



THE CITY OF  
NOVATO  
CALIFORNIA

922 Machin Avenue  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

Mayor  
Jeanne MacLeamy  
Mayor Pro Tem  
Pat Eklund  
Councilmembers  
Denise Athas  
Madeline Kellner  
Eric Lucan  
  
City Manager  
Michael S. Frank

JOINT CITY COUNCIL/  
CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED  
REDEVELOPMENT AGENCY/MVMCC SPECIAL MEETING  
to be held at

MARIN VALLEY MOBILE COUNTRY CLUB  
100 MARIN VALLEY DRIVE

June 8, 2015  
6:30 PM

(DISCUSS ITEMS RELATED TO  
MARIN VALLEY MOBILE COUNTRY CLUB)

**AGENDA**

**A. CALL TO ORDER**

**B. APPROVAL OF FINAL AGENDA**

6:35 P.M. *(Time is approximate.)*

**C. PUBLIC COMMENTS**

This comment session is for items not on the agenda or for items listed on the Consent Calendar. See agenda cover page for information about Public Comment periods and associated protocol.

6:50 P.M. *(Time is approximate.)*

**D. CONSENT CALENDAR**

1. ADOPT MINUTES FROM MARCH 31, 2015

2. MVMCC FINANCIAL UPDATE MARCH 2015 THROUGH APRIL 2015

Consider receiving the financial report for Marin Valley Mobile Country Club for the periods of March 2015 through April 2015

**Recommendation: Receive report.**

6:55 P.M. (Time is approximate.)

**E. GENERAL BUSINESS**

3. MARIN VALLEY MOBILE COUNTRY CLUB SLOPE REPAIR AT SITE 16, SITE 22 AND SITE 26; APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT; CEQA EXEMPTION – S 15304 & 15301(F)

Consider approving plans and specifications and authorizing bid advertisement for the Marin Valley Mobile Country Club (MVMCC) Slope Repair at Site 16, Site 22, and Site 26, MVMCC Capital Improvement, Long Term Infrastructure Item No. 51.

**Recommendation: Approve project plans and specifications and authorize for bidding.**

7:15 P.M. (Time is approximate.)

4. MVMCC EMERGENCY PLAN AND EMERGENCY PREPAREDNESS UPDATES INCLUDING \$21,500 GRANTS FOR VEGETATION MANAGEMENT

Consider 1.) Approving a resolution adopting the Emergency Plan for MVMCC and directing staff to submit a copy to the Department of Housing and Community Development and to distribute and provide notice of the Emergency Plan to MVMCC residents and 2.) Approving \$21,500 in grant funding and directing staff to either adjust the current FY 14/15 budget or the FY 15/16 budget based on the final information from the grant providers in terms of timing of the grants.

**Recommendation: Approve resolution and grant funding, and provide direction to staff.**

7:35 P.M. (Time is approximate.)

5. MVMCC WORKING DRAFT FINANCIAL FORECAST

Consider receiving the updated working draft MVMCC financial forecast and asking questions of staff.

**Recommendation: Receive the updated forecast and ask questions of staff.**

8:05 P.M. (Time is approximate.)

6. FY 15/16 BUDGET – OPERATING AND CAPITAL FOR MVMCC

Consider reviewing, accepting input, and taking action on the FY 15/16 Operating and Capital Budget for the Marin Valley Mobile Country Club.

**Recommendation: Approve the annual operating and capital budget for MVMCC for FY 15/16.**

8:35 P.M. (Time is approximate.)

7. CONSIDERATION OF POSSIBLE APPROVAL OF RULE CHANGES RELATING TO USE OF THE CLUBHOUSE AND LANDSCAPING AND AUTHORIZING THE FORMAL NOTICING TO THE RESIDENTS OF SUCH CHANGES

Consider approving proposed amendments to the rules for the Marin Valley Mobile Country Club relating to use of the Clubhouse and Landscaping and authorizing formal noticing to the residents of such rule changes.

***Recommendation: Approve proposed amendments to the rules and authorize formal noticing to the residents of changes.***

9:20 P.M. (Time is approximate.)

**F. REGULAR REPORTS**

8. Park Management Verbal Update
9. PAC Update

9:45 P.M. (Time is approximate.)

**G. ADJOURNMENT**

**AFFIDAVIT OF POSTING**

I, Sheri Hartz, certify that on June 3, 2015, I caused to be posted the agenda of the June 8, 2015 joint special meeting of the City Council and City Council as Successor Agency to Dissolved Redevelopment Agency of the City of Novato, California, on the City Community Service Board in the Police Department and on the City's website at [www.novato.org](http://www.novato.org). In addition, a copy of the agenda and packet was delivered to the MVMCC Clubhouse for resident review and emailed to the PAC Webmaster for posting on the MVMCC web site.

/Sheri Hartz/  
\_\_\_\_\_  
Sheri Hartz, City Clerk

MINUTES OF CITY COUNCIL MEETING  
MARIN VALLEY MOBILE COUNTRY CLUB  
100 MARIN VALLEY DRIVE  
MONDAY, MARCH 31, 2015 – 6:30 P.M.

## A. CALL TO ORDER

ROLL CALL

Present: Mayor MacLeamy  
Mayor Pro Tem Eklund  
Councilmember Athas  
Councilmember Kellner  
Councilmember Lucan

Absent: None

Also Present: Assistant City Manager Cathy Capriola, Finance Manager Brian Cochran, Engineering Manager Julian Skinner, Sr. Civil Engineer Tony Williams, Emergency Preparedness Consultant Dave Jeffries, Assistant City Attorney Veronica Nebb and City Clerk Sheri Hartz.

## B. APPROVAL OF FINAL AGENDA

*Councilmember Eklund moved, Seconded by Councilmember Lucan, to approve the Final Agenda. The motion carried unanimously.*

## C. PUBLIC COMMENTS

1. Michael Hagerty, a new member of the PAC Board, inquired about the status of the Trust for Public Lands (TPL).
2. Cheryl Rebuschung asked when the ownership question would be revisited and whether it was possible to reduce costs in the meantime.
3. John Henson, an MVEST (Marin Valley Emergency Safety Team) member, spoke about the mitigation of hazards, the greatest of which would be a major earthquake. He spoke of two measures to take: excess flow valve installation in case of gas line breakage and subsequent fire damage, and earthquake resistant bracing for lateral support.
4. Mike Read spoke in support of installing a water cooler.
5. Serena D'Arcy-Fisher, MVEST Team Lead, announced an upcoming emergency preparedness fair.

Assistant City Manager Capriola responded to questions raised during public comment and asked Assistant City Attorney Nebb to explain the TPL process. Ms. Nebb stated that land that surrounded the Park was part of that trust which amounted to 94 acres. She said that the City had looked at ways to utilize the property as a mechanism to trade its use for lands at Hamilton. She explained that the National Park Service was responsible for those lands, and that the goal was to remove restrictions from them and place them on these. She said that the environmental review would occur soon and that it was anticipated that a park restriction would be put in place permanently, keeping it from being developed. She added that, once that was accomplished, the zoning would be changed to Open Space.

Regarding Park ownership, Ms. Capriola stated that an update would be provided in June as to how the process would move forward.

D. CONSENT CALENDAR

1. PRESENT APPROVED MINUTES FROM JUNE 3, 2014
2. FINANCIAL ANALYSIS FOR PERIODS MAY 2014 – JANUARY 2015

Consider receiving the financial report for Marin Valley Mobile Country Club for the periods of May 2014 through February 2015.

*Councilmember Kellner moved, Seconded by Councilmember Athas, to approve the Consent Calendar. The motion carried unanimously.*

E. GENERAL BUSINESS

3. MID-YEAR BUDGET UPDATE AND APPROVAL OF CAPITAL BUDGET ADJUSTMENT

Consider 1) receiving an update report from Frei Real Estate Services on the mid-year budget for MVMCC and 2) approving the following minor budget adjustments to the FY 14/15 MVMCC Capital Improvement Program budget due to an unforeseen capital need to fund improvements to the detection and cathodic protection system within the gas utility system which results in no net increase to the capital budget:

1. Decrease the New Ballroom Floor from \$50,000 to \$40,000.
2. Increase the Gas Utility Capital line item from zero to \$10,000.

Al Frei provided a mid-year budget report and responded to questions. He said that the only substantial deviation would be considerable brush clearing, prompted by drought conditions, to meet fire abatement requirements. He further explained that a reduction in the ballroom floor budget was needed in order to free up \$10,000 to repair the cathodic protection system. Matt Greenberg stated that the system was meant to reduce corrosion in the gas line and that PG&E recommended prompt replacement.

## PUBLIC COMMENT

6. Mike Read stated that there should have been a year-end audit report on the agenda, and added that no rent increase was needed.

*Mayor Pro Tem Eklund moved, Seconded by Councilmember Kellner, to receive the report and approve the budget adjustments. **The motion carried unanimously.***

4. **FY 14/15 BUDGET – UPDATE ON LONG TERM INFRASTRUCTURE CAPITAL IMPROVEMENT PROJECTS**

Consider receiving an update on FY 14/15 MVMCC Long Term Infrastructure Capital Improvement Projects.

Mr. Skinner gave the staff presentation and provided an update on capital projects for this fiscal year. He said that three projects had been approved totalling \$350,000: sanitary sewer pump stations Phase 1 upgrade, slope stability improvements–Phase 1, and ADA Clubhouse Improvements–Phase 1. For the sewer stations, he explained that there were two on the property, both of which had issues and would ultimately need to be replaced. He said that this year's fixes would be interim, but that we would spend \$40,000 instead of \$60,000.

For Phase 1 of the slope stability improvements, Mr. Skinner stated that Miller Pacific Engineering Group (MPEG) had been hired to identify needed repairs. He said that a detailed geotechnical investigation was conducted which yielded lower cost repair options for the three priority sites and that design work was progressing. He indicated that the repairs would be made in the summer of 2015.

Mr. Williams reported that Phase 1 of the ADA clubhouse improvements would be over-budget and that various options for improving ADA access to the lower levels of the clubhouse had been explored. He said that, since the existing conditions in the building would not accommodate the originally planned elevator, they were looking at a vertical platform lift to connect the two main clubhouse levels and a second, less expensive lift to connect the lower level to the sunken game room. He said that the issue will need further discussion as the costs for the two lifts are nearly \$300,000 and the study gave a total sum of \$350,000 for all of the needed ADA improvements.

## PUBLIC COMMENT

7. Ed Johnson asked who prepared the estimate and wondered why it couldn't be cheaper.
8. Martina Kokritz stated that galvanized water pipes had already been found to be in poor condition, and that it might be possible to save money by addressing repairs entirely rather than doing a patch job.

Mr. Skinner stated that an ADA transition plan will be developed and that, while not everything needs to be fixed at once, a plan must be in place. He reiterated that a less expensive option to link the upper and lower floors will be sought.

Regarding water line failures, he said that a long range plan was needed for replacing utilities which were in a joint trench. He said that improvements were planned to occur over a 10 year period but, if many failures occurred, that may need to be accelerated.

Mayor Pro Tem Eklund asked for more details on water failures that had already occurred, to which Matt Greenberg responded that, since 2013, just one fracture had been repaired, and that the

lines generally corrode at 90 degree angles. He added that the sewer lines were serviced regularly.

Assistant City Manager Capriola added that regarding the elevator, the priority may shift given the price tag and that the PAC may wish to look at the issue.

5. UPDATE ON THE CITY'S INITIAL APPLICATION FOR THE *MOBILEHOME PARK UTILITY UPGRADE PROGRAM* FOR GAS & ELECTRIC SERVICES

Consider receiving information regarding the City's initial application for the Mobilehome Park Utility Upgrade Program for Gas & Electric Services to the California Public Utilities Commission to convert MVMCC from a master-meter gas & electric services to direct service with PG&E with new gas and electric infrastructure.

Assistant City Attorney Nebb began the report, stating that the Park received gas and electricity under a master meter program, which meant that PG&E brought services to the edge of property, and then all lines throughout Park were owned by the Park and were the maintenance responsibility of the Park. She said that this was a large maintenance responsibility but that recently, the CPUC had established a pilot program for utilities to replace those facilities for all master-metered parks that would then be owned and serviced by the utility. She reported that the City had submitted a notice of intent to apply for participation in the pilot program.

Mr. Williams discussed the application process, stating that we had submitted in late January and would be notified if selected in May. He said that, if we were chosen, PG&E would replace the aging infrastructure and that the strongest element of the rating criteria was safety.

PUBLIC COMMENT

9. Ellen Shultz asked whether the individual meters would be smart meters and if PG&E would be fixing the utilities in trenches.
10. Judy Lane also asked if the meters would be smart meters and whether residents would be able to opt out.
11. Michael York spoke about solar panels, stating that you couldn't install them if you didn't have an individual meter.

In response to Ms. Shultz, Ms. Nebb stated that if we are successful in being chosen for the pilot project, PG&E would be replacing all of the underground facilities, at a huge potential cost savings. Regarding opting out of smart meters, she said that we didn't know at that point, but that PG&E was looking at converting as many as possible. She added that we could make that inquiry if chosen for the program. She also confirmed that it was correct that only the credit in master meter program would be to master meter holder and gave a reminder that while we had submitted a notice of intent, that did not obligate us to participate and that, even if we were chosen, Council could decide to opt out.

6. UPDATE ON EMERGENCY PREPAREDNESS INITIATIVES

Consider receiving information regarding a number of emergency preparedness initiatives that are underway at MVMCC.

Ms. Capriola gave the presentation and responded to questions. She stated that the current plan was quite dated and that, once updated, it would be distributed to every resident and posted in a

prominent place. She said that Dave Jeffries, our emergency preparedness consultant, had been working with MVEST and that there were many different ways to mitigate or reduce the impacts of an earthquake. She reported that the intention was to do research and set money aside in the budget to make some of the needed improvements and that we must be careful not to create more liability or do something PG&E would not accept. She added that we had business continuity insurance, so that would protect the Park as the insurance would cover rent to the City if units were damaged or vacant.

Mr. Jeffries outlined recent emergency preparedness planning and his work with MVEST. He said that the report should be out in June and that an Emergency Operations Center plan had been developed by MVEST which was looking at providing this same type of outreach throughout the city. He announced that there would be a safety event at the Park on April 24<sup>th</sup>. Ms. Capriola stated that it might make sense for the City to absorb small preventative costs such as shut-off valves to protect the City's assets.

#### PUBLIC COMMENT

12. Serena D'Arcy Fisher thanked the community for stepping up to make the program robust and stated that MVEST had a strong structure that included members of the medical profession. She thanked the City for financial support for radioes, supplies and a new generator and added that the process of educating new residents was progressing.

7. UPDATE ON PG&E EASEMENT FOR GAS LINE MAINTENANCE AT TOP OF VIEW RIDGE

Consider receiving an update regarding gas line maintenance on a PG&E easement at View Ridge and a number of property changes that were negotiated on behalf of the affected residents.

Ms. Nebb gave the staff report and responded to questions. She outlined a PG&E program called the Pipeline Pathways Project, through which PG&E was undertaking safety measures to address items that may interfere with gas lines. She said that the first phase involved PG&E surveying lines and looking for infringement into the right of way and was contacting staff when structures were identified as being located within the easement. She stated that PG&E had initially demanded that all structures be removed but after the City became involved in working with PG&E and affected residents, a solution was agreed to that balanced resident's and PG&E's interests, and ultimately, agreement had been reached. She said that work would commence upon permits being issued at PG&E's cost, and that they would remove and replace improvements that interfered with their easement. She added that Phase 2 would involve vegetation management and removal within the easements. She concluded by stating that the City had wanted to negotiate early to avoid unpleasant situations between residents and PG&E that were one sided and that the desired approach was to not just contemplate wholesale removal of vegetation.

Mayor Pro Tem Eklund stated that she shared the concern about vegetation removal, asked whether view ridge properties had been the only ones identified and if Phase 2 would only address vegetation. Ms. Nebb said yes, and added that PG&E would do an assessment of the number of shrubs and trees involved and report back to the City. The Mayor Pro Tem asked if the assessment would be brought back to the Council to see what the proposal for removal was, and Ms. Nebb replied that in other jurisdictions, they have been required to do a tree-by-tree analysis and that we would expect the same.

#### PUBLIC COMMENT

13. Michael Hagerty thanked City staff for helping with PG&E.



14. Allen Gump asked that the City advocate for ridge line integrity.

8. **PROCESS UPDATE ON MVMCC FY 15/16 BUDGET AND LONG RANGE FINANCIAL PLAN**

Consider receiving an update on the process for the upcoming FY 15/16 MVMCC budget and update of the Long Range Financial Plan.

Ms. Capriola gave a brief update, stating that the annual budget meeting would be held on June 8<sup>th</sup>, and that, in accordance with the process laid out in the Management Agreement, Frei Real Estate had submitted a draft budget to the PAC and the City by April 1<sup>st</sup>. She said that, after resident review and by May 1<sup>st</sup>, Frei was required to submit a proposed budget to the City as Park owner, and then the City Council would have 45 days to review it and make any changes.

**PUBLIC COMMENT**

15. Michael Hagerty stated he had requested a long range spreadsheet and did not receive it.

16. Martina Kokrit said that if there were eight more failures of water lines, the costs to repair them would come close to amount that is planned to resolve the issue.

17. Ed Johnson wondered, in light of the delayed PG&E maintenance in San Bruno, what kind of leverage do we have that they do the right thing.

Ms. Capriola stated that the long range plan had not been updated but that would have to take place after the five year capital plan. She said time would be spent to create a plan of typical maintenance, capital and infrastructure pieces and that a draft would be provided to the PAC. In response to Mr. Johnson, she stated that everything that could be done was being done.

**F. REGULAR REPORTS**

9. **PARK MANAGEMENT VERBAL UPDATE**

Matt Greenberg, MVMCC Park Manager, gave an overview of the written report regarding maintenance and capital projects that had been completed or were in progress at the Park, which included tree removal and pruning; nine French drains; 12 retaining walls; patio cover installation; window coverings in ballroom; club house security system; drought tolerant demonstration garden; exercise and changing rooms upgrade; walkway lighting; street repair and maintenance; automatic call system, and HVAC system upgrades.

**PUBLIC COMMENT**

18. Warren Edgar reported that he had used Synergy Company to add a blower motor to his heating system and it had been a good experience.

19. Ellen Shultz stated that she had received one of the automated calls from the new system, which had left a cryptic voicemail that she couldn't understand.

10. **PAC UPDATE**

PAC President John Shelfer gave the update, thanking Council and staff for their work on behalf of the Park and noting that there had been a marked improvement which was attributable to the

hiring of Matt Greenberg, and the work of staff and Al Frei. He stated that the focus should be on long-term needs, and said he was looking forward to the determination on the PG&E program. He added that the Park was creating new rules for the usage of facilities by residents which would open the door to living as a community rather than as individuals and that communication with PAC is very open and congenial, thanks to Matt and Al, and the quarterly meetings with city staff.

**G. BOARD/STAFF COMMENTS**

- 11. City Staff Verbal Updates: No updates
- 12. Next meeting date – Monday, June 8, 2015

**G. BOARD/STAFF COMMENTS**

None

**H. ADJOURNMENT**

As the Mayor was adjourning the meeting, Mayor Pro Tem Eklund interjected to report that Las Gallinas Valley Sanitary District (LGVSD) was going to raise their rates and stated that she had long been questioning why the Park was within the LGVSD rather than the Novato Sanitary District. She reported that it had recently been stated that, in 2016, LAFCO would be studying the issue of which district was appropriate for the Park.

At 8:22 p.m., the meeting was adjourned in memory of Ted McCarthy.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a meeting of the Novato City Council.

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Sheri Hartz, City Clerk

**STAFF REPORT**

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THE CITY OF  
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922 Machin Avenue  
Novato, CA 94945  
(415) 899-8900  
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www.novato.org

MEETING

DATE: June 8, 2015

TO: City Council

FROM: Brian Cochran, Finance Manager

SUBJECT: **MVMCC FINANCIAL UPDATE MARCH 2015 THROUGH  
APRIL 2015**

**REQUEST**

Consider receiving the financial report for Marin Valley Mobile Country Club for the periods of March 2015 through April 2015

**RECOMMENDATION**

Receive report.

**DISCUSSION**

Attached are copies of the latest financial reports for Marin Valley Mobile Country Club, encompassing the periods of March 2015 through April 2015. Below is an update for the current reserve balances as of April 2015.

<b>Reserve Balances at February 28, 2015:</b>	<b>\$3,701,917</b>
<b>Reserve Balances at April 30, 2015:</b>	<b>\$3,798,153</b>
<b>Increase / (Decrease) in Reserves:</b>	<b>\$96,236</b>

The park is required to maintain a 2.00 debt service coverage ratio per the loan agreement with Bank of Marin. Thus far in Fiscal Year 2014/15, the park is showing a coverage ratio of 2.79.

**Bank of Marin Loan Outstanding: \$6,909,758**

In the past, some members of the public and the Council expressed interest in knowing the investment returns of the park balances that are being invested. Other than the balances being held at Bank of Marin in the “MVMCC Operating Account” and the “MVMCC Accounts Payable” account, all other reserve funds are credited interest at the City’s general investment portfolio rate. For the most recent quarter, the portfolio earned 1.05% on an annualized basis.

**ATTACHMENTS**

1. Monthly Financial Summary Reports for MVMCC - March 2015 through April 2015

# FREI REAL ESTATE SERVICES

1.

8340 AUBURN BLVD. • SUITE 100 • CITRUS HEIGHTS, CA 95610 • (916) 722-8110 • FAX (916) 722-8111

## Management Report for Period Ending March 31, 2015

Date: April 15, 2015

To: City of Novato  
Park Acquisition Corporation

From: Al Frei

Re: Marin Valley Mobile Country Club

### Financial Information

Petty Cash	1,700.00
MVMCC Operating Account	330,925.13
MVMCC Accounts Payable	4,940.60
Westamerica Bank - Capital Reserves	1,000,000.00
Westamerica Bank - Long Term Reserves	2,178,773.42
Westamerica Bank - Operating Reserves	250,000.00
Total	<u><u>\$3,766,339.15</u></u>

### Current Year Activity

	<u>Current Period</u>	<u>Year to Date</u>
Income	272,538.79	2,291,874.70
Operating Costs	111,846.08	945,172.03
Project Costs	40,338.35	317,352.08
Other Costs	15,544.32	180,121.03
Net	<u><u>\$104,810.04</u></u>	<u><u>\$849,229.56</u></u>

### Bank of Marin Loan Payments

Principal	39,011.09	336,476.62
Interest (included above)	15,253.27	151,902.62
Total Debt Service	<u><u>54,264.36</u></u>	<u><u>488,379.24</u></u>

Debt Service Coverage Ratio - Year to Date 2.76

### Management Notes / Updates

None.
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# FREI REAL ESTATE SERVICES

8340 AUBURN BLVD. • SUITE 100 • CITRUS HEIGHTS, CA 95610 • (916) 722-8110 • FAX (916) 722-8111

## Management Report for Period Ending April 30, 2015

Date: May 15, 2015  
To: City of Novato  
Park Acquisition Corporation  
From: Al Frei  
Re: Marin Valley Mobile Country Club

### Financial Information

Petty Cash	1,700.00
MVMCC Operating Account	367,539.51
MVMCC Accounts Payable	139.72
Westamerica Bank - Capital Reserves	1,000,000.00
Westamerica Bank - Long Term Reserves	2,178,773.42
Westamerica Bank - Operating Reserves	250,000.00
Total	<u><u>\$3,798,152.65</u></u>

### Current Year Activity

	<u>Current Period</u>	<u>Year to Date</u>
Income	260,344.27	2,552,218.97
Operating Costs	94,977.02	1,040,149.05
Project Costs	74,218.39	391,570.47
Other Costs	16,792.62	196,913.65
Net	<u><u>\$74,356.24</u></u>	<u><u>\$923,585.80</u></u>

### Bank of Marin Loan Payments

Principal	37,471.74	373,948.36
Interest (included above)	16,792.62	168,695.24
Total Debt Service	<u><u>54,264.36</u></u>	<u><u>542,643.60</u></u>

Debt Service Coverage Ratio - Year to Date 2.79

### Management Notes / Updates

None.

**STAFF REPORT**

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MEETING

DATE: June 8, 2015

TO: City Council

FROM: Tony Williams, Senior Civil Engineer

SUBJECT: **MARIN VALLEY MOBILE COUNTRY CLUB SLOPE REPAIR  
AT SITE 16, SITE 22 AND SITE 26; APPROVE PLANS AND  
SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT; CEQA  
EXEMPTION – S 15304 & 15301(F)**

**REQUEST**

Consider approving plans and specifications and authorizing bid advertisement for the Marin Valley Mobile Country Club (MVMCC) Slope Repair at Site 16, Site 22, and Site 26, MVMCC Capital Improvement, Long Term Infrastructure Item No. 51.

**RECOMMENDATION**

Approve project plans and specifications and authorize for bidding.

**DISCUSSION**

The FY 14/15 MVMCC Capital Improvement budget includes the Slope Stability Improvements Phase I Project with a budget of \$185,000. Staff contracted with Miller Pacific Engineering Group (MPEG) of Novato to investigate, prepare repair options and ultimately design improvements for the first phase of slope repairs at the Park.

The first phase of their work included an overview of all the identified sites to make sure the priorities identified with the 2011 work were still valid. With this verification MPEG next performed detailed geotechnical investigations at the top three priority sites including drilling into the hillsides to ascertain parameters for varying repair strategies. The top three sites include: Site 16 which is behind 99 Panorama; Site 22 which is behind 3 - 9 Wild Oak Drive; and Site 26 which is behind 17 Marin Valley Drive.

The Project scope specifically includes the following:

**Site 16 (99 Panorama Dive):**

- Minor grading of the existing hillside slope to restore compatible topography and to construct a low lying berm for future slide debris catchment.

- Installation of a new trench underdrainage network and a new surface drainage collection system.
- Restoration of existing hillside plantings, hydroseeding and long-term (3-year) sediment and erosion control measures on all disturbed areas.

Site 22 (3 – 9 Wild Oak Drive):

- Removal of an existing failed bulkhead on the hillside slope above 3 and 5 Wild Oak Drive.
- Installation of approximately 150 linear feet of subsurface trench drain with connection to an existing drainage network.
- Hillside grading of the existing over-steepened hill slope.
- Hydroseeding and long-term erosion and sediment control measures on all disturbed areas.
- This site includes an alternate bid item that substitutes the hillside grading with the installation of approximately 90 linear feet of a drilled pier-timber lagging 5-foot tall retaining wall. Some minor grading behind the new retaining wall is included in this alternate.

Site 26 (17 Marin Valley Drive):

- Installation of approximately 55 linear feet of an anchored 6-foot tall wire mesh and steel post debris catchment barrier fence.
- Minor erosion gully repair/grading and long term erosion and sediment control measures.

With the assistance of Matt Greenberg, the residents potentially impacted by this work have been or will be notified of this work. The required construction at Site 16 and Site 26 will require access via the existing driveways at those units. The Project specifications require the contractor to fully restore or repair any impacts from the construction work.

**ENVIRONMENTAL ASSESSMENT**

The Project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301(f), Existing Facilities and Section 15304 Minor Alterations to Land. The project scope and its underlying purpose is the addition of safety protection devices in conjunction with existing structures, facilities, or topographical features (15301(f)). The project involves minor grading and filling to restore natural or compatible surrounding topography, including trenching and backfilling to install subsurface drainage systems with subsequent surface restoration (15304). A Notice of Exemption was filed with the County on May 1, 2015.

**FISCAL IMPACT**

The project is included in the MVMCC Adopted Capital Improvement Program Budget for 2014/2015. The CIP budget is \$185,000 for this work. The engineer’s estimate for construction costs is within the budgeted amount; however, the size and nature of the work, including access issues is such that a high variance in bid amounts is anticipated. In consideration of the available budget, and priorities of other MVMCC capital projects, the bid schedule was developed with the work at Site 16 (highest ranked priority site) as the “base bid” and the other two sites as “add alternate” bid items. This will allow the City the flexibility to award a contract that accounts for the overall park infrastructure needs and available budget based on the low bid received.

## **ALTERNATIVES**

Take no action at this time and direct staff as to disposition of this project.

## **ATTACHMENTS**

1. Location Map
2. Project Specifications – available at City Clerk’s office and the MVMCC Clubhouse
3. Project Construction Plans – available at City Clerk’s office and the MVMCC Clubhouse



**MARIN VALLEY MOBILE COUNTRY CLUB  
SLOPE REPAIR AT SITE 16, SITE 22 AND SITE 26**

E-3  
1.

**LOCATION MAP**



**MARIN VALLEY MOBILE COUNTRY CLUB**

NO SCALE

**STAFF REPORT**

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THE CITY OF  
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MEETING

DATE: June 8, 2015

TO: City Council

FROM: Dave Jeffries, Emergency Services Coordinator  
Cathy Capriola, Assistant City Manager  
Veronica Nebb, Sr. Assistant City Attorney

SUBJECT: **MVMCC EMERGENCY PLAN AND EMERGENCY PREPAREDNESS  
UPDATES INCLUDING \$21,500 GRANTS FOR VEGETATION  
MANAGEMENT**

**REQUEST**

Consider 1.) Approving a resolution adopting the Emergency Plan for MVMCC and directing staff to submit a copy to the Department of Housing and Community Development and to distribute and provide notice of the Emergency Plan to MVMCC residents and 2.) Approving \$21,500 in grant funding and directing staff to either adjust the current FY 14/15 budget or the FY 15/16 budget based on the final information from the grant providers in terms of timing of the grants.

**RECOMMENDATION**

Approve resolution and grant funding, and provide direction to staff.

**DISCUSSION**

*Emergency Plan*

The goal of the emergency plan is to maintain order, and reduce the risk to life, health, and safety of park residents and emergency services personnel in the event of an emergency. Residents must have access to information on evacuation routes as well as basic emergency preparedness information to enable them to take personal responsibility for themselves during an emergency. State law also requires that a mobile home park owner complete the following emergency planning requirements.

1. The owner or operator of every mobile home and special occupancy park, regardless of size, must adopt an emergency preparedness plan.
2. The owner or operator must post notice of the emergency preparedness plan in the park clubhouse or in another conspicuous area within the park.
3. The owner or operator must provide residents with a notice on how to access the emergency plan and individual emergency preparedness information from state or local agencies and the Plan must be sent to the State Department of Housing and Community Development.

The current Emergency Plan is a very brief and dated document. City staff have been working with the City’s Emergency Services Coordinator and other expert staff from the Police Department and the Novato Fire Protection District to update this plan. Versions of this Plan were shared with MVEST.

Attached is a revised Emergency Plan that not only meets the legal requirements, but also provides detailed emergency planning information to all residents. After Council’s review and approval of this document, park management staff will post a copy of the plan in the Clubhouse and a copy of the plan will be distributed to each resident. As legally required, a copy of the plan will also be sent to the State’s Housing and Community Development Department.

Other Emergency Preparedness Updates

Below are brief updates on some of the other efforts that are underway to continue emergency preparedness for the Park.

*Grant Funding & Programs for Vegetation Management* – Below is \$21,500 of grant funding that has been secured for MVMCC with the leadership of Novato Fire District. This grant funding comes from a variety of sources as outlined below. Many thanks to Fire Marshal/Battalion Chief, Bill Tyler and Captain Lori Jessell for their work and assistance. Thanks also to Serena Fisher, MVEST, for her advocacy and grant support as well.

#	Purpose	Organization	Amount	Funding Details
#1	Vegetation management projects to remove fire prone plants	Fire Safe Marin (from PG&E)	\$15,000	No match required. Park receives 50% up front and 50% when complete
<p><i>\$15,000 grant for vegetation management projects from Fire Safe Marin to be completed this year (projects must be 75% complete by August 31, 100% complete by October 31). Projects must be related to wildfire hazard reduction and vegetation management, may not include equipment purchases, and may not be education programs. Original funding came from PG&amp;E so all projects must be within 1000' of "PG&amp;E infrastructure" – MVMCC received \$15,000 of the \$90,000 available.</i></p>				
#2	Vegetation Management Plan	Fire Safe Marin (from Federal Grant)	\$1,500 + \$1,500 Match	Match required – can be financial or in-kind; submit invoices to Fire Safe Marin
<p><i>\$1,500 for Vegetation Management Plan (VMP) to identify defensible space areas from around structures utilizing a hazard assessment matrix which is the standard used throughout Marin County Fire agencies. The VMP will also document current vegetation in community areas and lots of residents, and develop inform prioritization of areas to remove fire prone plants and/or replace with other fire resistive landscaping options. This was a federal grant that funded six plans in Marin County.</i></p>				

#3	Chipper Day	Fire Safe Marin (from Federal Grant)	\$1,500 + \$1,500 Match	Match required – can be financial or in-kind; submit invoices to Fire Safe Marin
<i>\$1,500 for Chipper Day which includes a chipper and workers to clear fire prone plants.</i>				
#4	Chipper Grant	Novato Fire Protection District	\$1,500 + \$1,500 Match	Match required; grant monies come to City for MVMCC
<i>\$1,500 for Chipper work day which includes a chipper and workers to help clear and clean. Will help remove fire prone plants.</i>				
#5	Demonstration Project	Novato Fire Protection District	\$2,000	No match required; grant monies come to City for MVMCC
<i>\$2,000 to show fire and drought resistant landscaping as demonstration. Park Management will use these funds to redo the landscaping on one of thhe City owned mobile homes as the demonstration.</i>				
		<b>Grants</b>	<b>\$21,500</b>	
		<b>MVMCC Match</b>	<b>\$4,500</b>	
		<b>TOTAL</b>	<b>\$26,000</b>	

Overall, the grants total \$21,500 with an additional \$4,500 in matching funds or in-kind value provided for a total of \$26,000 in value for vegetation management for the Park. In terms of the grant funding, there will be \$3,000 of expenses that are invoiced directly to Fire Safe Marin and the other \$18,500 will be grant funding coming directly to MVMCC.

Park Management plans on finding one vendor for all the vegetation removal work (including chipper grants) in order to leverage the funding and receive a better bid for the work. In addition, the Fire District has had good luck working with entities to secure donations to further stretch the grants. The exact timing of these grants are unclear right now. Staff recommends that the City Council approve grant funding and direct staff to either adjust the current FY 14/15 or the FY 15/16 budget based on the final information from the grant providers in terms of timing of the grants.

- *MVEST* – Continues its proactive emergency preparedness in the Park. MVEST recently held an excellent Emergency Preparedness Day that was well attended and well received. In addition, the Park’s General Manager, City staff, the City’s Emergency Operations Coordinator, and Fire District staff are meeting with MVEST to review roles, responsibilities, communication, and other protocols to strengthen relationships and the overall emergency preparedness program for the Park.

**ATTACHMENTS**

1. Resolution
2. Emergency Plan

CITY COUNCIL OF THE CITY OF NOVATO

1.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NOVATO TO ADOPT AN EMERGENCY PLAN FOR THE MARIN VALLEY MOBILE COUNTRY CLUB

WHEREAS, the goal of the Emergency Plan is to maintain order, and reduce the risk to life, health, and safety of park residents and emergency services personnel in the event of an emergency. Residents must have access to information on evacuation routes as well as basic emergency preparedness information to enable them to take personal responsibility for themselves during an emergency; and

WHEREAS, State law requires that a mobile home park owner prepare an Emergency Plan and provide notice and copies of the plan to residents; and

WHEREAS, the City is the owner of the MVMCC and is responsible for the Emergency Plan; and

WHEREAS, the current Plan is dated and brief; and

WHEREAS, a revised and more comprehensive educational Emergency Plan has been drafted for Council review and after approved will be submitted to MVMCC residents and the State Housing and Community Development Department.

NOW, THEREFORE, the City Council of the City of Novato resolves as follows:

1. Review and approve the resolution adopting the Emergency Plan for MVMCC; and
2. Direct staff to submit a copy to the Department of Housing and Community Development; and,
3. Direct staff to post a copy in the Clubhouse, plus distribute and provide notice of the Emergency Plan, attached hereto as *Exhibit A*, to MVMCC residents.

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Novato, Marin County, California, at a meeting thereof, held on the 8<sup>th</sup> day of June, 2015, by the following vote, to wit:

AYES: Councilmembers  
 NOES: Councilmembers  
 ABSTAIN: Councilmembers  
 ABSENT: Councilmembers

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Sheri Hartz, City Clerk

Approved as to form:

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City Attorney of the City of Novato

DRAFT

# ***Marin Valley Mobile Country Club***



## **EMERGENCY PLAN (EP)**

### ***For Marin Valley Mobile Country Club***

*City of Novato*  
*Owner*  
*922 Machin Avenue, Novato CA 94945*  
*415-899-8900*

*Frei Real Estate Services*  
*Property Manager*  
*100 Marin Valley Dr., Novato CA 94949*  
*415-883-5911 (24 hour emergency number)*

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**Purpose Statement**

The purpose of this Emergency Plan for the Marin Valley Mobile Country Club (MVMCC) is to reduce the risk to life, health, and safety of park residents and emergency services personnel, as well as to provide important contact information in the event of an emergency, to provide disaster preparedness information, and to provide evacuation maps to assist residents in the case on an emergency or disaster.

It is important to remember that the City of Novato and the Novato Fire District provide professional police, fire and emergency medical services to this community on a daily basis.

Community preparedness is also important and you are encouraged to participate in preparedness activities, including the Get Ready and Community Emergency Response Team (CERT) courses as well as tips and techniques provided by park management, the Marin Valley Emergency Services Team (MVEST) and other disaster resources.

**Emergency Contact Information**

**EMERGENCY NUMBERS (24 Hr Numbers)**

<b>FIRE DEPARTMENT</b>	<b>911</b>
<b>POLICE DEPARTMENT</b>	<b>911</b>
<b>PARAMEDIC</b>	<b>911</b>
<b>PUBLIC WORKS</b>	<b>911</b>
<b>NORTH MARIN WATER DISTRICT</b>	<b>(415) 897-4133</b>
<b>NOVATO SANITARY DISTRICT</b>	<b>(415) 892-1694</b>
<b>P G &amp; E</b>	<b>(800) 743-5000</b>
<b>POISON CONTROL CENTER</b>	<b>(800) 523-2222</b>
<b>PARK MANAGEMENT</b>	<b>(415) 883-5911</b>

## Introduction

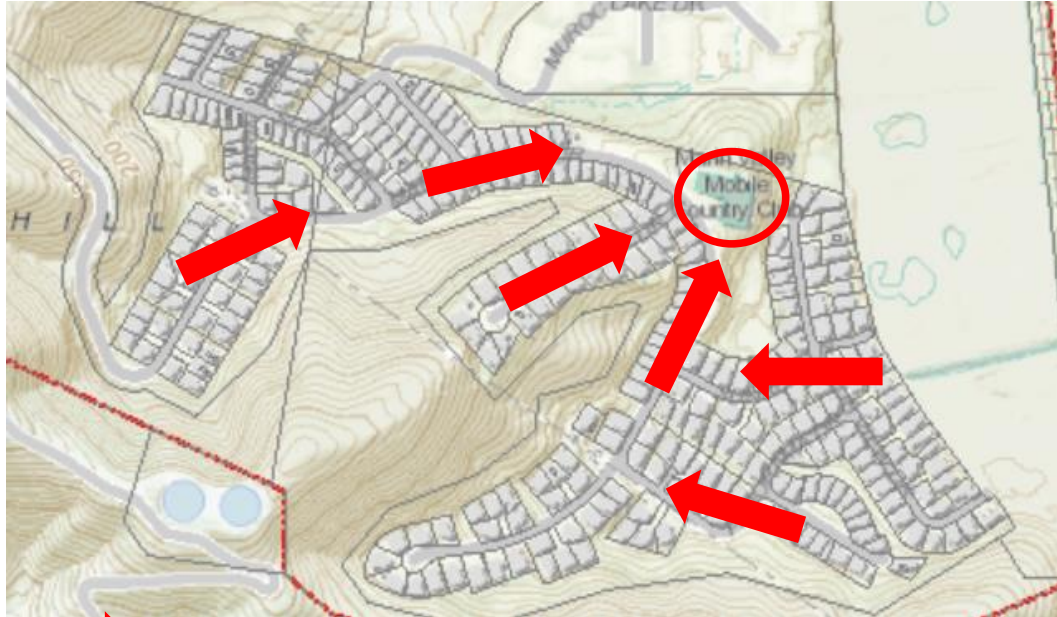
The most important feature of any home is something you probably do not see when you walk through the door. But it could save your life. It is **safety**. Safety comes in all shapes and sizes: smoke detectors; fire extinguishers; escape routes; carefully maintained heating and electrical systems; and knowing what to do and where to go in case of fire, flood, tornado, or other disasters. The key to being prepared in the event of a disaster or sudden emergency is preplanning and practice drills.

## General Emergency Steps

1. In the event of an emergency or disaster, move out of harm's way and attempt to notify police and fire by calling 911.
2. You should remain away from the incident and depending on the event, you should consider:
  - a. **Sheltering in place** – Go inside a building and if the event involves smoke, natural gas or similar items, try to prevent outside air from entering the building. The Clubhouse building is an alternative to your home where you may find assistance as others arrive.
  - b. **Evacuation** – If the event is growing in size, leaving the area may be a better option. You should pre-plan what items are most important to take with you, such as important papers, medications, etc. Use the evacuation maps on the following pages to learn the options you have to evacuate the park. If public safety or MVEST are involved in traffic control and evacuation, they should be able to identify an evacuation shelter for you.

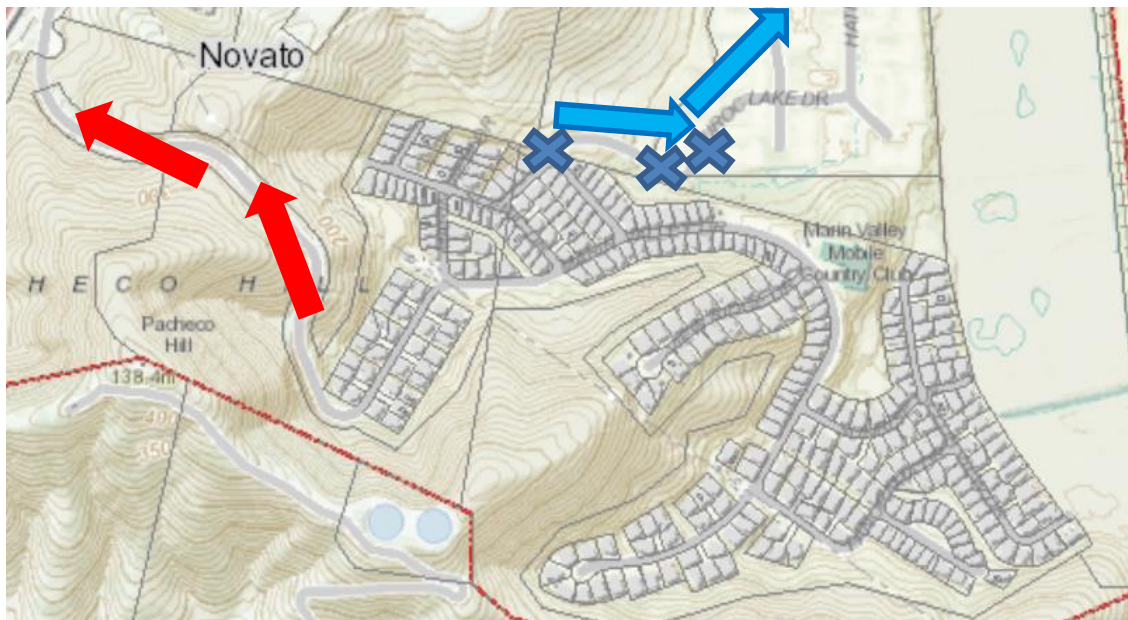
Evacuation Route Maps

In Park Evacuations – Clubhouse as Shelter



Evacuation Routes to MVMCC Clubhouse

Full Park Evacuations – Primary and Secondary Routes



Primary Route Secondary Route Gates

### Disaster Preparedness Emergency Plan

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead. To obtain more information, you may want to contact the Novato Police Department, Novato Fire District and the local American Red Cross chapter - be prepared to take notes.

You will need to gather the following information:

- Find out which disasters are most likely to occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn your community's main evacuation routes.
- If needed, ask about special assistance for the elderly or people with disabilities.
- Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations.

### Checklist of Emergency Procedures

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, the elderly, and individuals that may need special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own Emergency Response Plan:

- Draw a floor plan of your residence and mark two escape routes from each room.
- Install safety features in your home, such as smoke and carbon monoxide alarms and fire extinguishers.

## Marin Valley Mobile Country Club – Emergency Plan

- Discuss what to do in an evacuation.
- Find the safe spots in your home for each type of disaster.
- Post emergency telephone numbers near the telephone.
- Instruct household members to turn on a battery powered radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- Teach children how and when to call 9-1-1 and a long distance contact person.
- Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.
- Keep family records in a water and fire-proof container.
- Locate the main electric fuse box, water service main, and natural gas main shut off valve to your mobile home. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. **If you turn the gas off, you will need one of the MVMCC maintenance staff to turn it back on.**
- Take a basic first aid and CPR class.
- Prepare a disaster supply kit.

### If Disaster Strikes

- Remain calm and patient. Put your plan into action.
- Check for injuries; give first aid and get help for seriously injured.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Check for damage to your home - use a flashlight only. **Do not light matches or turn on electrical switches, if you suspect damage.**
- Check for fires, fire hazards and other household hazards.
- If you are remaining in your home, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly. If you need assistance, please contact MVMCC maintenance staff.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, gasoline and any other flammable liquid immediately.

#### **Remember to:**

- Remember to confine or secure your pets.
- Call your family contact - **do not use the telephone again unless it is a life threatening emergency.**
- Check on your neighbors, especially elderly or people with disabilities.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

## Earthquake

Prior to any earthquake, each resident should preplan and practice steps they will take in the event of an earthquake. Manufactured home owners/residents need to know the physical location of piers/supports under their homes. During a severe earthquake, manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury, residents must know the location of the supports and where safe areas are located within their manufactured homes.

Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.

- Indoors: take cover under any sturdy piece of furniture or doorway or get up on a bed or couch that is against a wall.
- Stay away from windows or ceiling objects such as lighting fixtures.
- **Do not light matches** or candles.
- **Do not turn on electrical** equipment of any kind.
- Use only **battery operated** flash lights and radios.
- Outdoors: find an open area and remain there until the earthquake stops.
- Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses and trees.
- Listen to a self-contained (battery operated) radio for emergency instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- After shocks may occur, so be prepared.

## Fire Safety

Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your families chances of survival should a fire erupt in your manufactured home.

- Be sure you have properly operating smoke and carbon monoxide alarms and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
- Plan, with the whole family, at least two escape routes from your manufactured home.
- Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan.
- Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.
- Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Be especially careful when displaying your holiday decorations.
- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened.
- Insure your personal property. Shop around for a company that best meets your needs for renter's or home owners insurance.
- Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box or in the refrigerator, or rent a safety deposit box at your local bank.



## Marin Valley Mobile Country Club – Emergency Plan

- Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.

### In Case of Fire

- Immediately assess the problem (where, extent involved, to assist you in exiting away from the fire source)
- Know how to use a fire extinguisher
- Get everyone out of the house **immediately**
- **Without risk to any person**, get pets out of the house
- Call 9-1-1, then call the park office (from a neighbor's phone) and:
  1. Give your name, telephone number you are calling from, park address, space number where the fire is, any helpful locational directions.
  2. Describe the type/nature of the fire (gas, wood, chemical, electrical).
  3. State that the fire is in a manufactured home and report any known injuries.
  4. Turn off the gas and electricity at the home(s) affected, if safe to do so.
  5. Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.
  6. Make sure all occupants have left the affected home and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.
  7. **Never go back into a burning home.**
  8. If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting through a door, feel the bottom of the

door with the palm of your hand. If it is **hot**, find another way out. **Never open a door that is hot to the touch.**

9. Should your clothing catch fire: **first \*cover your face and mouth\*, drop...then roll. Never run.** If a rug or blanket is handy, roll yourself up in it until the fire is out.

10. If trapped on an upper floor, hang something out of a window to signal rescuers.

## Wildland Fire

### DURING A WILDFIRE

If advised to evacuate, do so immediately. Take your disaster supply kit, lock your home and choose a route away from the fire hazard. Watch for changes in the speed and direction of the fire and smoke. Tell someone when you left and where you are going.

If you see a wildfire and haven't received evacuation orders yet, call 9-1-1. Don't assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the dispatcher.

If you are not ordered to evacuate, and have time to prepare your home, FEMA recommends you take the following actions:

- Arrange temporary housing at a friend or relative's home outside the threatened area in case you need to evacuate.
- Wear protective clothing when outside – sturdy shoes, cotton or woolen clothes, long pants, a long-sleeved shirt, gloves and a handkerchief to protect your face.
- Close outside attic, eaves and basement vents, windows, doors, pet doors, etc. Remove flammable drapes and curtains. Close all shutters, blinds or heavy non-combustible window coverings to reduce radiant heat.
- Close all doors inside the house to prevent draft. Open the damper on your fireplace, but close the fireplace screen.
- Shut off any natural gas, propane or fuel oil supplies at the source.

## Marin Valley Mobile Country Club – Emergency Plan

- Connect garden hoses to outdoor water faucet and fill any pools, hot tubs, garbage cans, tubs or other large containers with water.
- Place a ladder against the house in clear view.
- Place valuable papers, mementos and anything "you can't live without" inside your car in the garage, ready for quick departure. Any pets still with you should also be put in the car or be ready to go to the car quickly. Be mindful of leaving pets in the vehicle as they can be susceptible to heat stroke.
- Move flammable furniture into the center of the residence away from the windows and sliding-glass doors.
- Turn on outside lights and leave a light on in every room to make the house more visible in heavy smoke.

### Floods

Flood Watch means that there is the possibility of flooding.

Flood Warning means that flooding has begun or is imminent.

#### **Before a flood:**

- Know the elevation of your property in relation to nearby streams, rivers, and lakes. Some areas of this park can be prone to flooding.
- Have several escape routes planned.
- The National Weather Service continuously broadcasts updated weather conditions, warnings and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios.
- When rising water threatens, move everything possible to higher ground.

## Marin Valley Mobile Country Club – Emergency Plan



Source: National Flood Insurance Program FIRM Map #06041C0292D, 05/04/2009  
Showing 100 year flood limits

- If flooding is imminent and time permits, turn off main electrical switch.
- Disconnect all electrical appliances. Cover outlets with tape.
- Prepare and maintain your Family Disaster Supplies Kit.
- Most standard residential insurance policies do not cover flood loss.
- In flood-prone areas, the National Flood Insurance Program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.
- Secure your Liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel straps that connect to auger anchors in the ground.
- Strap and secure your hot water heater.

### During a flood:

- Take all flood warnings seriously. **Do not wait.** Get to higher ground **immediately** as flood waters often rise faster than expected.

## Marin Valley Mobile Country Club – Emergency Plan

- If time permits, take all important papers, photographs, medicines, and eye-glasses.
- If one escape route is not passable do not waste any time - try another route or back track to higher ground.
- Use travel routes specified by local officials. **Never** drive through flooded roadways. **Do not** bypass or go around barricades.
- Wear life preservers if possible. Wear appropriate clothing and **sturdy shoes**.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- Take your Family Disaster Supplies Kit with you.
- Lock your home before leaving.
- When you reach a safe place, call your pre-determined family contact person.

### After a flood:

- Return home **only** after authorities say the danger of more flooding is over.
- Do not drink tap water unless it is declared safe. Boil water if unsure.
- If fresh food has come in contact with flood waters, **throw it out**.
- Do not turn on main electrical switch. First have the electrical system checked by a professional.
- A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.
- Rest often and eat well. Keep a realistic and manageable schedule.
- Make a list and do jobs one at a time.

## Marin Valley Mobile Country Club – Emergency Plan

- Contact the American Red Cross and get a copy of the book *Repairing Your Flooded Home*. The book will tell you how to safely return to your home and begin the recovery process.

### Tornado

Although tornadoes are not a common occurrence in California, they have been reported.

- Pay close attention to weather reports. Know the difference between a watch (when conditions are ripe for a severe weather event) and a warning (when a severe weather event is occurring or is imminent).
- Plan where to go during severe weather - for instance, the community club house, or a relative's basement.
- When a tornado warning has been issued, **leave your manufactured home immediately**. Go to your pre-determined safe place or lie down in a low area with your hands covering the back of your head and neck.
- Be sure to keep a transistor radio - with working and extra batteries handy.
- Keep your Family Disaster Supplies Kit near an exit door.

### First Aid

- Information on first aid can be found in your local phone book or by contacting the American Red Cross.
- Utilize known persons who are medically trained (such as doctors, nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured.
- If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid.

## Marin Valley Mobile Country Club – Emergency Plan

- In the case where injuries are severe and movement could cause further injuries, **do not move** the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.
- Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.

### Sample First Aid Kit

- Sterile adhesive bandages in assorted sizes
- 2 and 4-inch sterile gauze pads (4-6 each)
- Hypoallergenic adhesive tape
- Triangle bandages (3)
- 2 and 3-inch sterile roller bandages (3 rolls each)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- Aspirin
- Activated charcoal (use only if advised by the Poison Control Center)

Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72 hour disaster supply kit could mean the difference between life and death. In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag.

### Sample Family Disaster Supplies Kit

- 3-5 gallons of water (one gallon of water per person per day)
- Method of water purification
- Food: ready-to-eat canned meats, fruits, and vegetables; canned juices, milk, soup; high energy foods - peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods -cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags; vitamins
- Matches in a waterproof container
- Second method of starting a fire
- Tent/shelter
- Wool-blend blankets or sleeping bags (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain poncho
- Flashlights with extra batteries, light sticks, lantern with fuel and wicks
- Tools (pliers, hammer, screw drivers, bolt cutters, pocket/utility knife)
- Shovel and hatchet or axe
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies, including burn gel and dressings
- Bottle of potassium iodide tablets
- Radio, batteries, and extra batteries
- Whistle with neck cord
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items
- Extra Clothing (include at least one complete change of clothing and footwear per person per day) extra socks, underwear, hat, gloves, and sturdy shoes
- Mess kits, paper cups, plates and plastic utensils
- Cash (at least \$20) or traveler's checks
- Non-electric can opener
- Fire extinguisher: small canister, ABC type



## Marin Valley Mobile Country Club – Emergency Plan

- Important family papers (copies of birth certificates, marriage licenses, wills, insurance forms, phone numbers, credit card information)
- Sun block/sun glasses, hat
- Portable toilet
- Insect repellent
- Tape
- Compass
- Aluminum foil
- Signal flare
- Household chlorine bleach
- Special or prescription medication
- Baby items - formula, diapers, bottles, powdered milk, medications, and favorite security items
- Games, books, toys
- Contact lenses and supplies; a spare set of contacts or glasses if available

You should inspect your kit at least twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water. Keep a light source stored in the top of your kit for easy access in the dark.

Your kit should be in a portable container located near an exit of your house. A large plastic garbage can with a lid makes an excellent storage container. Make sure you have not overloaded your kit as you may have to carry it long distances to reach safety or shelter. You may want to have a backpack or duffle bag for each family member and divide up the rations in the event that family members are separated during evacuation or the disaster.

**Emergency Preparedness Information:**

**City of Novato:**

Emergency Services [emergencyservices@novato.org](mailto:emergencyservices@novato.org)  
Phone: 415-897-4361  
Website: [www.novato.org](http://www.novato.org) (General City website)  
<http://novato.org/community/how-to-prepare-for-an-emergency> (Emergency Preparedness)

**Novato Fire District:**

Phone: 415-878-2690  
Website Addresses: <http://www.novatofire.org/index.aspx?page=160> (Disaster Preparedness)  
<http://www.novatofire.org/index.aspx?page=149> (Training Classes)

**FREI Management:**

Phone: 415-883-5911  
MVMCC Website: <http://www.mvmcc.com/index.html>

**Marin Valley Emergency Services Team (MVEST)**

Phone: 415-883-5911  
MVMCC Website: <http://www.mvmcc.com/index.html>

**Nixle: (Free service providing Novato Police and Fire alerts and bulletins)**

Website: <https://local.nixle.com/register/>

**Marin County Sheriff's Office of Emergency Services:**

Marin OES Email: [oes@marinsheriff.org](mailto:oes@marinsheriff.org)  
Phone: 415-473-6584  
Website: [http://marinsheriff.org/about.aspx?gi\\_id=46](http://marinsheriff.org/about.aspx?gi_id=46)

**Alert Marin: (Please register for this free service to receive emergency notifications!)**

Website: <http://www.alertmarin.org/>

**Ready Marin: (Emergency Preparedness Information and Training)**

Ready Marin Email: [info@readymarin.org](mailto:info@readymarin.org)  
Website: <http://readymarin.org/>

**American Red Cross (Marin):**

Red Cross Email: [arcbainfo@redcross.org](mailto:arcbainfo@redcross.org)  
Phone: 415-721-2365  
Website: <http://www.redcross.org/>

**California Office of Emergency Services (CalOES):**

Website: <http://www.caloes.ca.gov/Pages/default.aspx>

**Federal Emergency Management Agency (FEMA):**

General Website: <http://www.fema.gov/>  
Emergency Management Institute: <http://training.fema.gov/emi/> (Free on-line training)  
Ready.Gov website: <http://www.ready.gov/>

**Authorities/Regulations**

California Code of Regulations Title 23, Section 114 outlines the existing general evacuation procedures for mobile home and recreational vehicle parks in a floodway.

**Plan Maintenance**

**Plan Review:** The City and the Park Acquisition Corporation (PAC), MVEST and Park Management will review the Emergency Plan every five years. Any suggested updates or changes will be forwarded to the City Emergency Services Manager for review and any needed action with approval by the City Council. This full review will also consider any legal or legislative changes that may affect the requirements for this type of plan.

City staff may make administrative changes in the plan in the interim.

**Plan Availability:** A copy of this plan and its attachments will be provided to each resident by Park Management under the following circumstances:

- a) Initially – Provided to each address within the park.
- b) New Residents – Upon moving into the park.
- c) All Residents – After each update.

## Marin Valley Mobile Country Club – Emergency Plan

Copies of the plans shall be provided as physical copies, unless residents elect to receive an electronic copy. A copy of the plan shall also be available on the City and MVMCC websites as well as at the Park Management Front Counter.

### Attachments

#### City of Novato Approval of the MVMCC Emergency Plan

<<Insert Approval>>

**STAFF REPORT**

E-5



THE CITY OF  
NOVATO  
CALIFORNIA

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MEETING

DATE: June 8, 2015

TO: City Council

FROM: Cathy Capriola, Assistant City Manager  
Brian Cochran, Finance Manager

SUBJECT: **MVMCC WORKING DRAFT FINANCIAL FORECAST**

---

**REQUEST**

Consider receiving the updated working draft MVMCC financial forecast and asking questions of staff.

**RECOMMENDATION**

Receive the updated forecast and ask questions of staff.

**DISCUSSION**

When the City re-financed the MVMCC bonds in 2012, it utilized a long-range cash flow model to show the long term impacts of the re-financing, especially as it related to the accumulation of reserves over time. The main intent of these reserves was to fund the eventual replacement of the majority of the underground utility infrastructure at the park.

Three years later, as the City moves closer to the planning and implementation of infrastructure replacement projects, especially with the looming possibility of the PG&E pilot program, staff felt it was important to do a major update to the long-range forecast.

The forecast has been completely re-done based on the most recent proposed budget for 2015/16, and looks forward from that point in time. The 2015/16 budget is really the baseline for the forecast.

From there, the forecast utilizes a very simplistic 2% inflation factor on most categories to model a reasonable growth assumption in the out-years of the forecast. Thus, all categories of revenue, including rents, utilities, and other revenues are inflated by 2% each year beginning in 2016/17. Similarly, most categories of expenditures are grown by 2% each year, including wages, utilities, maintenance, admin costs, and other. Expenditure categories of note that are not escalated by inflation are:

1. Capital Expenditures – Capital expenditures are entered as projected by the City’s engineering staff for each year of the forecast. These represent current estimates of the actual project costs, and thus do not need to have a 2% factor applied. Clearly, as we get

closer to a particular project being implemented, we will have better and better estimates of project costs and will update the forecast accordingly as needed.

2. Debt Service - Debt payments on the outstanding loan with Bank of Marin are a fixed \$651k per year. Thus, these payments do not need to be escalated for inflation.
3. Turnback / Unspent Budget – This line item is just a simplistic reflection of the reality that 100% of the annual operating budget is never fully spent. There could be a number of reasons for this, including lower-than-expected maintenance costs, staff vacancies, etc. This line item also does not grow with inflation.

The critical assumption within the forecast resides in the Capital line item; specifically, when certain major infrastructure replacement projects need to occur and whether or not the City is selected for the PG&E electricity / master meter replacement project. Thus, staff has created two scenarios within the working draft.

Scenario #1 – Without PG&E – This was the scenario originally anticipated when the bonds were re-financed, with major infrastructure replacement projects beginning in approximately year 8 (2022/23) of the forecast. In this scenario, the City would have accumulated sufficient reserves to fund the necessary projects. No outside funding or City loans are required.

Scenario #2 – With PG&E Pilot Project – In scenario #2, MVMCC is selected for the PG&E pilot project and electricity infrastructure replacements begin soon, perhaps within the first 2 years of the forecast. In this scenario, staff would propose coordinating with PG&E on the major infrastructure replacement projects, taking into account the disruption to residents and the trenching and asphalt cuts required to do so. This means that these projects would begin much sooner than in scenario #1, possibly as early as 2016/17 and continuing through 2020/2021. Because the park would not yet have sufficient reserves built up to fund these projects, it does appear that a loan from the City would be necessary in the ballpark of \$900,000 in the 2018 – 2020 timeframe. These loans could be quickly repaid by the park, within 1-2 years after completion of construction.

To understand the forecast (especially Scenario #2), it is important to understand how the reserves would work as resources get depleted. Here is an explanation of reserve policies that staff has assumed for this model:

Required Cash on Hand / Bank of Marin – This amount represents the amount of cash held at Bank of Marin at any given time to handle intra-month accounts payable transactions and debt payments. Additionally, per the loan agreement, Bank of Marin requires a minimum of \$180,000 held in our account at any one time. Staff recommends assuming that this amount stays flat at \$360,000 at all times.

Operating Reserve – The operating reserve is calculated at roughly 15% of operating expenditures and would be used in case of emergency or unexpected operating costs. Staff recommends keeping this amount at \$250,000, unless specifically needed otherwise.

Capital Reserve – The capital reserve has been \$1,000,000 for several years and is proposed to stay at that level. However, if, during the course of these large infrastructure projects, the long-term infrastructure reserve (see below) is depleted, then the capital reserve would be tapped as needed to complete the projects. In this way, the capital reserve is “second in line” to be spent on the large infrastructure replacement projects. Similarly, it would be the first to be replenished

after any loans are repaid.

Long Term Infrastructure Reserve – The long-term infrastructure reserve is where excess reserves are stored in preparation for the large infrastructure projects. These monies are above and beyond the 3 other buckets mentioned above. When the capital project expenditures outstrip available revenues, this is the first reserve to be depleted to fund the necessary projects. Once this reserve is zero, the capital reserve would be utilized secondarily. Likewise, when projects are complete, the capital reserve is replenished first and this reserve second.

*Final Staff Notes* -- An important takeaway from this working draft forecast is that, under current assumptions, some level of City loans would be required to fund the necessary infrastructure projects at the park in the near term if the PG&E project goes forward. While currently estimated at about \$900,000, that amount could vary significantly, up or down, depending on a wide variety of factors affecting both costs and revenues at the park.

It is also important to remember that the costs for the infrastructure improvements are broad estimates only at this time. The Engineering Study in this year's capital budget will provide some refinement to this infrastructure estimates. This will allow this working forecast model to be updated at that time.

Along the same lines, staff would like to emphasize that this forecast is purely a working draft. It is an assumption-driven forecast utilized for planning purposes only. It is not intended to predict the future or to mandate Council decisions or policy in the future; but merely to model what the finances of the park would look like if a certain set of assumptions came true. As better and more accurate information becomes available, staff will update the forecast and keep the Council and MVMCC apprised of these updates.

## **ATTACHMENTS**

1. MVMCC Long Range Forecast Model – Working Draft Scenario #1
2. MVMCC Long Range Forecast Model – Working Draft Scenario #2

	Projected	Proposed	Forecast								
	Actual	Budget	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Revenues</b>	<b>2014/15</b>	<b>2015/16</b>									
Rents	2,366,657	2,396,045	2,443,966	2,492,845	2,542,702	2,593,556	2,645,427	2,698,336	2,752,303	2,807,349	2,863,496
Utilities	673,969	685,228	698,933	712,911	727,169	741,713	756,547	771,678	787,112	802,854	818,911
Other	13,113	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926
<b>Total Revenues</b>	<b>3,053,739</b>	<b>3,096,273</b>	<b>3,158,198</b>	<b>3,221,362</b>	<b>3,285,790</b>	<b>3,351,505</b>	<b>3,418,536</b>	<b>3,486,906</b>	<b>3,556,644</b>	<b>3,627,777</b>	<b>3,700,333</b>
<b>Expenditures</b>											
Payroll Costs	179,579	203,796	207,872	212,029	216,270	220,595	225,007	229,507	234,098	238,779	243,555
Utilities	796,415	774,956	790,455	806,264	822,390	838,837	855,614	872,726	890,181	907,984	926,144
Repairs / Maintenance	236,401	279,045	284,626	290,318	296,125	302,047	308,088	314,250	320,535	326,946	333,485
Office and Admin	37,594	60,644	61,857	63,094	64,356	65,643	66,956	68,295	69,661	71,054	72,475
Expenses and Amenities	39,978	53,500	54,570	55,661	56,775	57,910	59,068	60,250	61,455	62,684	63,937
Project Costs (Except Capital)	247,285	258,883	264,061	269,342	274,729	280,223	285,828	291,544	297,375	303,323	309,389
Capital	404,000	635,000	580,000	485,000	370,000	300,000	225,000	645,000	3,225,000	3,300,000	2,225,000
Debt Service	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172
Turnback (Unspent Budget)		(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
<b>Total Expenditures</b>	<b>2,592,424</b>	<b>2,856,996</b>	<b>2,834,612</b>	<b>2,772,881</b>	<b>2,691,815</b>	<b>2,656,428</b>	<b>2,616,733</b>	<b>3,072,745</b>	<b>5,689,476</b>	<b>5,801,942</b>	<b>4,765,158</b>
<b>Reserves</b>											
Cash on Hand	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000
Operating Reserve	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Capital Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Long-Term Infrastr. Reserve	2,190,000	2,429,277	2,752,863	3,201,344	3,795,318	4,490,395	5,292,198	5,706,359	3,573,527	1,399,362	334,538
<b>Total Reserves</b>	<b>3,800,000</b>	<b>4,039,277</b>	<b>4,362,863</b>	<b>4,811,344</b>	<b>5,405,318</b>	<b>6,100,395</b>	<b>6,902,198</b>	<b>7,316,359</b>	<b>5,183,527</b>	<b>3,009,362</b>	<b>1,944,538</b>

2% = Assumed forecast growth rate for all revenues and expenditures except Capital, Debt Service, and Turnback



	Projected	Proposed	Forecast								
	Actual	Budget	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Revenues</b>	<u>2014/15</u>	<u>2015/16</u>									
Rents	2,366,657	2,396,045	2,443,966	2,492,845	2,542,702	2,593,556	2,645,427	2,698,336	2,752,303	2,807,349	2,863,496
Utilities	673,969	685,228	698,933	712,911	727,169	741,713	756,547	771,678	787,112	802,854	818,911
Other	13,113	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926
<b>Total Revenues</b>	<b>3,053,739</b>	<b>3,096,273</b>	<b>3,158,198</b>	<b>3,221,362</b>	<b>3,285,790</b>	<b>3,351,505</b>	<b>3,418,536</b>	<b>3,486,906</b>	<b>3,556,644</b>	<b>3,627,777</b>	<b>3,700,333</b>
<b>Expenditures</b>											
Payroll Costs	179,579	203,796	207,872	212,029	216,270	220,595	225,007	229,507	234,098	238,779	243,555
Utilities	796,415	774,956	790,455	806,264	822,390	838,837	855,614	872,726	890,181	907,984	926,144
Repairs / Maintenance	236,401	279,045	284,626	290,318	296,125	302,047	308,088	314,250	320,535	326,946	333,485
Office and Admin	37,594	60,644	61,857	63,094	64,356	65,643	66,956	68,295	69,661	71,054	72,475
Expenses and Amenities	39,978	53,500	54,570	55,661	56,775	57,910	59,068	60,250	61,455	62,684	63,937
Project Costs (Except Capital)	247,285	258,883	264,061	269,342	274,729	280,223	285,828	291,544	297,375	303,323	309,389
Capital	404,000	635,000	2,275,000	2,250,000	2,270,000	1,475,000	435,000	345,000	225,000	250,000	225,000
Debt Service	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172	651,172
Turnback (Unspent Budget)		(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
<b>Total Expenditures</b>	<b>2,592,424</b>	<b>2,856,996</b>	<b>4,529,612</b>	<b>4,537,881</b>	<b>4,591,815</b>	<b>3,831,428</b>	<b>2,826,733</b>	<b>2,772,745</b>	<b>2,689,476</b>	<b>2,751,942</b>	<b>2,765,158</b>
<b>Reserves</b>											
Required Cash on Hand / Bank of Marin	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000	360,000
Operating Reserve	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Capital Reserve	1,000,000	1,000,000	1,000,000	741,344	-	-	-	261,359	1,000,000	1,000,000	1,000,000
Long-Term Infrastr. Reserve	2,190,000	2,429,277	1,057,863	-	-	-	-	-	128,527	1,004,362	1,939,538
<b>Total Reserves</b>	<b>3,800,000</b>	<b>4,039,277</b>	<b>2,667,863</b>	<b>1,351,344</b>	<b>45,318</b>	<b>(434,605)</b>	<b>157,198</b>	<b>871,359</b>	<b>1,738,527</b>	<b>2,614,362</b>	<b>3,549,538</b>
Required Loan from City					564,682	479,923					
Cumulative Loan from City					564,682	1,044,605	452,802				

2%

= Assumed forecast growth rate for all revenues and expenditures except Capital, Debt Service, and Turnback

**STAFF REPORT**

E-6



THE CITY OF  
NOVATO  
CALIFORNIA

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MEETING

DATE: June 8, 2015

TO: City Council

FROM: Cathy Capriola, Assistant City Manager  
Brian Cochran, Finance Manager

SUBJECT: **FY 15/16 BUDGET – OPERATING AND CAPITAL FOR MVMCC**

---

**REQUEST**

Consider reviewing, accepting input, and taking action on the FY 15/16 Operating and Capital Budget for the Marin Valley Mobile Country Club.

**RECOMMENDATION**

Approve the annual operating and capital budget for MVMCC for FY 15/16.

**DISCUSSION**

Section 9 of the Management Agreement of the MVMCC documents outlines the process and timeline for the annual budget preparation for MVMCC. As stated in the Management Agreement, it is the responsibility of the property manager, Frei Real Estate, to prepare and present a proposed budget to the PAC, residents and then the City.

This year, City staff, Al Frei, Matt Greenberg, PAC Vice President Desiree Storch and PAC Board Member Larry Cohen reviewed the proposed budget in detail to gain clarity and understanding. In addition, the PAC Board held meetings including a special resident meeting to review the draft budget. The attached budget documents reflect general agreement between the City staff, Frei Real Estate and the PAC. However, there are a few differences proposed by City staff for the FY 15/16 budget which are shown in red on the actual proposed budget document with some explanation below.

For Council's consideration, attached are the following documents for your review:

1. Operating Budget with Detail
2. Proposed Capital Budget

Below are the key points for Council's consideration of the budget and specific budget recommendations.

## Overview

With preparation of the budget, there are some financial parameters that need to be kept in mind as the budget is prepared. The budget needs to ensure appropriate operating expenses for the Park, plus make investments in key capital facilities for both the short term and long term. In addition, the City has a goal of saving significant funds over the next eight to ten years in order to help fund replacement and reinvestment of the Park's private utility infrastructure.

In addition, there is a specific Debt Service Coverage Ratio which must be met as outlined in the loan agreement with the Bank of Marin. The coverage ratio, also known as "debt service coverage ratio," (DSCR) is the ratio of cash available for debt servicing to interest, principal and lease payments. It is a popular benchmark used in the measurement of an entity's (person or corporation) ability to produce enough cash to cover its debt (including lease) payments. The coverage ratio does not include contributions made to the Capital Improvement Budget. For MVMCC, the DSCR is calculated annually only; not monthly. Per the Bank of Marin Loan, the Park must maintain 2.0 annual Net Revenue or Coverage ratio each year. The Coverage Ratio calculation is estimated to be between 2.27-2.36 for FY 15/16 (as shown on line 9 and 10 at the bottom of the Operating Budget).

## **KEY OPERATING BUDGET RECOMMENDATIONS - FY 15/16**

There are a few key highlights in the Operating Budget and some background information.

### **1. Rent – (Budget Line #41110)**

MVMCC's rent is controlled by the City's Mobile Home Rent Control Ordinance No. 1475. This ordinance sets the maximum general rent adjustment that can be passed through to residents each January 1. The amount of the rent adjustment is based on CPI occurring over the twelve-month period immediately preceding the September 1, which immediately precedes January 1 of the year in which the increase is permitted. The rent charged for a mobile home space may increase by 100% of the percentage increase in the CPI. As required by State law, tenants are entitled to 90 days notice of any rent increase. Therefore, in order to apply a CPI increase as a general rent adjustment on January 1, 2016, residents must be notified by October 1, 2015, of any proposed rent increase. The table below shows the history of rent increases in the Park in the last five years.

<b>Year</b>	<b>CPI Annual Increase (Aug-Aug)</b>	<b>Actual Rent Increase @ MVMCC</b>
2009	0.17%	0.13%
2010	0.95%	0.00%
2011	2.92%	0.00%
2012	2.80%	0.00%
2013	2.00%	0.00%
2014	2.96%	2.00%
<b>Average CPI</b>	<b>1.97%</b>	<b>0.35%</b>
<b>Total CPI</b>	<b>11.80%</b>	<b>2.13%</b>
<b>2015 Staff Recommendation</b>	To Be Determined Unknown until September 2015	To Be Determined Max of 1.5% or actual CPI recommended

Staff & PAC Recommendation – There was basically no rent increase from 2009-2013 – for five years. During the recession, the Council supported no to minimal rent increases to ease financial issues on residents. The overall financial strength of MVMCC is on firm ground, but there are added expenses in maintenance and infrastructure requirements as the Park ages. Based on this, there is a need to grow revenues with inflation to ensure that the Park stays financially viable.

Frei Real Estate recommended a 2% rent increase within the proposed budget to the City and PAC. The PAC did not take action on the rent increase. The PAC communicated that they want to put off rent increases until our needs are clearer. There are questions regarding the PG&E utility project which may alter the timing and impact how the infrastructure upgrades will be financed and when they will be started. The PAC felt it was unclear how the cash flow from rents will impact some of these financial decisions. Staff understands that the PAC will be sending a separate communication to the City regarding their thoughts on rent.

Staff continues to believe rent increases to match CPI are necessary to keep the Park’s finances and purchasing power from slowly eroding away. Overall costs for construction, utilities and other maintenance costs are increasing with inflation. The increase in rent allows the Park’s financing to stay in sync with inflation.

The good news is that inflation has slowed during the last year and based on current projections, staff does not anticipate that CPI will be above 1.5% in August. Last year, the City implemented a 2% rent increase as a ceiling, but directed that the rent increase would be less than 2% if the actual CPI was lower. For 2014, the actual CPI was 2.96%, but the rent increase as capped at 2% per Council’s direction. Staff believes that this approach make sense this coming year as well, but using a 1.5% rent factor. Staff recommends the following rent increase.

- (a) If the CPI rent calculation in September is equal to or greater than 1.5%, then staff is directed to implement a 1.5% rental increase effective January 1, 2016.
- (b) If the CPI rent calculation in September is less than 1.5%, then staff is directed to implement the actual CPI increase effective January 1, 2016.

Rent adjustments at MVMCC take place mid-year during the fiscal year. This means that an approved increase only affects 6 months of the upcoming budget. Total rent revenue will increase by \$40,896 for FY 15/16. A 1.5% rent increase on January 1, 2016 would result in total rent for FY 15/16 of \$2,381,255 (\$196,961 for each of the first 6 months and \$199,915 for each of the last six months). The chart below shows impacts on resident’s rent at the 1.5% recommended increase.

**Impact on 1.5% Rent Increase (Monthly and Annual)**

<b>Rent</b>	<b>1.5% Monthly Increase</b>	<b>1.5% Annual Increase</b>
Rent = \$500/month	\$ 7.50	\$ 90.00
Rent = \$600/month	\$ 9.00	\$ 108.00
Rent = \$700/month	\$ 10.50	\$ 126.00
Rent = \$800/month	\$ 12.00	\$ 144.00
Rent = \$900/month	\$ 13.50	\$ 162.00

If Council agrees with staff's recommendation, staff will not return in September with any additional actions by the Council regarding rent, but proceed with one of the above actions including to send out rent increase notices to residents by October 1, 2015 to provide the 90 day required notice.

## **2. Other Income – (Budget Line #43300)**

As outlined in the Emergency Preparedness staff report, the Park has been the recipient of numerous grants to assist with vegetation management and fire abatement. No adjustments have been made to the budget at this time since the exact timing of the grant funding is not known – whether it will occur in the 14/15 FY or after July 1<sup>st</sup> for the 15/16 FY. Based on Council's prior direction, staff is requesting authority to adjust the appropriate budget once we have more certain information.

## **3. Wages – (Budget Line #50100)**

Frei Real Estate is the property management company hired by the PAC to provide daily oversight of the operations and maintenance the Park. Two years ago, the Council approved the hiring of a full-time on-site Park Manager to increase the communication, feedback, and management of the Park. As Council understands, MVMCC is unique in many ways. First, it is a large park with numerous residents over 55 some of whom are retired and some are still working. The relationships and organizations (PAC, HOL, MarVAL, MVEST) create a robust, and somewhat complex community. The topography of the Park creates added complexity for maintenance, management and infrastructure investments.

Matt Greenberg was hired in 2013. Mr. Greenberg was hired at \$45,000 initially with a commitment to review his compensation based on his performance at 6 months and 1 year. Based on Mr. Greenberg's exceptional performance, his salary was raised and is now \$55,000. It is clear that we have been fortunate to hire a very talented on-site General Manager. The City, PAC and Frei Real Estate have received resoundingly positive feedback regarding this position and Mr. Greenberg's performance. In addition, Mr. Greenberg has highly skilled construction skills and uses those skills to provide careful oversight on various contractors. In doing so, Mr. Greenberg is careful with the funds of MVMCC and is improving the physical look, safety and infrastructure of MVMCC. Mr. Greenberg is truly wearing a number of hats at MVMCC and works beyond the role of a typical on-site Park Manager.

The proposed FY 15/16 recommends a maximum salary of \$70,000 for the General Manager. Mr. Greenberg's active management at the Park is highly valued. Mr. Frei will continue to monitor the performance of Mr. Greenberg and provide additional compensation over the next year as his performance warrants. (As an additional note, last year when the creation of the on-site General Manager was being considered, Mr. Frei voluntarily committed to reducing his Management Fee if the position did as was anticipated and reduced the workload to the central office. In recognition of the successful role and responsibilities taken on by the on-site General Manager, Al Frei reduced his Management Fee last year and going forward (line #57600 from \$69,480 to \$56,400, a reduction of \$13,080 or about 20%).)

## **4. Total Utilities (Budget Line #s 52100 to 52700)**

The most significant change in the Utility Section of the operating budget is the elimination of Cable Television effective January 1, 2016 as part of the Park's master utilities. As has been discussed previously, there are not enough residents paying for cable television through the Park's Master Contract with Comcast. We currently have 159 residents subscribing to the service for \$48.50 per month – while we are paying for all 315 residents to take Comcast. Some residents

have chosen to drop Comcast or chosen to go with another provider – like one of the satellite providers. Overall, this situation means that that Park is subsidizing the contract with Comcast. Below is a three year history chart which shows a continued decline in resident participation and revenue.

<b>COMCAST HISTORY</b>				
	<b>Monthly Income</b>	<b>Monthly Expense</b>	<b>Monthly Difference</b>	<b>Annual Park Subsidy for Comcast</b>
Jan-13	9,215.00	11,916.00	-2,701.00	\$32,412.00
Jan-14	8,342.00	13,098.82	-4,756.82	\$57,081.84
Jan-15	7,808.50	13,214.11	-5,405.61	\$64,867.32

The contract with Comcast expires on December 31, 2015. Frei Real Estate sent notice previously to Comcast to inform them that we would not be continuing the contract. Comcast has been totally unwilling to negotiate with us over the past few years to help with the situation and our current negotiations show the same unwillingness. Comcast still insists on a bulk rate regardless of how many residents subscribe. It would be fiscally irresponsible to continue in this manner once our contract expires with Comcast. It appears our only option is to not renew the service and advise our residents they will have to obtain their own individual service which is what the proposed budget shows.

Upon passage of this budget, notice about this change will need to be given to each resident and the current lease will need to be updated. The current lease would need to be edited to remove Cable TV as a master metered service. In addition, Frei staff working with the PAC would provide a variety of information to residents about various choices for television programming, including Comcast through an individual resident purchase. Frei staff will work with residents to try to make this change as painless as possible.

**5. Total Repairs & Maintenance (Budget Line #s 53100 to 54800)**

With the drought, the primary change to this section is the addition of \$20,000 of Park funds for additional funding for fire abatement. This funding will help augment the new grant funding for vegetation management and fire abatement. Mr. Greenberg is actively working with the Fire District on various strategies to reduce fire risk in the Park.

**6. Park Improvements (Budget #81000)**

This line item is for minor individual Park improvements of less than \$5,000 each. There are included within the operating costs since they can't be capitalized. There were recommendations that came from MARVAL, HOL, and the PAC. The following items were recommended to be included in Budget #81000 for a total of \$19,500: treadmill, new lockers, shed, refrigerator in the kitchen; and new tables. In addition, the PAC recommended the following items also be included:

- Painting of the trim in the main ballroom,
- Realigning of the curtain rods on the stage in the ballroom to clear the center, and
- Improvement of the pathway lighting along the parking area by Club house.

Based on discussions with the Park Manager Mr. Greenberg, these items can be completed during the next year within existing budget and staff resources. Therefore, staff has not recommended any additional funding for these items.

## **7. Emergency Preparedness (Budget #81500)**

As Council is aware, the Marin Valley Emergency Services Team (MVEST) has done extensive work over the last few years to jump start emergency preparedness at the Park. City and Fire staff appreciate their efforts and believe there is the need for continued emergency preparedness work at MVMCC. Staff believes it is important to provide a base budget of \$5,000 per year for emergency preparedness and has created a new line item (#81500) as an Emergency Preparedness / MVEST line item. This funding could be used for MVEST projects or other emergency preparedness efforts for the Park. This funding will be overseen by the Park General Manager who will work closely with MVEST (Marin Valley Emergency Services Team) and the City's Emergency Service Coordinator and the Fire Marshall from the Novato Fire District. MVEST is an important partner in helping residents' prepare and assisting public responders in emergency/disaster situations.

Specifically this year, the Marin Valley Emergency Services Team (MVEST) requested a number of items including costs for various training and an emergency siren. There was not support for an emergency siren from the PAC or City and Fire staff. However, City, Fire District and Park staff are actively meeting with MVEST to further refine costs and projects for the next year.

## **8. Capital Expenses (Budget Line #57700)**

The FY 13/14 programs \$635,000 for investment in the Capital Improvement Budget. Details about the Capital Improvement Budget are below.

### **KEY CAPITAL IMPROVEMENT BUDGET RECOMMENDATIONS - FY 14/15**

The Capital Improvement Project (CIP) budget is also attached for Council and resident review. Staff has updated the budget to reflect Frei Real Estate's estimates of what will actually be spent this year and what will need to be carried over for any capital projects that were not completed.

Unfortunately, we have not heard whether MVMCC was selected for the Mobilehome Park Utility Upgrade Program by Pacific Gas & Electric Services. At this point, the CIP budget assumes that MVMCC is not selected to participate. If we hear differently in the next few months, then we will review the budget and return to the Park for the City Council's review and approval of a new budget.

The CIP budget makes the following key investments.

#### Short-Term CIP Projects

- \$100,000 for continued driveway and cul-de-sac repairs.
- \$75,000 to address non-compliant path of travel from the on-street parking area to the entrance of the Clubhouse. The project includes correcting accessible parking spaces, the existing curb ramp onto the sidewalk, adding or supplemented pavement marking and signage, as well as the existing walkway to the front entrance of the building. The site existing conditions at these areas have cross or running slopes that or not in compliance with the California Building Code or ADA standards among other issues.
- \$40,000 for improvements to the front of the Clubhouse in terms of paint and carpentry work.
- \$10,000 for continued work on the Clubhouse beams and roof that are showing signs of deferred maintenance and water damage.

- \$200,000 for resurfacing of the pool and spa including upgrade of all equipment, ADA compliance, and fixing the substantive water leak that is occurring under the concrete.
- \$25,000 for analysis and upgrades to the common area electrical system and service panel.
- \$100,000 for continued geo-technical work for retaining walls and any slope issues.
- \$5,000 for minor work to the Park owned mobile homes.

#### Long Term Infrastructure Improvements

- \$80,000 for continued slope stability work at MVMCC based on the property condition report and additional management assessments.

#### Long Term Infrastructure Planning – Funding from Infrastructure Reserve Fund

- \$190,000 for Engineering Infrastructure Study from Infrastructure Reserve Fund.

### **CONCLUSION**

City staff recommends the Council hear from residents and take action. Staff recommends that the Council approve the FY 15/16 Operating and Capital Budgets at the June 8th meeting.

### **ATTACHMENTS**

1. Proposed Operating Budget
2. Proposed Capital Budget



**Marin Valley Mobile Country Club - FY 15/16 PROPOSED OPERATING BUDGET**  
**City Council 6-8-2015**

Acct #	DETAIL	Adopted 2014-2015	Projected Actual 2014-2015	Frei Preliminary 2015-2016	PAC / City Input (Frei Preliminary to Proposed Final) 2015-2016	FINAL Proposed Budget 2015-2016	
<b>INCOME</b>							
41110	Mobilehome Space Rent	Frei recommended 2%; Staff recommends 1.5% effective 1/1/2016	2,340,357	2,340,356	2,387,162	(5,907)	2,381,255
41300	Late Fees	Actual late fees Jul-Jan Avg \$90/mo	840	1,080	1,080		1,080
41400	Laundry	Actual laundry income Jul-Jan Avg \$80/mo	1,200	720	960		960
41500	Maintenance Staff - Rent	\$1,048/mo; \$1,058/mo Jan-Jun	12,516	12,636	12,636		12,636
41700	Vehicle Parking Fees/RV	Actual parking fees Jul-Jan Avg \$980/mo	10,800	11,865	11,760		11,760
	<b>Total Permanent Rent</b>		<b>2,365,713</b>	<b>2,366,657</b>	<b>2,413,598</b>	<b>(5,907)</b>	<b>2,407,691</b>
42100	Cable TV	Contract=159 @ \$48.50; <b>contract ends 12/31/15</b> ; budget is 50% of year	100,104	95,157	46,269		46,269
42200	Electric	Based on historical revenues + 5%	174,671	166,570	159,988		159,988
42300	Garbage	\$8,645/mo 313 @ 27.62	99,264	103,751	103,740		103,740
42400	Gas	Based on historical revenues + 5%	144,944	107,545	139,611		139,611
42500	Sewer	Proposed LGS \$680 per unit = \$17,850/mo	214,200	200,946	235,620		235,620
	<b>Total Utilities</b>		<b>733,183</b>	<b>673,969</b>	<b>685,228</b>	<b>-</b>	<b>685,228</b>
43200	Investment Income	Estimate, posted quarterly	11,500	13,000	15,000		15,000
43300	Other Income		-	113	-		-
43400	Grant Income						
	<b>Total Other Income</b>		<b>11,500</b>	<b>13,113</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>
	<b>TOTAL INCOME</b>		<b>3,110,396</b>	<b>3,053,739</b>	<b>3,113,826</b>	<b>(5,907)</b>	<b>3,107,919</b>
<b>EXPENSES</b>							
50050	Wages - Park Manager	\$5,000/month	70,000	51,102	65,000	5,000	70,000
50100	Wages - Bookkeeper	104 hr/month (30 hr/week) estimated	18,720	21,202	23,500		23,500
50150	Wages - Maintenance	\$2,515/month	30,180	30,344	30,180		30,180
50200	Wages - Assistant Maintenance	\$1,885/month	22,620	22,784	22,620		22,620
50400	Maintenance Staff - Rent	\$1,048/mo; \$1,058/mo	12,516	12,486	12,636		12,636
50500	Travel	Manager Mileage Reimbursement	600	-	600		600
	<b>Total Wages</b>		<b>154,636</b>	<b>137,918</b>	<b>154,536</b>	<b>5,000</b>	<b>159,536</b>
51100	P/R Taxes	Estimate - Employer Payroll Taxes	14,000	12,899	14,000		14,000
51200	Insurance - Health	Onsite Staff	8,760	8,760	8,760		8,760
51300	Insurance - Workers Comp	Estimate based on rates from workers comp audit	21,500	20,002	21,500		21,500
	<b>Total P/R Taxes/Insurance</b>		<b>44,260</b>	<b>41,661</b>	<b>44,260</b>	<b>-</b>	<b>44,260</b>
	<b>TOTAL EMPLOYEE COSTS</b>		<b>198,896</b>	<b>179,579</b>	<b>198,796</b>	<b>5,000</b>	<b>203,796</b>

**Marin Valley Mobile Country Club - FY 15/16 PROPOSED OPERATING BUDGET**  
**City Council 6-8-2015**

Acct #	DETAIL	2014-2015	2014-2015	2015-2016	2015-2016	2015-2016
52100	Cable TV	\$13,214/mo (includes manager homes) contract ends 12/31/15	162,416	158,130	79,284	79,284
52200	Electric	Based on past costs	171,110	158,601	155,641	10,000
52300	Garbage - contract	\$8,614/mo based on current contract 2% incr Jan	100,596	105,013	105,435	105,435
52310	Garbage	Periodic Dumpsters for Resident Clean up	4,000	13,118	4,000	4,000
52400	Gas	Based on past costs	113,179	90,012	104,976	104,976
52500	Sewer	Proposed LGS \$680 per unit; \$17,850/mo; \$19,635/mo proposed	214,200	203,805	235,620	235,620
52700	Water	Previous year actual + 10%	88,322	67,736	80,000	80,000
	<b>Total Utilities</b>		<b>853,823</b>	<b>796,415</b>	<b>764,956</b>	<b>10,000</b>
53100	Concrete Maintenance	Estimate	655	-	655	655
53200	Fire Abatement	Estimate for brush/weed clearing per fire dept requirements	9,750	43,428	30,000	30,000
53300	Landscape Maintenance	DelToro \$880/mo + \$12,500 extra/yr (weed control)	23,400	11,025	20,000	20,000
53400	Maintenance Staff Home Repairs	Estimate	1,000	-	1,000	1,000
53500	Operating Supplies & Equip	Estimate operating supplies (cleaning supplies & consumables)	4,800	2,698	4,800	4,800
53600	Pool Supplies & Equipment	Actual July-Feb Avg \$350/mo chemicals + \$380/mo service	4,200	16,596	12,000	12,000
53700	General Repairs	General & Common Area maintenance and repairs	45,000	38,798	45,000	45,000
53800	Security Contract	Evening security patrol (\$620/month)			-	7,440
54000	System Maintenance - Gas	\$1800/Ann. Gas Leak Survey-\$10,200/Repairs	21,250	4,895	16,250	16,250
54030	System Maintenance - Electrical	Main switch service / Repairs ave \$520/mo	24,500	16,882	19,500	19,500
54050	System Maintenance - Generator	Maintenance contract (\$2,500)+ repairs	5,200	10,354	5,200	5,200
54100	System Maintenance - Sewer	Actual prev year ave \$850/mo, sewer line clearing/repairs	26,400	12,796	23,400	1,600
54200	System Maintenance - Water	Minor Repairs to Water Lines	780	-	780	780
54210	System Maintenance - Storm Drain	Compliance and repair of catch basins and storm drain			10,000	10,000
54220	Street Crack Seal Repair	Street maintenance; shift from CIP budget			15,000	15,000
54300	Tools & Equipment Repair	R&R Park tools and equipment	2,000	-	2,000	2,000
54400	Trees	Estimate condition evaluation, tree trim and removal	50,000	77,220	50,000	50,000
54500	Uniforms	Park Staff Shirts/Jackets/Raingear	300	122	300	300
54600	Utility Maintenance	Unanticipated service/repairs to meters etc	3,120	-	3,120	3,120
54700	Vehicle Maintenance	Repairs/service	3,000	1,587	3,000	3,000
54800	Maintenance Contingency	Estimate	8,000	-	8,000	8,000
	<b>Total Repairs/Maintenance</b>		<b>233,355</b>	<b>236,401</b>	<b>270,005</b>	<b>9,040</b>
55100	Advertising & Promotion		600	-	600	600
55200	Bank Charges	Actual Fees Ave \$45/mo	1,100	540	540	540
55400	Copier Supplies/Repairs	Estimate Based on July/Jan Avg \$100/mo	1,800	929	1,200	1,200
55500	Dues & Subscriptions	Estimate, title 25, MH Residency Law updates	300	-	300	300
55600	Education & Seminars	Onsite Staff Training + <del>MVEST Svcs Training \$2,000</del> + Mgr Training \$600	2,500	1,371	3,100	(2,000)
55700	Legal	Estimate, enforcement of Park documents/collections	20,000	3,450	15,000	15,000
55800	Licenses & Permits	Dvc-\$1050/HCD-\$4500/Pool,Spa Pmt \$740,City \$120	6,400	8,296	6,400	6,400
56100	Office Supplies & Equipment	Actual July-Feb Avg \$550/mo add \$50 p/mo water clbhs	7,200	6,541	7,200	7,200
56200	Other Expense	Estimate	3,004	-	5,504	5,504
56300	Outside Services	Park Billing \$485-bil/\$90-ans serv/\$255 pest/clubhs cleaning \$795/qtr	15,000	8,829	15,000	15,000
56600	Telephone	Actual July-Feb Avg \$650, phone, fax, internet	7,020	7,638	7,800	7,800
	<b>Total Office &amp; Administration</b>		<b>64,924</b>	<b>37,594</b>	<b>62,644</b>	<b>(2,000)</b>

**Marin Valley Mobile Country Club - FY 15/16 PROPOSED OPERATING BUDGET**  
**City Council 6-8-2015**

Acct #		DETAIL	2014-2015	2014-2015	2015-2016	2015-2016	2015-2016
	<b>Expenses &amp; Amenities</b>						
71000	PAC Expense		4,000	4,000	4,000		4,000
72000	Owner Expense		25,000	25,000	25,000		25,000
80000	Professional Services		-	-	-		-
81000	Park Improvement (Non-Capitalized)	Treadmill, Stair Step, Lockers, Shed, Refrigerator, Tables	19,500	10,978	19,500		19,500
81500	Emergency Preparedness / MVEST					5,000	5,000
	<b>Total Expenses &amp; Amenities</b>		<b>48,500</b>	<b>39,978</b>	<b>48,500</b>	<b>5,000</b>	<b>53,500</b>
	<b>TOTAL OPERATING COSTS</b>		<b>1,399,498</b>	<b>1,289,967</b>	<b>1,344,901</b>	<b>27,040</b>	<b>1,371,941</b>
57200	In-Lieu of Tax Fees - Novato	\$6,034/mo; updated figure by City staff	70,980	70,980	72,408		72,408
57220	Resident Humanitarian Services		12,000	3,750	12,000		12,000
57300	Insurance-Prop & Liability	Estimate per DW	84,000	84,238	85,475		85,475
57350	Insurance-D&O + Liability MARVAL		7,250	7,917	8,500		8,500
57600	Management Fee to Frei Real Estate	\$4,700/mo	56,400	56,400	56,400		56,400
57700	Capital Expenses	Maximize the amount of capital funding balancing DSCR	648,500	404,000	648,500	(13,500)	635,000
57750	Audit	Auditor; Contracted cost from Mann, Urrutia, Nelson, CPA	5,200	5,100	5,200		5,200
59900	Mobile Home Rent Control Fee	\$60 per space per City's Rent Control Ordinance	18,900	18,900	18,900		18,900
	<b>Total Project Fees Costs</b>		<b>903,230</b>	<b>651,285</b>	<b>907,383</b>	<b>(13,500)</b>	<b>893,883</b>
	<b>NET OPERATING INCOME BEFORE DEBT SERVICE</b>		<b>807,668</b>	<b>1,112,487</b>	<b>861,542</b>	<b>(19,447)</b>	<b>842,095</b>
	Loan Principal	Amortization Schedule-reduction in liability, not expense	449,668	449,668	462,108		462,108
1	Loan Interest	Amortization Schedule	201,504	201,504	189,064		189,064
2	Total Loan Payments		651,172	651,172	651,172		651,172
3	<b>Net Revenue</b>		<b>156,496</b>	<b>461,315</b>	<b>210,370</b>	<b>(19,447)</b>	<b>190,923</b>
	Apply to:						
4	<b>Long-Term Infrastructure Reserves</b>		<b>156,496</b>	<b>461,315</b>	<b>210,370</b>	<b>(19,447)</b>	<b>190,923</b>
5	<b>TOTAL EXPENSES</b>		<b>2,928,900</b>	<b>2,592,424</b>	<b>2,903,456</b>	<b>13,540</b>	<b>2,916,996</b>
6	Less Maintenance Staff Rent		(12,516)	(12,486)	(12,636)	-	(12,636)
			<b>2,916,384</b>				<b>2,904,360</b>
7		Total Expenses	3,110,396	3,053,739	3,113,826	(5,907)	3,107,919
8		Total Income	3,110,396	3,053,739	3,113,826	(5,907)	3,107,919
9	<b>DEBT SERVICE COVERAGE RATIO</b>	<b>Maintain above 2.0 annually per Bank of Marin Loan</b>	<b>2.24</b>	<b>2.33</b>	<b>2.32</b>		<b>2.27</b>
10	<b>DEBT SERVICE COVERAGE RATIO with Projected Annual Unspent Appropriations (\$60K)</b>	<b>Maintain above 2.0 annually per Bank of Marin Loan</b>	<b>2.33</b>	<b>2.33</b>	<b>2.41</b>		<b>2.36</b>

**Marin Valley Mobile Country Club - FY 15/16 PROPOSED OPERATING BUDGET  
City Council 6-8-2015**

Acct #	DETAIL		2014-2015	2014-2015	2015-2016	2015-2016	2015-2016
11	<b>RESERVE FUNDS</b>		<b>3/31/15</b>	<b>Est 6/30/15</b>	<b>Est 6/30/16</b>		
12	Operating Reserve Balance		250,000	250,000	250,000		
13	Capital Reserve Balance		1,000,000	1,000,000	1,000,000		
14	Long Term Infrastructure Reserve Balance		853,963	1,315,278	1,506,201		
	Less Engineering Study Costs	Phase 1 - City staff time: utilites research, RFP, Agreement \$25K		(10,000)	(15,000)		
		Phase 2 = Estimated at \$150,000; not programming now		-	(175,000)		
	Estimated Year End Infrastructure Reserve Balance		853,963	1,305,278	1,316,201		
15	<b>Total Reserves</b>		<b>2,103,963</b>	<b>2,565,278</b>	<b>2,566,201</b>		

**Marin Valley Mobile Country Club - FY 15/16 PROPOSED CAPITAL BUDGET**  
**City Council 6-8-2015**

		Adopted	Act/Proj.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
	CAPITAL COMPONENT	2014-2015	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	<b>SHORT-TERM CIP PROJECTS</b>												
1	<b>ASPHALT/STREETS/LIGHTS</b>				2,381,255	2381255		2,381,255					
2	Overlay			60,000	20000	20000	10,000	35,000	10,000	35,000	10,000	35,000	10,000
3	Repairs / Crack Fill (moved to operating budget #54220 for \$15,000 per year)												
4	Seal Coat/Restripe												
5	Driveways & Cul de sacs	40,000	50,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
6	Signage - Events Sign												
7	Signage - Traffic Signs												
8	Streetlights												
9	<b>COMMON AREA/RECREATION FACILITIES</b>				50,000	50,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
10	Clubhouse ADA Improvements	105,000	30,000										
11	Phase 1 - ADA parking 2 spaces and exterior path of travel to Clubhouse			75,000									
12	Phase 2 - Elevator				270,000								
13	Phase 3 - Pool Bathrooms / Bathrooms					150,000							
14	Phase 4 - Other minor ADA improvements						50,000						
15	Exterior Paint / Carpentry - Front Fascia	15,000	15,000	40,000	25,000								
16	HVAC												
17	Air Conditioning (2) - Ballroom	20,000	0		75,000								
18	Heat (5)												
20	Kitchen Remodel												
21	New Ballroom Floor (to be initiated after ADA study complete)	40,000	0			50,000							
23	Shades & Awnings (Ballroom & Fireside Room & Deck)	18,500	18,500										
24	Bathroom Remodel for Disabled (H/C) - womens												
25	Bathroom (Women's)												
26	Clubhouse Flat Roof, Beams	25,000	25,000	10,000									
27	Laundry Room Roof & Misc Repairs												
29	Emergency Generator		25,000										
30	Pool/Lanai												
31	Pool Bathrooms						75,000						
32	Pool & Spa Resurface / Equipment Upgrade / ADA Compliance		12,000	200,000									
33	Electrical System Analysis and Service Panel Upgrade			25,000									
34	<b>GEO TECHNICAL - ROUTINE CAPITAL WORK</b>												
35	Slopes/Drains/V-ditches	20,000	18,500	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
36	Retaining Walls	75,000	70,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
37	<b>UTILITIES - ROUTINE CAPITAL WORK</b>												
38	Sewer												
39	Gas	10,000											
40	Electric												
41	Pump Station Upgrades												
42	<b>Park Owned Mobilehomes</b>			5,000			20,000			20,000			
43	<b>Park Vehicle (truck)</b>					25,000				25,000			
44	<b>Sub Total Projected Expenditures</b>	<b>368,500</b>	<b>264,000</b>	<b>555,000</b>	<b>2,961,255</b>	<b>2,816,255</b>	<b>370,000</b>	<b>2,631,255</b>	<b>225,000</b>	<b>295,000</b>	<b>225,000</b>	<b>250,000</b>	<b>225,000</b>

**Marin Valley Mobile Country Club - FY 15/16 PROPOSED CAPITAL BUDGET**  
**City Council 6-8-2015**

		Adopted	Act/Proj.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
	CAPITAL COMPONENT	2014-2015	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
45													
46	<b>LONG-TERM INFRASTRUCTURE CIP PROJECTS</b>												
47	<b>INFRASTRUCTURE - MVMCC Conditions Survey Dec 2011</b>												
48	Engineering/Planning Design Construction Docs									300,000			
49	All Infrastructure System Replacement										3,000,000	3,000,000	2,000,000
50	Water System												
51	Storm Drain System												
52	Sanitary Sewer System												
53	Two Pump Stations Maintenance	60,000	40,000	-									
54	Complete Overhaul (2031)												
55	Electrical System												
56	Gas System												
57	Slope Stability	185,000	100,000	80,000	-	50,000	-	50,000	-	50,000	-	50,000	
58	Streets												
59													
60	<b>Total Projects Conditions Survey Projected Expenditures</b>	<b>245,000</b>	<b>140,000</b>	<b>80,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>350,000</b>	<b>3,000,000</b>	<b>3,050,000</b>	<b>2,000,000</b>
61													
62	<b>TOTAL EXPENDITURES</b>	<b>613,500</b>	<b>404,000</b>	<b>635,000</b>	<b>2,961,255</b>	<b>2,866,255</b>	<b>370,000</b>	<b>2,681,255</b>	<b>225,000</b>	<b>645,000</b>	<b>3,225,000</b>	<b>3,300,000</b>	<b>2,225,000</b>
63													
64													
65	<b>RESERVE FUNDS</b>												
66	<b>OPERATING RESERVES</b>		250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
67													
68	<b>CAPITAL RESERVE</b>		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
69													
70													
71	<b>INFRASTRUCTURE RESERVE</b>		1,552,892	829,312	1,526,549	1,958,815	2,723,472	3,479,378	4,287,938	5,150,610	6,068,905	7,044,392	8,078,702
72	<i>Engineering Infrastructure Study</i>												
73	Phase 1 - City staff time for utilites research, RFP, Agreement \$25,000	25,000	10,000	15,000									
74	Phase 2 = Engineering Consultant for infrastructure study	100,000		175,000									
75													
76	Estimated Year End Infrastructure Reserve		1,542,892	639,312	1,526,549								
77													
78	<b>Projected Balance of Long-Term Funds</b>		<b>2,552,892</b>	<b>1,889,312</b>	<b>2,776,549</b>	<b>2,958,815</b>	<b>3,723,472</b>	<b>4,479,378</b>	<b>5,287,938</b>	<b>6,150,610</b>	<b>7,068,905</b>	<b>8,044,392</b>	<b>9,078,702</b>
79													

**STAFF REPORT**

E - 7



THE CITY OF  
NOVATO  
CALIFORNIA

MEETING

DATE: June 8, 2015

TO: City Council

FROM: Veronica A. F. Nebb, Sr. Assistant City Attorney  
Cathy Capriola, Assistant City Manager

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Novato, CA 94945  
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**SUBJECT: CONSIDERATION OF POSSIBLE APPROVAL OF RULE CHANGES  
RELATING TO USE OF THE CLUBHOUSE AND LANDSCAPING AND  
AUTHORIZING THE FORMAL NOTICING TO THE RESIDENTS OF  
SUCH CHANGES**

**REQUEST**

Consider approving proposed amendments to the rules for the Marin Valley Mobile Country Club relating to use of the Clubhouse and Landscaping and authorizing formal noticing to the residents of such rule changes.

**RECOMMENDATION**

Approve proposed amendments to the rules and authorize formal noticing to the residents of changes.

**DISCUSSION**

**Background**

As Council is aware, certain aspects of the City’s ownership and management of the Marin Valley Mobile Country Club (MVMCC or Park) are governed by state law applicable to all mobile home parks. This state law is known as the Mobilehome Residency Law (MRL) and is codified in California Civil Code Section 798 et seq. Section 798.15 of the MRL requires that the rules and regulations of the Park be incorporated into written rental agreements. A park owner is permitted to amend such rules from time to time pursuant to Section 798.25 of the MRL.

MVMCC rules have not been updated in quite some time. The rules were last updated in 2008 and some generally date back to prior to the City’s purchase of MVMCC in the late 1990’s. As management of MVMCC has evolved over time through the Delegation and Management Agreements, and most recently with the addition of a full time on-site manager, the Park Acquisition Corporation (PAC) and Al Frei Real Estate Services (Frei) have found that some of the rules currently in place need to be reviewed and possibly amended in order to address interpretation concerns and to be more in line with best management practices, the desires and

needs of the residents, PAC and the City and the actual operations of MVMCC. At some time in the future, it will make sense for the City to conduct a thorough review and update of the Rules in conjunction with Frei, PAC, and the residents.

Specifically two such rules have come under review within the last two years, the Clubhouse and Landscape Rules. In order to take a closer look at those rules, the PAC formed a subcommittee to consider and investigate amendments to the rules and to work with Frei and staff to draft appropriate language. PAC in conjunction with Frei considered the existing rules, concerns that have been raised regarding the interpretation and possible mis-interpretation of the existing rules and the overall needs for effective management of MVMCC. PAC worked with representatives from MARVAL and HOL to develop draft rules. These draft rules were then provided to City staff for review and comment. Staff met with Frei and a subcommittee of the PAC Board on several occasions in order to understand the issues and needs of both park management and the residents and based thereon provided comments and suggested changes to the proposed rules. The revised proposed rule changes were the subject of community meeting(s) hosted by the Home Owners League (HOL) in order to receive input on the proposed changes from the community. After such input, staff again met with Frei and the PAC subcommittee to make additional changes based upon the community input. The resulting final proposed rule changes are attached hereto as Attachments 1 and 2.

### **Specifics Regarding the Proposed Changes**

#### A) Use of the Clubhouse (Attachment 1)

##### 1) Impetus for the Changes.

It is staff's understanding that there were several factors that gave rise to the desire to amend the rules relating to use of the clubhouse. Some members of the community expressed concern that the Clubhouse was being used by individual groups not associated with MVMCC in a manner which excluded use by MVMCC residents or which made residents uncomfortable when coming to use certain areas of the facility at certain times. Uses that were described included use by private non MVMCC related clubs or organizations and personal use by one or more residents for private outside clubs in which a resident participates. In addition, Park Management was receiving numerous requests to reserve use of areas of the clubhouse which did not appear to be in keeping with the existing rules, and certain groups were repeatedly requesting use of the facilities in a manner that some residents construed as excluding the majority of residents.

##### 2) The Existing Rules

Generally, the existing rules provide that there shall be no use of the Clubhouse for non MVMCC related groups. The current rules also restrict reservation of any area of the clubhouse to meetings and affairs relating to mobilehome living and do not permit reservation of the Fireside Room for any event at all. Specifically, the current language provides that:

*“27. PARK FACILITIES: Park facilities are provided and available at specified hours for the exclusive use of Homeowners/Residents and accompanying Guests. If Homeowner/Residents are not able to accompany their Guests, a waiver,*



*subject to Park Management approval, may be obtained by registering each Guest with Park Management. Park facilities are not to be used to conduct any type of business or commerce of a public nature. Homeowners/Resident organizations are permitted to host meetings and affairs relating to mobilehome living to be held in any of the Park recreation facilities if the meeting is held at a reasonable hour and when the facility is not otherwise in use. Other private uses by Residents (with the exception of the swimming pool, Jacuzzi, sauna, pool tables, shuffleboard, ping pong, exercise rooms, men's and women's card rooms, library and Fireside Room) will be by appointment with and permission of Park Management. Closing Hour for all facilities is 10:00 PM, except for special events or as otherwise posted and approved by Park Management. Smoking is not allowed in any indoor Park facility. No one under the age of eighteen (18) will be allowed to play pool unless accompanied by a sponsoring Homeowner/Resident. Please observe a limit of two (2) games if others are waiting to play pool.*

*28. CLUBHOUSE RESERVATIONS FOR PRIVATE PARTIES: The Clubhouse recreational hall is available to Homeowners/Residents for private parties when such use does not conflict with park social activities. Posted hall maximum capacity may not be exceeded. Homeowner/Resident must submit an application for use of the recreational hall to Park Management at least one (1) week in advance. Homeowner/Resident is required to be in attendance at the function to ensure that good order is maintained and that his or her Guests comply with Park rules. Homeowner/Resident is also responsible for leaving the premises, equipment and furniture clean and in good order. A refundable deposit of One Hundred Fifty (\$150.00) dollars is required, unless prohibited by law, to apply to the costs of any additional cleanup or damage and any repairs that may be necessary (see specific list in rental agreement). REQUESTS FROM OUTSIDE ORGANIZATIONS AND CLUBS WILL NOT BE APPROVED. Insurance in an amount of not less than one million dollars must be provided for all private functions and a Certificate of insurance issued naming the City of Novato, The Redevelopment Agency of the City of Novato, The Novato Financing Authority, The Park Acquisition Corporation, Frei Real Estate Services, and such other entities as Park Management shall from time to time require as an additional insured. This Certificate must be submitted to Park Management prior to the function”.*

3) Proposed New Rule

The proposed new clubhouse rules are designed to update the rule to differentiate between daily use of the clubhouse by residents and use of the clubhouse for events. The new rule sets forth specific guidelines for clubhouse events and sets forth definitions of each type of event: Private Event (individual resident or group of individual residents), Resident Sponsored Event (individual resident one time events that are not for fundraising purposes), MVMCC Sponsored Event (PAC, MARVAL HOL Management or Owner event) and Outside Organization Events (events of other organizations not affiliated with MVMCC).

The proposed new rules provide a clear description of which areas are available for reservation for an event based on the type of group, what insurance and

deposit are required, and a clear process for reservation for each type of event. A limited number of reservations (4 total per year – 1 per organization) are permitted for outside organizations. A copy of the proposed new rules relating to clubhouse use and events is attached hereto as Attachment 1.

4) Concerns Raised

Staff understands that there are some residents that continue to want the Lion's Club to conduct regular bingo fundraising events in the clubhouse which would be prohibited by the proposed new rules. Other residents appear however to feel differently and the City has received additional communications representing a differing viewpoint. Specifically, other residents have disagreed with the petition noting that MVMCC organizations sponsor a Bingo game on one Friday of every month with about 75% of the participants being residents. In addition, it was noted that the Margaret Todd Center sponsors Bingo games for seniors on a frequent basis and that the Lion's club could choose to hold such games in its own facility. Finally, residents noted that there is now a very active group of residents who have added various activities including an Art Show, card games, dancing and exercise programs to the activities in the clubhouse which should have priority over outside organizational events.

The issue of outside organization use of the clubhouse is one that both the subcommittee of the PAC and many residents have grappled with for the past two years. As noted above, technically, pursuant to the current rule, no outside organizational use is actually permitted. Nevertheless, over time some such use has been permitted notwithstanding the rule. These organizations did not pay rent for the use of the space since a resident was sponsoring their access and use, though there were donations made to MVMCC organizations. However, many residents have expressed concern regarding this ongoing use of the clubhouse to support fundraising activities of outside organizations on an ongoing basis. The proposed new rules attempt to strike a balance between these two interests by limiting outside organizational use to 1 per year per organization and 4 events per year total. The thinking is that such a rule permits some use for special events of such organizations, but keeps regular use reserved as an amenity for the residents.

B) Landscape Rules (Attachment 2)

1) Impetus for the Changes.

As Council may or may not be aware, pursuant to Section 798.37.5 of the MRL, trees in the Park, regardless of whether located in the common area of the park or on a resident's individual rented space and regardless of who paid for or planted such trees are owned by the Park itself pursuant to state law. Based upon said law, Park Management is responsible for the trimming, pruning or removal of any tree and the costs thereof if the tree poses a specific hazard or health and safety violation. The law also provides that no homeowner may plant a tree without first obtaining written permission from management.

Currently, there exists no formal rule relating to either the planting or trimming, pruning, or removal of landscaping. The need to address the state law provisions noted above and to provide a process for both requesting permission for the planting and trimming, pruning and removal of trees provided the main impetus for the proposed rule. In addition, over the course of the last few years, Park Management has faced some ongoing issues with unpermitted tree removal or trimming, tree planting that occurred both inside and outside of individual rented spaces, and shrub removal which created privacy concerns for adjacent neighbors. Based upon these issues and the need of Park Management to be able to control maintenance costs, prevent inappropriate plantings that could become a fire hazard, ongoing maintenance issue or result in large water usage, Park Management requested the PAC and City consider the adoption of a landscaping rule.

2) Proposed New Rule

The proposed new rule relating to landscaping provides a comprehensive set of regulations relating to the planting of landscaping and the trimming, pruning and removal of trees and certain shrubs.

Specifically, the proposed rule provides:

a) Landscape Planting

Homeowners may only install landscaping on their own leased space. The planting of trees requires the submission of a tree planting plan and the written consent of park management to proceed. Park Management may deny an application to plant a tree for any reason. Park Management will advise the applicant of its decision in writing regarding an application to plant a tree or shrub.

b) Tree Trimming, Pruning and Removal

In accordance with California Civil Code Section 798.37.5, Park Management is responsible for the trimming, pruning or removal of any tree that poses a specific hazard or health and safety violation. Park Management will address trees that are dead, diseased, a safety hazard, a health and safety violation, a fire hazard, is or will be damaging infrastructure or property, or is or will become high maintenance. Park Management will not pay to trim, prune or remove a tree for any other reason including, but not limited to, resident aesthetic desires, landscape upgrades or view preservation.

A resident who desires to trim, prune or remove any tree, at such resident's own expense, must first obtain specific prior written approval from Park Management. The resident may only apply for approval relating to trees on the resident's own lot and must submit a plan. Prior written approval from Park Management is required before commencement of any work.

The process includes notification to any other resident whose rental space is located within six (6) feet of the tree proposed to be trimmed, pruned or removed. Park Management will provide an opportunity for said notified resident to review the application and to comment. Park Management may approve, approve with conditions, or deny an application to trim, prune or remove a tree for the reasons specified in the policy.

c) Shrub Trimming, Pruning and Removal

Park Management is responsible for the trimming, pruning or removal of shrubs located in the common areas of the Park. Park Management will not pay to trim, prune or remove a shrub located on any individual rental space in the Park.

A resident who desires to, at their expense, trim, prune or remove any shrub which is six (6) feet in height or greater and which is located within three (3) feet of any rental space boundary line must first submit an application and must obtain specific prior written approval from Park Management. In many places in the Park, shrubs provide privacy between resident lots and therefore there is the need for communication. The process provides notice to the adjacent neighbor of the request and provides an opportunity for such neighbor to comment on the application prior to any action by Park Management.

3) Concerns Raised

Staff has been advised by the PAC that some residents raised concerns regarding regulation of shrub trimming and/or removal. These residents expressed concern that the rule relating to trimming/removal was overly restrictive. Staff believes that the proposed rule represents best efforts to balance the interests between homeowners wishing to trim shrubs on their own spaces and their neighbors for whom such shrubs may provide significant privacy screening. Given the very tight living conditions in MVMCC, the PAC subcommittee, Frei and staff felt it was appropriate to provide regulation of trimming and removal of shrubs where they are planted on the boundary between two spaces and to provide some neighbor input into the application process.

Staff has also heard interest from residents that would like to have trees removed or trimmed from other resident's spaces in order to create or preserve views. While Staff understands these interests, the trees provide an aesthetic and environmental value that is important to the Park overall. In addition, due to the density of the Park, improving one person's view can create privacy and aesthetic concerns for other residents within the Park. Ultimately staff believes that requests for trimming or removal of trees is best left to the individual upon whose space the tree is located and Park management's decision as to what is in the best interest of the Park overall.

**Process for Amendments to Rules**

Pursuant to Section 798.25 (a) of the MRL, rule changes are subject to Management holding a noticed meeting and consultation with the homeowners in the park, their representatives or both

upon written notice given to the homeowners ten (10) days before the meeting. The notice has to set forth the proposed amendment and the date, time and place of the meeting.

Pursuant to 798.25 (b) six months notice is required prior to implementation of the change, unless the changes deals with regulations applicable to recreational facilities which may be amended with written notice of not less than sixty (60) days.

### **Next Steps**

Mid/Late June 2015 – Park Manager to mail notice to all residents with copy of proposed rule changes giving 10 day notice of a resident meeting.

Late June / Early July 2015 – Resident meeting held to review the proposed rule changes.

Mid July – Park Management finalizes the proposed rule change and provides notice of the change to all residents.

Mid September 2015 – The Clubhouse rule change will take effect (60 days after Park Management sends notice of the final rule change). This rule change requires a 60 day waiting period, since the rules are related to recreational facilities.

Mid January 2016 – The Landscape rule will take effect (six months after Park Management notices the final rule change).

### **ATTACHMENTS**

1. Proposed Clubhouse Rules
2. Proposed Landscape Rules

## Attachment 1

1.

**CLUBHOUSE USE**Proposed Amendment to Park Rule 27.

27. PARK FACILITIES: Park facilities are provided and available at specified hours for the exclusive use of Homeowners/Residents and accompanying Guests. If Homeowner/Residents are not able to accompany their Guests, a waiver, subject to Park Management approval, may be obtained from Park Management for a Guest who is listed as a registered guest with Park Management. Park facilities are not to be used to conduct any type of business or commerce of a public nature, except as set forth in the Clubhouse Events - Rule 28. Homeowners/Residents and resident organizations are permitted to host meetings and affairs relating to mobilehome living, private events, resident sponsored events, and MVMCC Sponsored events subject to Clubhouse Events – Rule 28. Closing Hour for all facilities is 10:00 PM, except for events subject to Clubhouse Events-Rule 28 or as otherwise posted and approved by Park Management. Smoking is not allowed in any indoor Park facility. No one under the age of eighteen (18) will be allowed to play pool unless accompanied by a sponsoring homeowner/resident. Please observe a limit or two (2) games if others are waiting to play pool.

Proposed Amendment to Park Rule 28.

28. CLUBHOUSE EVENTS: The MVMCC Clubhouse is a community asset and an amenity that, in general, is meant to be accessible and available for use by residents. However, it also is appropriate for the MVMCC Clubhouse to be reserved by individuals and groups in accordance with this policy. All use of the Clubhouse and its individual areas is subject to availability and approval by Park Management, which may be withheld in the exercise of the judgment of Park Management. All use of the clubhouse for events shall be subject to this event policy.

Individual use of the Clubhouse shall be subject to the clubhouse hours set by Park Management. Residents should remember that individual and group use of the Clubhouse and its various areas is not guaranteed.

Use of the Clubhouse or any area within for events requires a reservation be made in advance. All events must be held in accordance with the rules set forth below.

**Event Types Defined:**

1. Private Event: A Private Event is any activity sponsored by an individual resident or group of residents with attendance by invited guests.
2. Resident Sponsored Event: A Resident Sponsored Event is an activity sponsored by an MVMCC resident and attended by MVMCC residents.
3. MVMCC Sponsored Event: An MVMCC Sponsored Event is an event sponsored by the PAC, HOL, Mar Val, Park Management or City of Novato (Park Owner).
4. Outside Organization Events: Outside Organization Events are events scheduled by organizations other than PAC, Mar Val, HOL Park Management or Park Owner.

## 1. Private Events

### Available Spaces:

- Only three spaces may be reserved for Private Events -- the Ballroom, Fireside Room and the Downstairs Activity Room. All three may also include use of the kitchen.
- Maximum attendees for each of the three (3) spaces at Private Events shall be governed by the assessment of the authorized local Fire Marshall :
- All other spaces in and around the Clubhouse including, but not limited to, the Library, the Billiard room, the Card Room, the Swimming Pool and the Sauna and Exercise rooms are not available for reservation for Private Events.

### Requirements:

All Private Events are subject to all of the following requirements:

- A completed Reservation Application, Clubhouse Use Agreement, deposit and insurance are required from the sponsoring resident for all Private Events.
- Private Events are a one-time only activity and may not be regularly scheduled.

## 2. Resident Sponsored Events

### Available Spaces:

- The Ballroom, Fireside Room, and the Downstairs Activity Room, may be reserved for Residents Events. All three may also include the use of the Kitchen. The Library, the Billiard room, Card room, the Swimming Pool/Sauna and Exercise rooms are not available for reservation for Resident Sponsored Events. Maximum attendees for each of the three (3) spaces at Resident Sponsored Events shall be governed by the assessment of the authorized local Fire Marshall

### Requirements:

All Resident Sponsored Events are subject to all of the following requirements:

- A completed Reservation Application and Clubhouse Use Agreement are required from the sponsoring resident for all Resident Sponsored Events. Resident Sponsored Events, at which alcohol is not served, do not require insurance, but a refundable damage/cleaning deposit of \$300 will be required to be posted by the sponsoring resident if there will be 15 or more residents attending the event or if food will be served.
- The sponsoring resident of a Resident Sponsored Event at which alcohol will be served must secure and provide proof of insurance.
- Resident Sponsored Events are a onetime only activity and may not be regularly scheduled.

***Approval of all Private Events and Resident Sponsored Events will be subject to the following additional requirements/conditions:***

- Event requests will be granted on a first come, first served basis.
- Resident Sponsored Event - Each Reservation Application must include the name of the sponsoring resident who is in charge of the activity. All Private Events and Resident Sponsored Events require execution of the Clubhouse Use Agreement, which must be signed by the sponsoring resident named on the reservation application. The sponsoring resident shall be responsible for any and all clean-up costs or damages incurred as a result of the event.

- At all events, the sponsoring resident named on the Reservation Application must be physically present during the entire event, including set-up and clean-up, and at all times that there are guests or vendors present.
- No admission may be charged at the door or for anything at the event. No fund raising activities are permitted except those directly benefiting the PAC, Mar Val, HOL or their respective members, or the City of Novato.
- No activity or event for which a part of the Clubhouse is reserved may be advertised or publicized in any manner to solicit the attendance of the general public.
- No resident may personally financially profit from an activity in the Clubhouse.
- Except as set forth in this policy related to Outside Organization Events, no part of MVMCC, including the clubhouse, may be rented (either directly, or through a resident sponsor), to another organization or person.
- Reservation of these spaces will be subject to availability, including, but not limited to, availability due to the scheduled activities and events of PAC, Mar Val, HOL, Park Management and Park Owner.
- Memorial services for deceased residents will need a reservation, but need not pay deposit or provide insurance unless alcohol is served.
- Failure to carry out all the appropriate terms of this policy, the Reservation Application or the Clubhouse Use Agreement shall result in forfeiture of the sponsoring resident's right to sponsor an event for a period of one calendar year.

### 3. MVMCC Sponsored Events

#### Available Spaces:

- The Ballroom, Fireside Room and the Downstairs Activity Room may be reserved for MVMCC Sponsored Events. All such events may also include the use of the Kitchen. The Library, the Billiard room, the Card room, the Swimming Pool/ Sauna and Exercise rooms are not available for reservation. Maximum attendees for each of the three (3) spaces at MVMCC Sponsored Events shall be governed by the assessment of the authorized local Fire Marshall

#### Requirements:

All MVMCC Sponsored Events are subject to all of the following requirements:

- Events sponsored by the PAC, HOL, Mar Val, Park Management or Park Owner will be scheduled on an annual basis by the sponsoring entities and Park Management. Additional MVMCC Sponsored Events may be scheduled as required through the year.

### 4. Outside Organization Events

#### Available Spaces:

- Only the Ballroom may be reserved for Outside Organization Events which may also include use of the kitchen.
- Maximum attendees at Outside Organization Events: Ballroom – 100 persons maximum
- All other spaces in and around the Clubhouse including, the Fireside Room the Downstairs Activity Room, the Library, the Billiard room, the Card Room, the Swimming Pool and the Sauna and Exercise rooms are not available for reservation for Outside Organization Events.



Requirements:

All Outside Organization Events are subject to all of the following requirements:

- Events of Outside Organizations may be scheduled for no more than a total of four Thursdays in a calendar year.
- Such events may be held only after 12:00 p.m.
- Twenty Percent (20%) of event attendee capacity must be held available for MVMCC residents only.
- The event must be open to all MVMCC residents and must be publicized first to all MVMCC residents before members of the general public.
- If admission to the event is charged or there is a charge at the event, then any MVMCC residents must receive a significantly discounted admission.
- There is significant financial benefit to an official MVMCC organization from the event.

***Approval of all Outside Organization Events will be subject to the following additional requirements/conditions:***

- Event requests will be granted on a first come, first served basis with a maximum number of one event per organization per year.
- Each Reservation Application must include the name of the entity holding the event and the identification of the individual who is in charge of the activity. All Outside Organization Events require execution of the Clubhouse Use Agreement. The Outside Organization shall be responsible for any and all clean-up costs or damages incurred as a result of the event.
- All Outside Organization Events require a deposit and provision of appropriate required insurance.
- Reservation will be subject to availability, including, but not limited to, availability due to the scheduled activities and events of PAC, Mar Val, HOL, Park Management and Park Owner.
- No resident may personally financially profit from an activity in the Clubhouse.

**Attachment 2****2.****LANDSCAPING**

# LANDSCAPING: The following rule is applicable to all landscaping within the park.

Park Management and Residents of the Marin Valley Mobile Country Club will comply with the California Civil Code Section 798.37.5 as respects trees within the park.

All trees within the Park, whether located on an individual homeowner/resident space or within Park common area and regardless of whether said tree was planted by Park Management or an Homeowner/Resident are the property of the Park.

**Landscape Planting**

No homeowner/resident may plant any landscaping material whatsoever, including any tree, shrub or plant, at any time in any location within the park other than completely within the limits of such homeowner/resident's own rented space and subject to the terms of this Landscaping Policy. No homeowner shall plant a tree within the homeowner/resident's own rented mobilehome space without first submitting a complete application and obtaining written approval from Park Management.

Applications to plant a tree shall be submitted to Park Management at the Park office and shall be accompanied by a location drawing of the space the tree is proposed to be planted on, the location of all trees, structures, easements, and utilities within 25 feet of said space, and the name of the licensed contractor the resident proposes who to perform said work. Park Management may deny an application to plant a tree for any reason. Park Management will advise the applicant of its decision in writing regarding an application to plant a tree or shrub.

If planning is to be done by a contractor, all contractors proposed to complete landscaping and planting work in the park must possess the required contractor's license and appropriate insurance required by Park Management.

**Tree Trimming, Pruning and Removal****1. Action by Park Management.**

In accordance with California Civil Code Section 798.37.5, Park Management is responsible for the trimming, pruning or removal of any tree that poses a specific hazard or health and safety violation. It shall therefore be the policy of Park Management not to trim, prune or remove any tree at Park expense unless it is dead, diseased, a safety hazard, a health and safety violation, a fire hazard, has a root or branch structure that is or will be damaging infrastructure or property, or is or will, in the sole judgment of Park Management become of such high maintenance that it is in the best interests of the Park to trim, prune or remove the tree. Park Management will not

pay to trim, prune or remove a tree for any other reason including, but not limited to, resident aesthetic desires, landscape upgrades or view preservation.

## 2. Action by Residents.

A resident who desires to trim, prune or remove any tree, at such resident's own expense, must first obtain specific prior written approval from Park Management in accordance with the rules set forth herein.

A resident desiring to trim, prune or remove any tree must submit an application to Park Management. The application must be accompanied by: (1) a schematic scaled drawing of the space the tree is located on which depicts the tree in question and the location of all other trees, structures, easements, and utilities within 25 feet; (2) a written trimming or removal plan; (3) a detailed description of the reason(s) for the requested trimming, pruning or removal; and (4) identification of the licensed contractor which the resident proposes to perform the work. The application must be made only by the owner of the home on the space upon which the tree is located. Any tree trimming or removal work performed by a contractor requires a current valid contractor's license and verifiable sufficient liability insurance to protect Park Management and the City of Novato as required by Park Management. Prior written approval from Park Management is required before commencement of any work.

Park Management will, no less than ten (10) calendar days prior to action on an application, notify any homeowner/resident whose rental space is located within six (6) feet of the tree proposed to be trimmed, pruned or removed of the application. Park Management will provide an opportunity for said notified resident to review the application and to comment upon same to Park Management during said ten (10) calendar day period. Park Management may approve, approve with conditions, or deny an application to trim, prune or remove a tree. Generally, tree preservation is preferred whenever feasible. Park Management will consider approval of tree trimming, pruning or removal by residents where necessary for such reasons as approved physical improvements to the rental space, installation of approved landscape plans, and maintenance considerations. Park Management will take into consideration the location of the tree, health of the tree, type, species, maintenance and whether the tree provides screening in considering applications for trimming, pruning or removal of trees. An application to prune, trim or remove a tree may be denied in the sole discretion of Park Management. Approval may be conditioned on the provision of replacement trees, landscaping or fencing.

When a tree on a rental space is removed by a resident, the stump and any roots must also be removed to grade level. All trimming and removal must be completed in accordance with the approved written plan and must be performed only by a licensed contractor approved by Park Management and who has provided proof of the required insurance.

## Shrub Trimming, Pruning and Removal

### 1. Action by Park Management.

Park Management is responsible for the trimming, pruning or removal of shrubs located in the common areas of the Park. Park Management will not pay to trim, prune or remove a shrub located on any individual rental space in the Park.

### 2. Action by Residents.

A resident who desires to, at such resident's own expense, trim, prune or remove any shrub which is six (6) feet in height or greater and which is located within three (3) feet of any rental space boundary line (a "Regulated Shrub"), must first obtain specific prior written approval from Park Management in accordance with the rules set forth herein.

A resident desiring to trim, prune or remove any Regulated shrub must submit an application to Park Management. The application must be accompanied by: (1) a schematic scaled drawing of the space the tree is located on which depicts the Regulated shrub in question and the location of all other trees, structures, easements, and utilities within 25 feet; (2) a written trimming or removal plan; (3) a detailed description of the reason(s) for the requested trimming, pruning or removal; and (4) identification of the licensed contractor which the resident proposes to perform the work. The application must be made only by the owner of the home on the space upon which the Regulated shrub is located. Any trimming or removal work performed by a contractor requires a current valid contractor's license and verifiable sufficient liability insurance to protect Park Management and the City of Novato as required by Park Management. Prior written approval from Park Management is required before commencement of any work.

Park Management will, no less than ten (10) calendar days prior to action on an application, notify any homeowner/resident whose rental space is located within six (6) feet of the Regulated Shrub proposed to be trimmed, pruned or removed of the application. Park Management will provide an opportunity for said notified resident to review the application and to comment upon same to Park Management during said ten (10) calendar day period. Park Management may approve, approve with conditions, or deny an application to trim, prune or remove a Regulated Shrub. Park Management will consider approval of where necessary for such reasons as approved physical improvements to the rental space, installation of approved landscape plans, and maintenance considerations. Park Management will take into consideration the location of the Regulated Shrub, type, species, maintenance and whether the Regulated Shrub provides screening in considering applications for trimming, pruning or removal or Regulated shrubs. An application to prune, trim or remove a Regulated Shrub may be denied in the sole discretion of Park Management. Approval may be conditioned on the provision of replacement shrubs, trees, landscaping or fencing.

When a Regulated Shrub on a rental space is removed by a resident, the stump and any roots must also be removed to grade level. All trimming and removal must be completed in accordance with the approved written plan and if performed by a contractor, the contractor

must be a licensed contractor approved by Park Management and provide proof of the required insurance.

Other Landscaping. Maintenance of shrubs and bushes and other landscaping on individual rental spaces are the responsibility of the homeowner/resident and may be required by Park Management to be trimmed or removed for fire safety, death, disease, or damage as well as legal requirements such as visual clearance at street intersections. It is the responsibility of the resident to maintain all plantings on such resident's space, except trees, in a manner which prevents such plantings from extending beyond that rental space, including over the street boundary or an adjacent space.

Residents should note that tree trimming and removal is also subject to Chapter XVII of the Novato Municipal Code.