinwood Community Services District (F7, R4)
  - Novato Fire Protection District (F7, R4)
  - Ross Valley Fire Department (F7, R4)
  - Southern Marin Fire Protection District (F7, R4)
  - Stinson Beach Fire Protection District (F7, R4)
  - Tiburon Fire Protection District (F7, R4)
- Sanitary Districts
  - Almonte Sanitary District (F7, R4)
  - Alto Sanitary District (F7, R4)
  - Central Marin Sanitation Agency (F7, R4)
  - Corte Madera Sanitary District No. 2 (F7, R4)
  - Homestead Valley Sanitary District (F7, R4)
  - Las Gallinas Valley Sanitary District (F7, R4)
  - Novato Sanitary District (F7, R4)
  - Richardson Bay Sanitary District (F7, R4)
  - Ross Valley Sanitary District (F7, R4)
  - San Rafael Sanitation District (F7, R4)
  - Sausalito Marin City Sanitary District (F7, R4)
  - Sewerage Agency of Southern Marin (F7, R4)
  - Tiburon Sanitary District 5 (F7, R4)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

Note: At the time this report was prepared information was available at the websites listed.
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Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury <u>not</u> contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.
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## APPENDIX A

Impact, connection, and capacity fees vary considerably within these districts throughout Marin County.

<u>School Districts</u>	<u>Water Districts</u>	<u>Fire Protection Districts</u>	<u>Sanitary Districts</u>
Bolinas-Stinson	Bolinas Community Public Utility	Bolinas	Almonte
Kentfield	Marin Municipal	Central Marin	Alto
Laguna	North Marin	Inverness Public Utility	Central Marin
Lagunitas	Stinson Beach County	Kentfield	Corte Madera
Larkspur-Corte Madera		Marin County	Homestead Valley
Marin County Office of Education		Marinwood Community Services	Las Gallinas
Mill Valley		Novato	Novato
Miller Creek		Ross Valley	Richardson Bay
Nicasio		Southern Marin	Ross Valley
Novato Unified		Stinson Beach	San Rafael
Reed Union		Tiburon	Sausalito/Marin City
Ross			Southern Marin
Ross Valley			Tiburon
San Rafael City			
Sausalito/Marin City			
Shoreline Unified			
Tamalpais Union			

## **APPENDIX B**

For reference only: These are the primary laws affecting ADU development:

- AB 68/AB 881 - Requires local agencies to approve or deny an ADU project more quickly and prohibits local agencies from adopting ADU ordinances that impose minimum lot size requirements, set certain maximum dimensions, or require replacement off-street parking in certain situations. Also allows for an ADU as well as a “junior” ADUs where certain access, setback and other criteria are met.
- SB 13 - Provides, until January 1, 2025, that cities may not condition approval of ADU building permit applications on the applicant being the “owner-applicant” of either the primary dwelling or the ADU, and prohibits impact fees on ADUs under 750 square feet.
- AB 587 - Provides that local agencies may now allow ADUs to be sold or conveyed separately from a primary residence if certain conditions are met. This law is expected to increase the ability of affordable housing organizations to sell deed-restricted ADUs to eligible low-income homeowners.
- AB 670 - Prevents homeowners' associations from barring ADUs. AB 670 makes unlawful any HOA condition that "prohibits or unreasonably restricts" the construction of ADUs on single-family residential lots.
- AB 671 - Requires local governments to include in their General Plan housing elements plans to incentivize and promote the creation of affordable ADUs. The law also requires HCD (Housing and Community Development) to develop, by December 31, 2020, a list of state grants and financial incentives for ADU development.
- New California legislation went into effect on January 1st, 2023, that allows 2-story ADUs in some instances, provides more flexibility in where ADUs can be located on a property, and makes obtaining an ADU permit a more transparent and streamlined process.

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**ARTICLE 2. Adoption of Regulations [65850 - 65863.13]** (*Article 2 added by Stats. 1965, Ch. 1880.*)

**65852.2.** [https://california.public.law/codes/ca\\_gov%27t\\_code\\_section\\_65852.2](https://california.public.law/codes/ca_gov%27t_code_section_65852.2)  
(*Amended (as amended by Stats. 2021, Ch. 343, Sec. 1) by Stats. 2022, Ch. 664, Sec. 2.5. (SB 897) Effective January 1, 2023.*)

## RESPONSE FORM: 2022-2023 Marin Civil Grand Jury Report

Report Title: Build More ADUs: An Rx to Increase Marin's Housing Supply

Respondent/Agency Name: Marinwood Community Services District

Submitter Name: Eric Dreikosen Title: District Manager

### FINDINGS

- Agree with the findings numbered: \_\_\_\_\_
- Disagree *partially* with the findings numbered: F7
- Disagree *wholly* with the findings numbered: \_\_\_\_\_

(Attach a **statement** specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered \_\_\_\_\_ have been implemented.  
(Attach a **summary** describing the implemented actions.)
- Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a **timeframe** for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an **explanation** and the scope and parameters of an analysis or study, and a **timeframe** for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This **timeframe shall not exceed six months** from the date of publication of the grand jury report.)
- Recommendations numbered R4 will not be implemented because they are not warranted or are not reasonable.  
(Attach an **explanation**.)

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Number of pages attached: \_\_\_\_\_

**Marinwood Community Services District**  
**Responses to Grand Jury Report “Build More ADUs - An Rx to Increase Marin’s Housing Supply”**  
**Findings & Recommendations:**  
*Discussed and Approved in Open Session on August 8, 2023*

Marinwood CSD was requested to respond to finding F7 and recommendation R4

**Report Finding F7:**

***Marinwood CSD Response: Disagree partially***

**F7. Impact, connection and capacity fees vary considerably throughout the County and such fees can be a disincentive to homeowners considering ADU development.**

Marinwood Community Services District does not impose any impact, connection or capacity fees applicable to ADU development. As such, Marinwood CSD has not conducted a comparative analysis of such fees imposed by other similar agencies and thus has no direct knowledge of fee amounts imposed by these agencies beyond the research presented by the Grand Jury in this report. However, Marinwood CSD notes the following statement included in this report:

*“The Grand Jury reviewed a broad range of relevant public information related to the planning, permitting, financing and building of ADUs. It did not obtain fee information from every municipality and special district.” (pg. 7)*

As Marinwood CSD does not impose said fees, it has not seen any further research nor has it had any direct experiences regarding if such fees can be a disincentive to homeowners considering ADU development.

For these reasons, Marinwood CSD can neither wholly agree nor wholly disagree with this finding, leaving “disagree *partially*” as the only remaining response option allowable.

**Report Recommendation R4:**

***Marinwood CSD Response: Will not be implemented because it is not warranted***

**R4. By December 1, 2023, begin a feasibility assessment of waiving or significantly lowering impact and connection fees for units smaller than 750 square feet.**

As Marinwood CSD does not impose impact and connection fees for ADU (or similar structure) development, it finds this recommendation not warranted nor applicable to this agency. Should Marinwood CSD decide at some point in the future to impose such fees, it may conduct a feasibility assessment for consideration prior to such a decision.

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.

**FEMA Claim/Creek Bank Failure:**

On July 31<sup>st</sup> we finally had an official site inspection from FEMA representatives. FEMA formally surveyed the damage and briefly reviewed our proposed repair plans. FEMA will now provide their damage assessments to another party who will provide cost estimates on returning the damaged area to pre-damage conditions. Additionally, FEMA will consider our proposed mitigation plans, or create their own, to not only return the site to pre-existing conditions but to enhance the area in efforts to help prevent a future occurrence. It is unclear as to how long this process will take. We were, however, very clear in expressing our concern to engage and complete this work prior to the next rainy season. Hopefully we will be hearing back from them soon as to initial funding amounts and whether our proposed mitigation plans are accepted.

Additionally, we continue to work with the various environmental regulatory agencies in creating a project that will be accepted by them as well. Furthermore, we are working the County on the same efforts. In all, our challenge is to align all of the various agencies into a singular repair plan deemed acceptable by all.

**Other Items of Note:**

- **Special Tax Assessment Annual Updates:** We have completed the annual process of updating tax rolls applicable to our special assessment taxes (Parks, Fire, Streetlights) for FY 23/24. Based on the outcome of this process, it is anticipated that revenue from our special assessment will slightly exceed budgeted projections for the fire protection assessment. Final figures should be received by the County next week.
- **California Voters Right Act (CVRA) Update:** In follow-up to the information provided to the Board a couple months ago regarding CVRA, we recently received an update from CSDA informing the California Supreme Court agreed to hear a relevant case (*Pico Neighborhood Association v. City of Santa Monica*) that could set statewide legal precedent moving forward in regards to requirements for public agencies to transition to district-based elections from at-large elections. Initial arguments were heard on June 27, 2023. The Court's decision in this case is expected by September 25, 2023.

*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**  
**MINUTES OF FIRE COMMISSION MEETING**  
**August 1, 2023**

**Time and Place:** 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

**Present:**

Commissioners: Chair Steve Farac, Ron Marinoff, John Seratt

Absent: Tom Elsbree, Pascal Karsenti, Greg Stilson (CSA 13 Alternate)

Staff: District Manager Eric Dreikosen, Fire Chief Darin White

Board: Kathleen Kilkenny

**1. Agenda**

No edits were requested by Commissioners. Chair Farac 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 Marinoff inquired about the potential housing development being proposed south of Lucas Valley Road across from CSA 13 and if this development would be annexed into Marinwood CSD.

-Commissioner Seratt inquired as to any update about cost recovery efforts for emergency response calls

**4. Draft Minutes of April 4, 2023 Fire Commission Meeting**

M/s Seratt/Marinoff to approve Draft Minutes of April 4, 2023 Fire Commission Meeting as presented. Ayes: Farac, Marinoff, Seratt. Nays: None. Absent: Elsbree, Karsenti. Motion carried.

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

Commission received Chief Officer Report and Activity Summary.

**6. Requests for Future Agenda Items**

-Commissioner Farac requested any updates as available regarding MWPA efforts in addressing homeowners insurance cancellation concerns

The meeting was adjourned at 8:02 PM.

Eric Dreikosen



**To:** Marinwood Board of Directors

**From** Darin White, Fire Chief

**Date:** August 8, 2023

**Re:** Fire Department Update

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### **Marin Wildfire Prevention Authority- (MWPA)**

#### **STRATEGIC PLAN UPDATE**

In March 2023, a Board of Directors' Strategic AdHoc Subcommittee gathered to discuss proposed strategic measures of success for Goal 1 -Vegetation Management, Goal 3 - Grants, and Goal 5 - Defensible Space. Staff presented the results of this discussion to a Working Group involved in the development of the Objectives and received their feedback. The measures of success will include metrics and targets that measure progress toward meeting objectives and goals. Once established, and data are gathered to measure success, a web-based dashboard will display MWPA's progress on the MWPA website.

#### **PROJECT UPDATES**

The first month is already complete and nearly 500 pick-ups of chipped materials occurred in the first three weeks, doubling the number of visits this year. Customer satisfaction is reportedly high. The Chipper Day program recently supported the creation of defensible space at the historic West Point Inn on Mt. Tam by removing the debris created during the firesmart landscaping efforts.

#### **Vegetation Management Activities**



Goat/ Sheep grazing has been occurring on over 170 acres of San Rafael and Marinwood Open Space for the past 2 months. Grazing has been completed off of Skyview, Idylberry (Marinwood), Robert Dollar, Grasshopper Hill (Marinwood), and Deer Valley. Work is currently being conducted on Scettrini Fire Road, McNear, Hartzell Park, and Gold Hill Grade.

A tree service contractor completed defensible space work within Marinwood open space at Grasshopper Hill and off of Ellen Drive in the end of June. This work removed invasive species, cleared dead debris, and raised tree canopies over several acres.

### Countywide Training



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Image at top borrowed from the July 1, 2023, article located in the Marin Independent Journal



and was shared by Marinwood Board of Director Chairperson Sivan Oyserman. This illustrates some of the invaluable training our Marinwood Fire Department members receive locally, while practicing wildfire suppression techniques at St. Vincent's on June 15 and 16, 2023 and then again on June 24th, 26th and 29th.

The prescribed burns, which consisted of about 30 acres, are part of a larger fuels management plan that complements work already completed by the Marin County Fire Department. The training involved about 120 personnel, including 80 seasonal firefighters. Trainees practiced progressive hose laying, hand line construction, tactical communications, and other essential tactical operations used during emergencies.

The burn site was deemed safe as it was surrounded by a combination of fire control lines and dirt roads which restricted the fire from spreading beyond the training area.

### **Public Event**



On Sunday June 4, 2023, the Mont Marin/San Rafael Park Neighborhood Association, held an event from 3-5 PM at the Marinwood Park. Ice cream, popsicles, and kids' activities were available. That day was unusually warm, so the treats were a cool welcome to those in attendance. Information tables were stood up and there were representatives from Emergency Preparedness discussing the importance of Community Emergency Response Teams (CERT). Engine 58 personnel were present (including Wills Kelly, Brian "Otis" Smith, and Captain John Papanikolaou). Supervisor Mary Sackett and Councilmember Rachel Kertz joined the festivities as well. Marin Water Representative Matt Sampson (former Marinwood Firefighter) was also on hand to greet and educate the attendees. Chief White attended and answered fire safety related questions from concerned community members.



On July 10th, Marin County Fire Department placed in service an exclusive-use helicopter (Blackhawk UH60) that will be based at Gness Field in Novato. The aircraft has an interior water tank with an 850-gallon capacity. It will be available for a fire attack for Marin and the greater region. The biggest difference between this and other firefighting aircraft is how quickly this helicopter can reach the scene. The aircraft is owned by PG&E but has been assigned exclusive use to Marin County fire agencies for firefighting operations.

## Incidents



**Images and Reports Courtesy of Deputy Chief Robert Sinnott (SRFD)**

### Nighttime Aircraft Crash at San Rafael Airport

On July 8th at approximately 10 pm, Engine 58 and San Rafael Fire Department members responded to a single-engine aircraft with two occupants on board that was attempting to land at this private airstrip. Unfortunately, the pilot misjudged the approach and collided with power lines that were located approximately 1/4 mile east of the runway. This caused the plane to crash into the marshland. Under complete darkness, fire crews on foot quickly located the wreckage and with power lines wrapped around

the plane worked to extricate the occupants. One patient was airlifted by the CHP helicopter to a trauma center. Tragically, the other person on board the aircraft died upon impact.



On July 13 at approximately 11 p.m., fire crews responded to a home on Trellis Drive where upon arriving, they found that the garage, attic, and portions of the roof were fully involved in a working fire. After confirming that all occupants were out and safe, crews quickly extinguished the fire. Unfortunately, the home sustained major damage. The cause of the fire, which appears to have started in the garage, is currently under investigation.



### **Marinwood Fire Department Statistics: July 2023**

The Marinwood Fire Department responded to 137 emergency calls in July 2023. A little over half of the calls for service were medical calls. Engine 58 responded to four fire related incidents, none of which were in Marinwood. One of the fire related incidents was on Cresta Way in a three story apartment complex. E58 arrived and made entry into an apartment to find a sprinkler head flowing but no signs of smoke or fire. E58 interviewed the resident and determined that a pot on stove had caught fire and activated the sprinklers. E58 along with Truck 54 worked to clear the water and ensure the

<i>Incidents by Area and Type</i>								
<b>Area</b>	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>OTHER</b>	<b>TOTAL</b>
Marinwood	15	9	4	0	2	N/A	0	30
CSA 13	9	1	2	0	0	N/A	0	12
Old JPA (Mont Marin)	11	1	1	0	0	N/A	0	13
New JPA (East of 101)	35	7	2	1	1	N/A	0	46
SR Mutual Aid	8	7	1	2	0	0	0	18
MC JPA	2	1	0	0	0	N/A	0	3
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	3	10	0	1	0	1	0	15
<b>Total number</b>	<b>83</b>	<b>36</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>137</b>
<i>Percentage of total</i>	<i>60.6%</i>	<i>26.3%</i>	<i>7.3%</i>	<i>2.9%</i>	<i>2.2%</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): n/a

Average response time for Engine 58: 5 minutes, 38 seconds

## **RECREATION ACTIVITY REPORT**

### Summer Camps

Our Summer Camp Program is currently in its eighth week (of ten) and the summer has gone extremely well. Highlights have included a mock archaeological dig for dinosaur bones in the forest, the camp staff talent show where the staff performed for their campers, and a visit from Safari Encounters who brought snakes, sloths, a baby kangaroo, and many other exotic animals. The oldest age group camps have enjoyed bi-weekly field trips to the Oakland Zoo, Cal Skate, and Six Flags Discovery Kingdom. Throughout the past 8 weeks, campers could be found doing nature walks along the creek, swimming at the pool, playing gaga ball at the gaga ball pit, doing arts and crafts on the patio, visiting the fire station and meeting the firefighters, and much more. We are looking forward to the final two weeks and wrapping up a successful summer.

### Pool Season

The pool season continues to go well with strong enrollment in our group and private swim lessons, as well as in the Guards-in-Training (GIT) program. Attendance at Recreation Swim and Lap Swim continues to be strong. The pool season switches to the fall schedule on Monday August 21<sup>st</sup> and the pool season will conclude on October 6<sup>th</sup>. We are currently offering Adult Lap Swim, Recreation Swim, Group and Private Swim Lessons (ages 3+), Parent-Tot Swim Lessons (6 months – 2 yrs), Guards-in-Training Program (12-14), American Red Cross Lifeguard Training, and pool party rentals.

### Lifeguard Games

The lifeguard staff will compete in our annual in-house Lifeguard Games on Friday, August 4<sup>th</sup>. The staff trains hard all summer in all the various water rescues and CPR/First Aid skills and the Lifeguard Games is their chance to show off their skills in a spirited competition. The winning team gets a celebration lunch and bragging rights. John Paul has done a wonderful job keeping the lifeguards on their toes with semi-weekly trainings, regular unannounced audits, and daily skill run-throughs.

### Summer Brewfest

Our 11<sup>th</sup> Annual Summer Brewfest took place on Saturday, July 22<sup>nd</sup> from 3-7pm in the park. This year's festival featured 10 breweries, live music from a slew of local Marin singer-songwriters, and delicious food by Forrest Fire BBQ. This year's event landed on the hottest day of the year so far, but still managed to bring in one of our biggest crowds. Thankfully, our event tent and the tree line provided plenty of much-needed shade and everyone seemed to have a wonderful time.

### Music in the Park

Our next event will be our 3<sup>rd</sup> installment of this year's Music in the Park Series, which takes place Friday, August 4<sup>th</sup> from 6-8pm and will feature music by Mercy and the Heartbeats.

### Fall Schedule

The staff is currently finalizing the schedule of classes, programs, and events for the fall and winter seasons. We are excited to see the start of some new programs including a Vietnamese cooking class, a new Senior Stroll walking program, and a Little Explorers Art Class (for kids). Details will be published in the fall/winter issue of our Marinwood Review, which will be coming out in early September.



## **PARKS MAINTENANCE ACTIVITY REPORT**

### Landscaping at North End of Park

This past month the Parks Maintenance Staff has been working to relandscape the north end of Marinwood Park that had previously housed the temporary maintenance yard while our new maintenance facility was being constructed. Work has included removing the woodchips, running new irrigation lines, and laying sod. Further work will include a walking path and picnic area.

### Tree Work

During the weeks of July 24<sup>th</sup> and July 31<sup>st</sup> minor tree work was performed in the park to remove dead limbs from a few trees and to thin out others that had become heavy and overgrown.

### Slide Theft

On the morning of Wednesday, July 26<sup>th</sup> our staff discovered one of the slides in the main park was missing. It had been forcibly removed the night prior and its whereabouts remain unknown. We filed a police report and the Sheriff's Department opened an investigation. No further information is known at this time.

Staff immediately secured the area to maintain safety and later removed the remaining hardware so that no one would run into it and get hurt.

### Yellow Jacket Abatement

This past couple weeks we have seen a dramatic increase in yellow jacket activity in the park area. In response staff have checked and serviced all yellow jacket traps. We have also contacted our local vector control technician and requested he regularly monitor the property for yellow jacket nests.

### Gopher Abatement

This summer the park has been riddled with gopher activity, the worst we have seen in several years. We have been working with our gopher abatement contractor to increase trapping. Staff have also supplemented with our own in-house trapping with hopes we can slow the activity. I have been told this is one of the worst gopher mating seasons on record and our situation is not unique.

### Upcoming Projects

In the coming weeks staff will be completing the landscaping work at the north end of the park, installing the memorial bench for Jim Juarez near the horseshoe pits, and performing some landscaping work at the Mini Park.

### Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry