



**SAN RAFAEL CITY COUNCIL – MONDAY, MARCH 18, 2019**

**SPECIAL MEETING AT 5:30 P.M.  
CITY MANAGER’S CONFERENCE ROOM, CITY HALL  
1400 FIFTH AVENUE, SAN RAFAEL, CALIFORNIA**

**1. Board of Library Trustees Interviews**

Interview Applicants and Consider Appointments to Fill Three Four-Year Terms and One Alternate Four-Year Term to the End of April 2023, and One Unexpired Alternate Four-Year Term to the End of April 2021, on the San Rafael Board of Library Trustees Due to the Expiration of Terms of Melanie Cantarutti, Doug Van Gessel and Josh Libresco, and the Resignation of Scott Harrop (CC)

*Recommended Action – Interview Applicants and Consider Appointments*

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL  
1400 FIFTH AVENUE, SAN RAFAEL, CALIFORNIA**

**AGENDA**

**OPEN SESSION – COUNCIL CHAMBERS, CITY HALL – 6:30 PM**

1. Mayor Phillips to announce Closed Session item.

**CLOSED SESSION – THIRD FLOOR CONFERENCE ROOM, CITY HALL 6:30 PM**

2. Closed Session:
  - a. Conference with Real Property Negotiators  
Property: (930 Third Street, San Rafael, CA 94941)  
Agency negotiator: (Danielle O’Leary)  
Negotiating parties: (Paul Goldstone, Goldstone Management)  
Under negotiation: (Request for Exclusive Right to Negotiate Agreement)

**OPEN TIME FOR PUBLIC EXPRESSION – 7:00 PM**

The public is welcome to address the City Council at this time on matters not on the agenda that are within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the City Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than two minutes and should be respectful to the community.

**CITY MANAGER’S REPORT:**

3. City Manager’s Report:

**CONSENT CALENDAR:**

The opportunity for public comment on consent calendar items will occur prior to the City Council's vote on the Consent Calendar. The City Council may approve the entire consent calendar with one action. In the alternative, items on the Consent Calendar may be removed by any City Council or staff member, for separate discussion and vote.

4. Consent Calendar Items:

a. **Approval of Minutes**

Approve Minutes of City Council / Successor Agency Regular and Special Meetings of Monday, March 4, 2019 (CC)

*Recommended Action - Approve as submitted*

b. **Citizens Advisory Committee Vacancies**

Call for Applications to Fill Four Four-Year Terms and One Alternate Four-Year Term to the End of May 2023 on the Citizens Advisory Committee on Economic Development & Affordable Housing Due to the Expiration of Terms of Dirk Brinckerhoff, Bill Carney, Kati Miller, William O'Connell, Jr., and Alternate Member Gladys Gilliland (CC)

*Recommended Action - Approve staff recommendation*

c. **Design Review Board Vacancy**

Call for Applications to Fill One Four-Year Term to the End of May 2023 on the Design Review Board Due to the Expiration of Term of Stewart Summers (CC)

*Recommended Action - Approve staff recommendation*

d. **Planning Commission Vacancies**

Call for Applications to Fill Two Four-Year Terms to the End of May 2023 on the Planning Commission Due to the Expiration of Terms of John 'Jack' Robertson and Mark Lubamersky (CC)

*Recommended Action - Approve staff recommendation*

e. **Pt. San Pedro Special Event Road Closures**

Resolution Authorizing the Temporary Closure of Pt. San Pedro Road from Riviera Drive to Biscayne Drive for the Marin County Marathon, April 28, 2019 and the Marin County Triathlon, October 19-20, 2019 (CS)

*Recommended Action - Adopt Resolution*

f. **Downtown San Rafael Special Event Road Closures**

Resolution Authorizing the Temporary Closure of Streets in Downtown for Special Events for Calendar Year 2019 (CS)

*Recommended Action - Adopt Resolution*

g. **Paramedic Tax Rate for Fiscal Year 2019-20**

Maintain Unchanged Tax Rates for Fiscal Year 2019-2020 for Paramedic Services for Both Residential and Non-Residential Properties in the City of San Rafael, CSA 13, CSA 19 and Marinwood CSD as Provided for in the Voter-Approved Paramedic Services Special Tax (Fin)

*Recommended Action – Accept report*

**h. San Rafael Cannabis Policy Update**

Second Reading and Final Adoption of Ordinance 1968: An Ordinance Amending Chapter 10.96 of the San Rafael Municipal Code Regulating Cannabis Businesses within City Limits, Specifically Authorizing by License Cannabis Delivery, Infused Product Manufacturing, Laboratory Testing, and Cannabis Distribution (ED)

*Recommended Action – Approve Final Adoption of Ordinance 1968*

**i. Lease Amendment for Police Annex**

Resolution Approving and Authorizing the City Manager to Execute a Second Amendment to Lease with 1099 D Street, LLC, for the Police Annex Located at 1099 D Street, Suites 100 and 205, to Extend the Lease for Suite 100 by One (1) Year Commencing April 1, 2019, for \$13,958 in Rent Per Month and Suite 205 by Three (3) Months Commencing April 1, 2019, for \$2,228 in Rent Per Month (PD)

*Recommended Action – Adopt Resolution*

**j. Third and Union Street Resurfacing**

Resolution Awarding, and Authorizing the City Manager to Execute, a Construction Agreement for the Third and Union Street Resurfacing Project to Team Ghilotti, Inc., in the Amount of \$171,277.80; and Authorizing Contingency Funds in the Amount of \$18,722.20 for a Total Appropriated Amount of \$190,000 (PW)

*Recommended Action – Adopt Resolution*

**k. Changing Speed Limits on Two Streets in North San Rafael**

Second Reading and Final Adoption of Ordinance 1969: An Ordinance Regarding Speed Limit Increase on Los Gamos Drive and Redwood Highway Pursuant to Section 22357 of the California Vehicle Code (PW)

*Recommended Action – Approve Final Adoption of Ordinance 1969*

**OTHER AGENDA ITEMS:**

**5. Other Agenda Items:**

**a. Community Development Block Grant Funding Recommendations for FY2019-20**

Resolution Recommending Community Development Block Grant (CDBG) Project Funding for the Year 2019-20 to the Marin County Board of Supervisors (ED)

*Recommended Action – Adopt Resolution*

**b. Wildfire Protection and Prevention Action Plan**

Resolution Approving the Wildfire Prevention and Protection Action Plan (FD)

*Recommended Action – Adopt Resolution*

**COUNCILMEMBER REPORTS / REQUESTS FOR FUTURE AGENDA ITEMS:**

**(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)**

**6. Councilmember Reports:**

## **SAN RAFAEL SUCCESSOR AGENCY:**

1. Consent Calendar: None.

## **ADJOURNMENT:**

*Any records relating to an agenda item, received by a majority or more of the Council less than 72 hours before the meeting, shall be available for inspection in the City Clerk's Office, Room 209, 1400 Fifth Avenue, and placed with other agenda-related materials on the table in front of the Council Chamber prior to the meeting. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3198 (TDD) or (415) 485-3066 (voice) at least 72 hours in advance. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.*



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

**Department:** City Clerk

**Prepared by:** Lindsay Lara, City Clerk

**City Manager Approval:** 

**TOPIC:** BOARD OF LIBRARY TRUSTEES INTERVIEWS

**SUBJECT:** INTERVIEW APPLICANTS AND CONSIDER APPOINTMENTS TO FILL THREE FOUR-YEAR TERMS AND ONE ALTERNATE FOUR-YEAR TERM TO THE END OF APRIL 2023, AND ONE UNEXPIRED ALTERNATE FOUR-YEAR TERM TO THE END OF APRIL 2021, ON THE SAN RAFAEL BOARD OF LIBRARY TRUSTEES DUE TO THE EXPIRATION OF TERMS OF MELANIE CANTARUTTI, DOUG VAN GESSEL AND JOSH LIBRESCO, AND THE RESIGNATION OF SCOTT HARROP

**RECOMMENDATION:**

Interview the following applicants and make appointments to the Board of Library Trustees:

Name
Samantha Sargent
Claudia Fromm
Clinton Wilkins
Josh Libresco
Beverly Rose
Catherine Sumser
Martha Peterson

**BACKGROUND:**

At the meeting of February 4, 2019, the City Council called for applications for the [Library Board of Trustees](#) to fill three four-year terms to the end of April 2023 and one unexpired alternate four-year term to the end of April 2021 due to the expiration of terms of Melanie Cantarutti, Doug Van Gessel and Josh Libresco, and the resignation of Scott Harrop. Nine (9) applications were received in the City Clerk’s Office by the deadline of Tuesday, February 26, 2019; however, staff determined that two of the applicants were not residents of the City of San Rafael, and therefore, ineligible to apply.

**COMMUNITY OUTREACH:**

The call for applications for the Board of Library Trustees was advertised in Snapshot (the City Manager’s e-newsletter), the City website, Nextdoor and Facebook social media platforms.

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**RECOMMENDED ACTION:**

Interview applicants and make an appointment.

**ATTACHMENTS**

1. Seven (7) applications
2. San Rafael Code re: 2.16.030 Board of Library Trustees

**Profile**

Samantha \_\_\_\_\_ Sargent \_\_\_\_\_  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Suite or Apt

San Rafael \_\_\_\_\_  
City

CA \_\_\_\_\_  
State

94901 \_\_\_\_\_  
Postal Code

**Are you a resident of San Rafael**

Yes  No

14 \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

\_\_\_\_\_  
Primary Phone

Home: \_\_\_\_\_  
Alternate Phone

Self \_\_\_\_\_  
Employer

General Contractor/Construction  
Project Manager \_\_\_\_\_  
Job Title

**Business Address**

\_\_\_\_\_

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

Since moving to San Rafael about 14 years ago I have participated in the City of San Rafael's Planning Academy, I have served on the Board of GPNA and continue to help out, I have been a member of the B Team and facilitated the Albert Park Playground Remodel, I served on the measure "s" committee, and I was the Chair for the County's Mental Health Board. Currently I am the Secretary for the Federation of San Rafael Neighborhoods, General Plan 2040 Steering Committee alternate, and a Marin County Building Department Commissioner.

**List any civic organizations of which you are a member:**

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Federation of Neighborhoods Gerstle Park Neighborhood Assoc.

**Education:**

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B. A. Economics, A.S. Business Administration

**Why are you interested in serving on a board or commission?**

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I am very interested in serving on the Library Board because I feel that my skills and experience would benefit the commission as they face the challenges ahead. Two major changes are happening with our City's Library this year - merging with Community Services and evaluating options for a new location/building renovation. I have worked closely with Community Services and I have always been a supporter of their programs. Given my knowledge of the architecture and construction management, combined with my passion for our city and understanding of the needs of the community, I feel that I am a great fit for the Commissions upcoming issues. I also value the accessibility to knowledge and education that the library system was founded on I believe strongly in preserving the City's ability to make information accessible to all in every format possible.

**Describe possible areas in which you may have a conflict of interest with the City:**

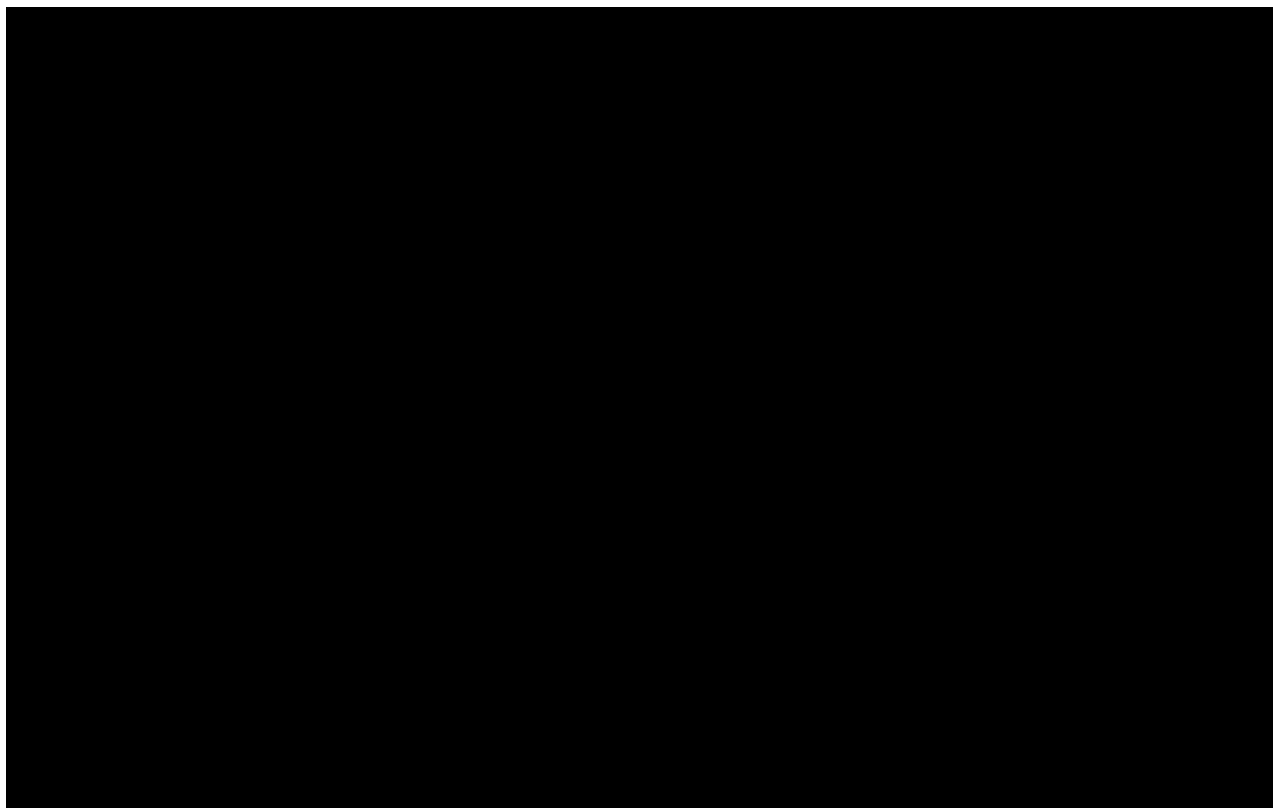
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There are none that I can think of.

[PM\\_General.pdf](#)

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# Samantha Sargent

San Rafael, Ca



## CAREER OBJECTIVE

A **Project Manager** position with a construction industry leader where my motivation, organization and passion for building will be a welcome addition.

## SKILLS

Project Management	Scheduling	Budgeting	Construction Management
Contracts	Customer Relations	Permitting	Problem Solving/Work Arounds

## PROFESSIONAL EXPERIENCE

### **General Contractor (owner) and Project Manager - B Street Builders** San Rafael **8/2009 - present**

- Manage project scope, schedule, and budget through working closely with all vendors, sub-contractors and employees.
- Communicate with architects, owners, builders and engineers, and sub-contractors to coordinate work and assure project is on target. Perform on-site visits regularly.
- Review and interpret architectural and structural drawings, RFI's.
- Manage client expectations, and communicate project progress and process.
- Create estimates, bids, project schedules, budgets, change orders, submittal documents, detailed project contracts and materials lists.
- Obtain permits and permissions from the Planning and Building Departments.
- Plan and procure sub-contractors, materials, and supplies. Follow work and billing throughout project.

### **Property Manager - Independent** Redondo Beach **1/2010 - 8/2012**

- Marketed property, recruited tenants, negotiated rental contracts and managed the maintenance of upscale beach property.

### **Software Project Manager, Contract - Herbalife, Inc, WITI, SMW Sailing Assoc** Los Angeles **2/2002 - 8/2009**

- Delivered multiple software and website development projects valued between \$250,000 to \$2million.

### **Software Product Manager - Ipedo, Inc** Redwood City **2/2001 - 12/2001**

- Led cross functional teams in creation of enterprise information integration software.
- Become Subject Matter Expert (SME) as needed and produced detailed reports.

### **Manager of Product Marketing - Dodots, Inc** Cupertino **1/2000 -12/2000**

- Integrated the objectives of all business units with Engineering, aligning product development with business goals by synthesizing the first development documentation. Budget of \$50 million.

### **Marketing Manager - Franz, Inc** Alameda **1/1997 - 12/2000**

- Tripled the value of an AI software product line by repositioning it as a development platform.
- Wrote all marketing materials and developed a sales training program.
- Represented company internationally in Europe and Japan.

## EDUCATION

**Economics, B.A.**

**Business Administration, A.S.**

Sonoma State University  
Contra Costa College

## COMPUTER SKILLS

Mac OS and Windows, Google Docs, MS Excel, MS Word, MS PowerPoint, MS Project

## VOLUNTEER WORK

City of San Rafael General Plan 2040 Steering Committee alternate  
Marin County Building Department Commissioner  
City of San Rafael Planning Academy Graduate

**Profile**

Claudia \_\_\_\_\_ Fromm \_\_\_\_\_  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address Suite or Apt

San Rafael \_\_\_\_\_ CA \_\_\_\_\_ 94903  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

35 years \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

\_\_\_\_\_  
Primary Phone Alternate Phone

Self Employed \_\_\_\_\_ Licensed Marriage and Family  
Employer Job Title  
Therapist

**Business Address**

Ross Valley Professional Medical Building 1036 Sir Francis Drake Blvd Kentfield, CA 94904

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

San Rafael Chamber of Commerce Business Connections chapter of BNI-San Rafael Meals for the Homeless, San Rafael

**List any civic organizations of which you are a member:**

San Rafael Chamber of Commerce Business Connections Chapter of BNI-San Rafael Former Board Member of Whistlestop, San Rafael Member, Congregation Rodef Sholom Synagogue, San Rafael, Former Sisterhood Board Member, 2015-2018

**Education:**

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Masters of Counseling Psychology, Dominican University of California, 2005 Secondary Teaching Credential, University of California, Berkeley, 1976 Bachelor of Arts, History, University of California, Davis, 1975

**Why are you interested in serving on a board or commission?**

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Since early childhood, I have had a passion for reading and am a voracious reader. I am a frequent San Rafael library patron, visiting the San Rafael library 2-3 times a week. As a teenager growing up in Marin County, I volunteered at the Belvedere Tiburon Library. One of my first jobs after college was serving as a research librarian for an international architectural/design firm in San Francisco. In recent years, I have started two book clubs; one comprised of my friends and one comprised of our temple members at Congregation Rodef Sholom in San Rafael. One highlight of my personal book club group is that I have arranged for authors to either speak by phone or in person about their book and share their writing experiences. I believe that my blend of previous corporate experience and my current psychotherapist skills would be an asset to the library board.

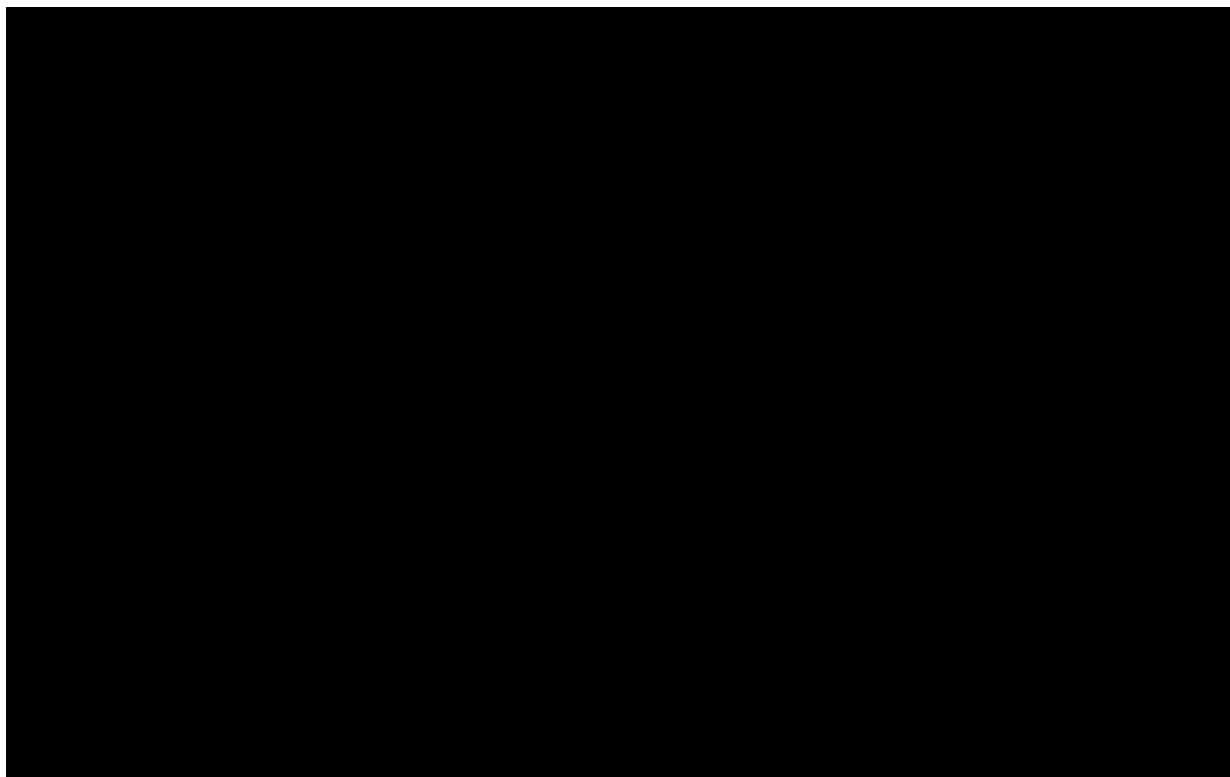
**Describe possible areas in which you may have a conflict of interest with the City:**

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None

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**CLAUDIA FROMM**



**PROFESSIONAL COUNSELING EXPERIENCE:**

**Claudia Fromm, MFT, Kentfield, CA  
Private Practice**

**2010 to present**

Certified Cognitive Behavioral Therapy Specialist, treating clients who are experiencing issues such as anxiety, depression, substance abuse, co-occurring disorders, grief and loss, chronic health issues, couples and relationship issues.

Provide EMDR therapy (Eye Movement Desensitization Reprocessing) to assist clients who have PTSD, general trauma and/or unresolved anxiety and depression.

Collaborate with client's psychiatrists or primary care physicians on monitoring client's compliance with medication.

Participate in consultation groups and trauma focused training programs.

**Family Service Agency of Marin, San Rafael, CA.  
MFT Intern, Substance Abuse Recovery Team**

**2005-2009**

Provided individual and couples therapy to clients as member of the Substance Abuse Recovery Team. Trained and provided counseling utilizing motivational interviewing. Counseled clients with Dual-Diagnosis issues.

Counseled adults, children, families and couples with diagnosis of PTSD, depression, anxiety, bi-polar, borderline, relationship and grief and loss issues.

Co-facilitated Mind over Mood (Cognitive Behavioral Therapy) groups, focused on reducing depression and anxiety.

Served as Life Skills Therapist at Loma Verde Elementary School in Novato, providing counseling to Kindergarten through 5th grade students. Collaborated with teachers, principal and resource staff to form an engaged, multi-disciplinary team.

Worked closely with agency psychiatrists to assess and monitor clients who needed medication management.

**Claudia Fromm**

**Page Two**

**Catholic Charities of Marin, San Rafael, CA.  
MFT Trainee**

**2004-2005**

Provided individual and couples counseling to assist clients with issues of depression, anxiety, substance abuse and recovery, grief counseling and chronic health issues.

Conducted phone intakes and referred clients to appropriate resources based on individual needs.

Worked with California Victim Compensation Program to provide therapy for adult and child victims of and witnesses to domestic violence, child and emotional abuse.

Counseled children and adolescents ages 5 to 15 by providing support and assistance with life transitions and interpersonal difficulties.

**Dominican University of California, San Rafael, CA.  
MFT Trainee, University Counseling Center**

**2003 to 2004**

Worked with college students and staff providing counseling for anxiety, depression, academic issues, relationship challenges, work/life balance, substance abuse and grief and loss.

Provided resources and referrals to community resources as needed.

Collaborate with university health center, career center and administration as needed on client's behalf

### **PROFESSIONAL CORPORATE EXPERIENCE**

**Heidrick & Struggles, San Francisco, CA  
Senior Associate**

**1983 to 2012**

- Conducted senior level national and international retained searches. Significant expertise in consumer packaged goods, retail, hospitality and not-for-profit industries.
- Member, CEO & Board, Private Equity, Chief Marketing Officers & Consumer Services Practices
- Recruited, interviewed, and assessed potential candidates
- Counseled executives on career and outplacement strategies

**Claudia Fromm**  
**Page Three**

- Actively participated in search strategies with clients, prepared position specifications, candidate appraisals and conducted reference checks
- Co-creator of the Senior Associate Social Responsibility Task Force
- Awarded North American Quality Award, 2005

**Ward Howell International, San Francisco, CA**  
**Research Director**

**1979-1983**

- Conducted preliminary research to determine target companies and prospects
- Obtained search information via internal/external database and corporate library
- Recruited, interviewed and evaluated potential candidates by telephone
- Recruited, trained and supervised research assistants

**Prior experience: Sales Representative for Landsberg/Tarrant** **1976-1979**  
**and Research Librarian at Gensler and Associates/Architects, San Francisco, CA**

**LICENSE AND EDUCATION**

Licensed Marriage and Family Therapist (MFC 48220), California Board of Behavioral Sciences, Sacramento, CA. 2010

M. S. Counseling Psychology, MFT specialization  
Dominican University of California, San Rafael, CA. 2005

Lifelong Secondary Teaching Credential, Social Sciences  
University of California, Berkeley, CA. 1976

B.A. History  
University of California, Davis, CA. 1975

**PROFESSIONAL ASSOCIATIONS**

CAMFT, (California Association of Marriage and Family Therapists) Member, 2010 to present

San Rafael Chamber of Commerce, Member, 2010 to present

Business Networking International, (BNI), Business Connections Group, San Rafael, CA.  
Member, 2010 to present

Congregation Rodef Sholom, San Rafael, Member Sisterhood Board, 2015 to present

**Profile**

Clinton P. Wilkins  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

[Redacted] Email Address

[Redacted] Street Address Suite or Apt

San Rafael CA 94901  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

11 years  
Resident of the City of San Rafael for how many years?

[Redacted] Home:  
Primary Phone Alternate Phone

Employer Job Title

**Business Address**

I am a retired school principal and school founder and current social entrepreneur. I use my home address -- [Redacted] -- as my business addresses.

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

Yes. I'm co-founder of the Resilient Aging Lab. We work through and with organizations to assist older adults in making the their transitions into their "encore" stage in life. Two years ago I led a project to assist Marin County nonprofits in conjunction with Marin County School Volunteers to recruit and support volunteers.

**List any civic organizations of which you are a member:**

Board Member -- One Percent for Education Board Member -- San Francisco Friends School

**Education:**

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AB in History (1968) Williams College MDiv (1974) Harvard University

**Why are you interested in serving on a board or commission?**

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I have served on -- and served for -- many boards over the course of my professional life -- as a school principal primarily but also as a community leader. I'm now at a stage in life when I have more time to "give back." In particular, I'm a passionate user of the Marin County Public Library system and want to further its efforts to promote literacy, mobilize potential and actual resources (technology) and steward responsibly the county's allotted financial resources.

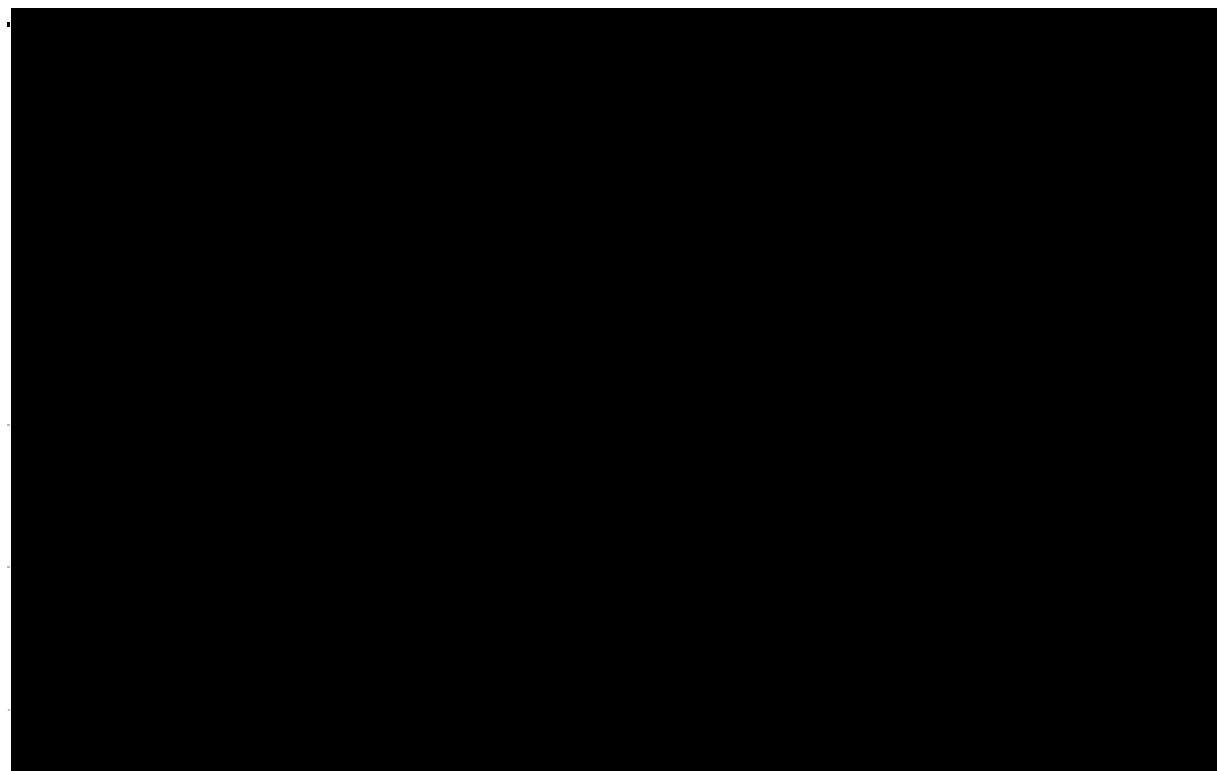
**Describe possible areas in which you may have a conflict of interest with the City:**

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None, as far as I can imagine... .

[Clint\\_Wilkins\\_Resume\\_01-27-19.pdf](#)

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**Clinton P. Wilkins**



**School Experience:**

Civicorps Schools, Oakland, CA (2007-2009)	Interim Principal
Sage Hill School, Newport Coast, CA (1998-2006)	Founding Head of School
Friends School of Baltimore, Baltimore, MD (1995-1998)	Upper School Principal
The College Preparatory School, Oakland, CA (1990-1994)	Head of School
Moorestown Friends School, Moorestown, NJ (1987-1990)	Head of School
The Sidwell Friends School, Washington, D.C. (1975-1987)	Assistant Headmaster

**Research Experience:**

Skoll Centre for Social Entrepreneurship, University of Oxford (2006-09)	Associate
Stanford University School of Education (1994-1995)	Visiting Scholar

**Encore Experience:**

Resilient Aging Lab (current)	Co-Founder
<i>en</i> Courage (current)	Designer, SEL Curricula
No Bully, San Francisco, CA (2014-19)	Coach
Heroic Imagination Project (2010-2013)	Director of Education
Citizen Schools (2013)	Citizen Teacher

**Education:**

Harvard University: Master of Divinity (1974)

Princeton University: Secondary School Teacher Certification Program (1969-1970)

Williams College: A.B. in History (1968)

**Selected and Relevant Professional Activities:**

- Board of Trustees: San Francisco Friends School (current)
- Board of Trustees: East Bay Conservation Corps, Oakland, CA (2000-2007)
- Board of Trustees: Crystal Springs Uplands School (1993-1995)
- CASE (Council for the Advancement and Support of Education) District VII Executive of the Year Award for independent schools, 2003
- Co-founder: D.C. Area Principals' Center
- Daniel A. Carrion Award for service to the people of Peru (1970)

**Profile**

Josh Libresco  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Board of Library Trustees: Appointed

[Redacted] Email Address

[Redacted] Street Address Suite or Apt

San Rafael CA 94901  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

24  
Resident of the City of San Rafael for how many years?

[Redacted] Home:  
Primary Phone Alternate Phone

The OSR Group Executive Vice President  
Employer Job Title

**Business Address**

[Redacted]

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

• Have been serving on the San Rafael Library Board of Trustees since early in 2016. (See below under reasons for wanting to serve.) • Coached in the San Rafael Little League [baseball] for nine years for my son, from t-ball through juniors. • Coached in the San Rafael soccer league for four seasons for my daughter and two for my son [he played travel soccer after that]. • Coached five seasons of CYO basketball for my son, some in San Rafael and some in San Anselmo. • Active with the Stapleton Theatre Company in San Anselmo, both as a performer and as a volunteer, for the past 18 years. Also helped occasionally with the Stapleton School of Dance. • Sometime speaker at local middle schools and high schools on polling and public opinion research. Have also spoken on this topic at the San Rafael Library.

**List any civic organizations of which you are a member:**

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• American Marketing Association (former Board member; formerly in charge of all Bay Area programs) • Princeton Club of Northern California (former President; still an active member) • Princeton University (active participant in alumni affairs; organizer of events; interviewer of prospective students) • Hillhouse Club (business organization that brings in speakers for breakfast meetings around six times a year; I have also been a speaker)

**Education:**

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Princeton University, A.B., Class of 1976 Major: Woodrow Wilson School of Public and International Affairs

**Why are you interested in serving on a board or commission?**

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First off, as I said before I started my Board service in early 2016, I love libraries. I enjoy visiting libraries, browsing the stacks, and relishing the opportunity to be surrounded by books. I use San Rafael Library's inter-library loan system to get books from other County libraries [and beyond], but I also enjoy going directly to other libraries in the County to pick up books. So far, I have visited 13 of Marin's libraries to track down books that I saw were available through an online search. I travel to New York for business fairly often, and generally spend my time between meetings in branches of the New York Public Library system, rather than hanging out at Starbuck's. I am also a big believer in reading books, rather than just newspapers, magazines, and online sources. I have read at least two books a month for the last 20 years or so, in addition to the other reading I do. I try to read on a wide variety of subjects, including science, history, baseball, public affairs, and fiction. I have been honored to serve on the San Rafael Library Board for three years now. I think I have missed only one meeting in that time, and I am always prepared and always participating in our monthly discussions. As part of my service, I have worked at the SR Library booth at the Farmer's Market every year, and have attended events run by the Library Foundation. I was also the only Board member at the opening of our mini-branch in the Northgate Shopping Center. Most important, I have been one of two Library Board members to serve on the special inter-Board committee to help advance the cause of building new libraries in San Rafael. I have made every meeting and been an active participant. I have also offered advice about conducting surveys among the community related to what kind of libraries we should offer to our residents. In addition, I have attended community meetings in Pickleweed, Terra Linda, and the San Rafael Community Center, discussing respective plans in those areas. I am very interested in continuing my work to bring new or expanded libraries to our city, and hope to help bring these efforts to a successful conclusion during my next four-year term. Now you know why I am interested in serving on the Library Board, but why should you be interested in me? Here are a few reasons: • I have worked for several decades in public opinion research and marketing research, and can provide counsel on how to explore the views of our community. • I have conducted research for a variety of non-profit organizations, including organizations focused on education, transportation, health care, and the arts, so I have some knowledge of how non-profits work and how they can operate effectively. • I have served on non-profit Boards, and been able to increase membership, increase attendance at events, and improve financial solvency. • I am a strong public speaker, and can help to advocate for the Library at community events. Overall, I have a strong interest in helping the San Rafael Library to thrive in the years ahead, and I believe my qualifications will help me to make a significant contribution. I hope you will consider me for a new four-year term.

**Describe possible areas in which you may have a conflict of interest with the City:**

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No conflicts.

[JL\\_resume\\_1\\_page\\_--\\_as\\_of\\_1-9-19.docx](#)

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## JOSHUA D. LIBRESCO

### WORK EXPERIENCE

#### **The OSR Group (1997 – present) – Executive Vice President**

Built a marketing research practice for a multi-faceted marketing consulting firm. Conducted research in a variety of industry categories, including technology, financial services, retailing, and consumer products. Developed strong research expertise in market segmentation, brand strategy, new product development, customer retention, and digital media. Expanded capability to conduct research in more than 60 countries.

#### **Audits & Surveys Worldwide (1985 – 1997) – Senior Vice President/Managing Director**

Opened a West Coast office for a leading international research company and grew the office into a multi-million dollar, profitable division. Negotiated leases, hired and trained new employees, prepared budgets, developed new business, and managed client relationships. Promoted from Vice President to Senior Vice President, and named a stockholder of the company.

#### **Louis Harris and Associates (“The Harris Poll”) (1981 – 1985) – Vice President/ Division Head**

Responsible for the management, marketing efforts, and research work for a division of the company focused on research for financial services and technology companies. Represented the company on television and radio in discussing survey results.

#### **Opinion Research Corporation (1977 – 1981) – Research Director**

Began at the bottom in marketing research and gradually became responsible for project direction and supervision of each stage of the research process. Promoted five times in four years. Developed skills as a focus group moderator, and ran a training course for new moderators. First recipient of the company’s President’s Award, to recognize “outstanding, unique achievements, beyond the excellence expected in the normal performance of (one’s) job.”

### PROFESSIONAL ACCOMPLISHMENTS

Written more than 30 articles for professional publications, including *Marketing News*, *Advertising World*, *Public Opinion*, *The CASRO Journal*, *American Banker*, and *The Cash Manager*. Delivered more than 50 speeches and presentations at industry conferences in the U.S. and Europe. Completed pro bono research assignments for educational, arts, and municipal institutions. Former Board member of the American Marketing Association in San Francisco -- developed the annual Marketer of the Year Awards. Former President of the Princeton Club of Northern California -- developed an enhanced communications program and quadrupled the Club membership.

### EDUCATION

Princeton University, A.B., Class of 1976  
Major: Woodrow Wilson School of Public and International Affairs

**Profile**

Beverly

First Name

Rose

Last Name

Middle Initial

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

[Redacted] Email Address

[Redacted] Street Address

Suite or Apt

San Rafael City

CA State

94901 Postal Code

**Are you a resident of San Rafael**

Yes  No

2 Resident of the City of San Rafael for how many years?

[Redacted] Primary Phone

[Redacted] Alternate Phone

Wells Fargo Bank Employer

Senior Vice President, Treasury Management Job Title

**Business Address**

[Redacted]

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

No

**List any civic organizations of which you are a member:**

No civic organizations, only NGOs

**Education:**

---

B.A., Hope College, Holland, Michigan IABC accreditation, Royal Roads University, Victoria, B.C., Canada

**Why are you interested in serving on a board or commission?**

---

I believe in the power of literacy to lift all people. A free library system is a hallmark of a great society. I believe a strong library can strengthen a community and become a focus for creativity and multi-generational support and enrichment. I served for three years on the Mill Valley Library Foundation when I lived there and believe I can use my background to help the San Rafael Public Library grow and thrive.

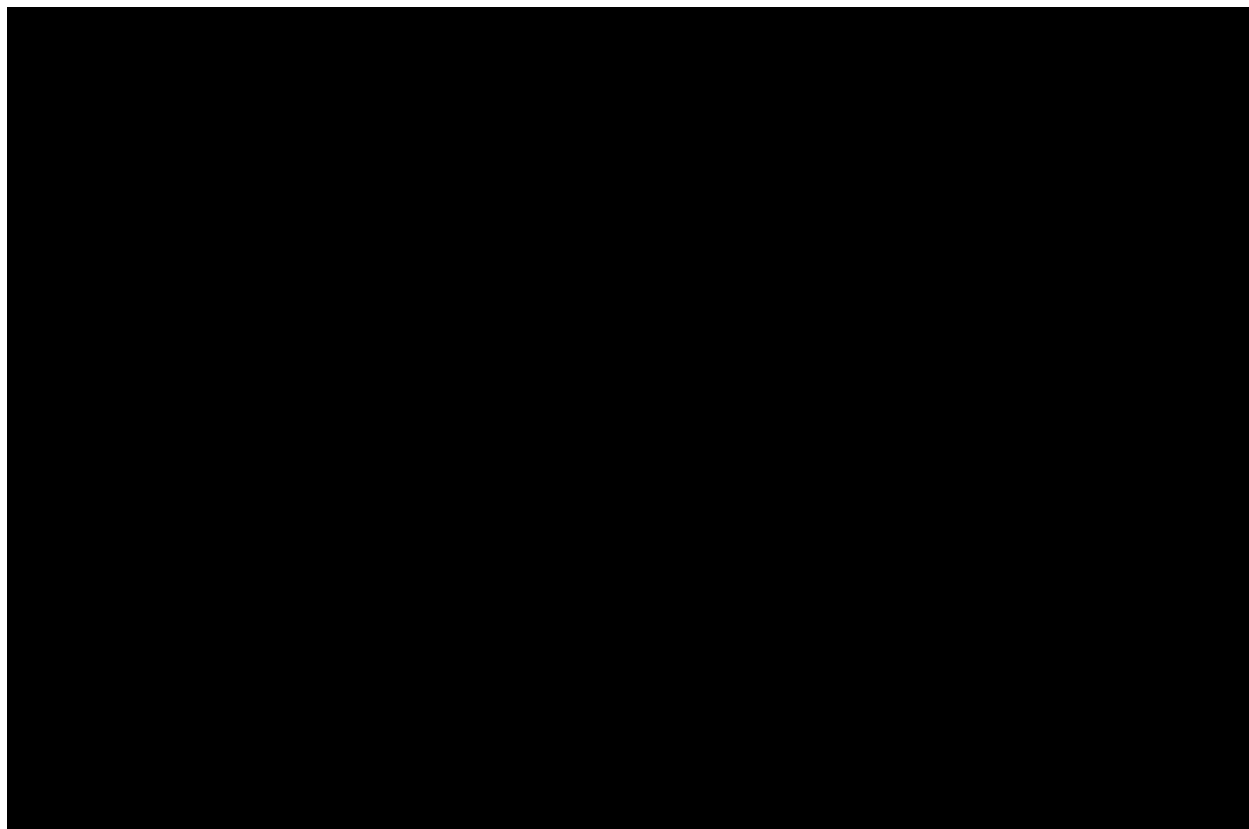
**Describe possible areas in which you may have a conflict of interest with the City:**

---

none

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**BEVERLY ROSE, APR, ABC**



**HIGHLIGHTS OF QUALIFICATIONS**

Communications and marketing executive with 30+ years' experience spanning financial services, retail/manufacturing, and nonprofit. Skilled in developing fresh and innovative strategies that build and strengthen brand, increase sales and distribution channels, expand multicultural outreach and create marketing alliances. Known for strategic counsel in times of crisis and change, as well as success in developing and delivering communications programs with measurable results. Big picture strategist who has the ability and acumen to be hands-on in all aspects of communications. Areas of expertise include:

- Executive Communications
- Issues Management
- Employee Communications
- Crisis communications
- Public Relations
- Media Training
- Media Relations
- Brand Management
- Marketing Alliances
- Cause Marketing
- Advertising
- Multi-media production

**PROFESSIONAL EXPERIENCE**

**Wells Fargo and Company**, San Francisco, California 2012-current  
Senior Vice President, Customer Experience Communications

*Oversee internal and external communications to support Treasury Management and Commercial Electronic Office (CEO) portal products and services for Wholesale customers and line partners*

- Led communication effort responsible for all portions of Health Benefits Services divestiture and sale to Optum Bank (700,000 account holders)
- Surveyed key stakeholders and developed new processes to improve transparency, timeliness, and quality of communications to bankers and customers
- Created and executed industry awards plan resulting in top honors in additional categories of existing programs and in recognition programs new to Wells Fargo
- Developed Partner Satisfaction Survey to assess ways to improve performance of team
- Created Crisis Communication Playbook for Treasury Management which was used as the template for Severity One incidents Wholesale-wide
- Awarded two month Volunteer Service Leave to assist non-profit with marketing, branding, communications, crisis management, and advocacy
- Develop and execute internal communications plans for Head of Merchant Services and Head of Treasury Management Client Delivery
- Named USA Chair of National Customer Service Week, 2017

Vice President, Public Relations, Digital Channels Group 2008-2012

*Responsible for internal and external communications for wells Fargo.com including media relations, crisis communications, analyst relations, and product promotion*

- Won 2010 Top Performer of the Year, Sales and Service Award, Internet Services Group
- Led Enterprise-wide initiative to create and launch a comprehensive media monitoring and analytics solution; including RFP, program implementation, governance, and training
- Co-chaired ISG Community Support Campaign, increasing funds raised by 27% over prior year

- Developed innovative social media promotions and interactive online tools to engage customers and the general public with wells Fargo products and services
- Created first joint Wachovia/Wells Fargo media outreach to promote combined service offerings
- Received two ‘Extraordinary Achievement in Media Relations’ awards from North American Precis Syndicate for broadcast/print packages (2012)
- Featured spokesperson in nine-part video series on Financial Education (2011)
- Created a series of Financial Innovation media dinners resulting in positive coverage of new Wells Fargo products by *Forbes*, *Fortune*, *Bloomberg*, *WSJ*, *Financial Times*, and CNN.

**Fireman’s Fund Insurance Company**, Novato, California  
Vice President, Corporate Communications

2007-2008

*Led Communications team in the development and production of all internal messaging, external collateral, brand communications, and media relations material. Collaborated with senior management to develop marketing and communication strategies that achieved short and long-range goals.*

- Won annual Best Practice Award from CEO of parent-company at global marketing conference in Barcelona for introducing innovative strategies and practices that leveraged communications activities across multiple channels, increasing consistency and timeliness of messages to a variety of audiences
- Achieved measurable increase in level of employee engagement through re-invigorating quarterly town hall meetings, infusing intranet with interactive programs, and realigning content on FFIC-TV
- Developed and executed communications strategy that built understanding internally and reduced negative press coverage around departure of CEO, resulting in neutral-to-positive media coverage and stable employee engagement rating

**American Cancer Society, California Division**, Oakland, California  
Vice President, Corporate Communication

1998-2007

*Reporting to the CEO, built and led communications function for the largest division of the country’s premier voluntary health non-profit. Oversaw all marketing and communications programs including public relations, issues management, media relations, crisis communications, creative services, advertising, executive and internal communications, website, and social media initiatives.*

- Created new structure and reporting matrix for the Communications function statewide, engaging key internal stakeholders, resulting in buy-in and support from management and leading to measurable increase in constituent satisfaction
- Led statewide media team that garnered in excess of \$14 million dollars in earned and donated media annually
- Identified, sought out, and gained pro bono involvement from a major celebrity to serve as spokesperson for African American cancer prevention campaign that was duplicated throughout the country by the national organization
- Proposed and won million-dollar grant from Kaiser Permanente to develop Spanish-language media outreach initiative that resulted in increased awareness of key health issues and measurable behavior change among Hispanic women
- Won Innovation Grant from national organization to create original branded cancer-related content for new and emerging broadcast channels; nominated for Innovator of the Year award by CEO
- Developed relationship with Wells Fargo Bank that led to branded cancer-prevention content displayed on ATM screens and receipts in 14 states over a three year period reaching more than 100 million people
- Selected to represent California on 12-member steering committee for Celebration on the Hill; the USA’s largest advocacy event ever held for cancer survivors and their families

- Based on success in developing California's first comprehensive Crisis Plan, selected to co-author national Crisis Communications plan and produced document, including table-top drill exercises, lauded by top leadership, staff, and volunteers across the country

**The GAP, Inc.**, San Francisco, California

1996 - 1998

Director, Corporate External Communications

*Responsible for executive communication, media relations, and brand management.*

- Created and executed national media strategy to position Gap, Old Navy and Banana Republic brands as category leaders by proactive outreach to key business publications and trade press resulting in positive media
- Conducted market research on community attitudes toward The GAP, Inc. and developed communications plans that gained positive media attention prior to openings in historic or certain suburban communities
- Responsible for all aspects of annual meeting which, for the first time, included multimedia interspersed with live-action presentations resulting in praise from shareholders and business press
- Wrote and produced 'Retailer of the Year' presentation given by Don Fisher at the Retail Federation's annual awards ceremony, including multimedia show of Gap brand from founding to future that brought a standing ovation

**Pacific Telesis/ Pacific Bell**, San Francisco, California

1995 - 1996

Manager, Corporate Communications

*Spokesperson and media relations manager representing the company and its subsidiaries on all subjects including new product launches, market expansions, regulatory and legal issues, and public affairs.*

- Developed media strategy and messaging for Southwestern Bell Corporation (SBC) merger and Pacific Bell-Giants arena naming project (Pacific Bell Park) in headquarters media market
- Lead spokesperson on caller ID, area code changes, Internet service launch, Lifeline program, 911, and disaster preparedness resulting in primarily positive media stories
- Launched Internet in the Schools program with media events featuring San Francisco Mayor Willie Brown and Vice President Al Gore
- Developed media strategy, talking points, and on-site demonstrations for reporters during Pacific Bell's broadband product introduction in the Bay Area, resulting in 15% over goal customer orders

**American Red Cross, Bay Area Chapter**, San Francisco, California

1990 - 1995

Chief Communications Officer

*Responsible for marketing, advertising, creative services, and public relations for fifth largest American Red Cross Chapter in the nation.*

- Public Information Officer for nation's deadliest urban wildfire, overseeing teams of communicators, organizing volunteer spokespeople, coordinating disaster tours of Oakland hills for President, Governor and other dignitaries, and creating daily published updates for victims, the media and Red Cross workers
- Won 1992 Communications Excellence Award from National Red Cross for a radio campaign and corresponding media featuring celebrity performer
- Developed strategy to overcome post-1989 earthquake reputation issues through collaborations with local governments and the media that led to increased disaster relief donations and recruitment of strong Board
- Founding member of Media and Emergency Responders Team, developing rules for disaster and major crime media coverage in conjunction with police, FBI, OES, fire, and hospitals.

- Appointed as only field communicator to national advertising team responsible for Red Cross print and broadcast creative, and chosen to do Elizabeth Dole's advance work in California
- Recruited a volunteer team of 40 top communication professionals to assist with media and government relations during disasters

**The Rockport Company**, Boston, Massachusetts 1986 - 1988

Marketing Vice President

*Supervised marketing department, advertising and public relations firms, and customer care personnel. Served on five-member Senior Management Team.*

- Developed regional and national marketing campaigns that increased sales by 80% in two years positioning the company for acquisition by Reebok
- Led redesign of all packaging, collateral, and in-store signage that freshened brand image and helped to launch trade and consumer press push resulting in features in *Forbes*, *BusinessWeek*, and *Time*

**Brooks Shoes and Apparel**, Rockford, Michigan 1982 - 1986

Marketing Director

*Responsible for strategic marketing, including advertising, promotions and media relations, aimed at consumers, sales force, and retailers*

- Developed and implemented marketing plans that led to a successful launch of new product lines including youth and adult apparel
- Directed all sponsored-athlete marketing activities including advertising, media interviews, special events, public appearances, and crisis communications
- Company representative and communication leader on first cause marketing campaign in US history: the renovation of the Statue of Liberty with private funds
- Won first place at top industry point-of-purchase show (POPAI) for innovative design and retailer program that placed hundreds of co-op in-store branded shelf units called Brooks Profit Panels

**The Media Group, Ltd.**, Grand Rapids, Michigan

1980 - 1982

Executive Producer

*Supervised work of Major Accounts Group responsible for large film/video productions from client meetings and script development through production phase to final edit and distribution.*

- Won Steelcase account and produced unique interactive video based on viewer's specific preferences; shot onsite at Chicago's Merchandise Mart using new state-of-the-art Panacam equipment
- Received top honors in Public Service category of Houston International Film Festival for client Dow Chemical on the importance of recycling used oil

**WOTV, NBC Affiliate**, Grand Rapids, Michigan 1977 - 1979

Television Reporter/Producer/Anchor

*Award winning field reporter covering education, county government, health, and the environment, producer of noon news show, anchor early morning news program*

- Won Michigan Education Association School Bell Award for three-part series on drug use among teens; debuted first monthly fine arts Sunday Magazine-style program called 'Spotlight'

## EDUCATION

B.A., Cum Laude, Hope College, Holland, Michigan

Accreditation (APR) from Public Relations Society (PRSA) of America

Accreditation (ABC) from International Association of Business Communicators  
Marketing and Communications Executive Seminar- Royal Roads University, Victoria, B.C.

## COMMUNITY INVOLVMENT AND PROFESSIONAL AFFILIATIONS

- Board, Theatre Bay Area (2010-2017), Executive Committee & Vice Chair (2012-2017)
- Board of Directors, Secretary, PlayGround (New works incubator) (2014-2017)
- Board Member, Marketing Committee Chair, Mill Valley Library Foundation (2014-2017)
- Advisory Committee, Brain Injury Network of the Bay Area (2014-current)
- Board of Governors, San Francisco Public Relations Round Table (2000-2014), Chair (2002)
- Member, Playwrights Center of San Francisco, produced playwright (2013, 2014)
- Board of Directors, Secretary, Richard de Lone Special Housing Project (2014-2017)
- Member, Dramatists Guild of America (2013-current)
- Board, Bay Area Partnership for Children and Youth (2009-2013)
- Communications Committee, Professional Business Women of California (2007-2008)
- Board Member and VP, Professional Development, PRSA SF (2006-2007)
- Communications Advisory Council, San Francisco Opera (2006-2008)
- Art Commissioner, Mill Valley Art Commission, Mill Valley, CA (2008-2011), Chair (2011)
- President, Advertising Federation of Grand Rapids (1985-1986)
- Chair, Founding Board of Directors, Actors' Theatre, Grand Rapids (1984-1987)

## SPEAKING ENGAGEMENTS (volunteer)

- Argyle Customer Care International Conference, San Francisco, 2014  
“Delivering Customer Delight in a Digital World”
- National Charities League, San Rafael, CA, 2014  
“Handling difficult conversations with your children”
- International Association of Business Communicators, San Francisco, 2014  
“What I wish I'd known at 22” -Career Day keynote
- Public Relations Society of America, San Francisco, 2014  
“Social media: How to jumpstart your company's future”
- PlayGround Donor Event, Berkeley, CA 2014  
“Theatre's intrinsic value to society”

## PUBLICATIONS AND PLAYS

- *Discretion*, play performed at Tides Theatre in San Francisco 2015
- *Making Waves*, play performed at Tides Theatre in San Francisco 2014
- *Indelible*, play performed at Exit Theatre in San Francisco 2013
- *Downward Dog*, play performed at Actors' Theatre, Grand Rapids, Michigan 2008
- *Meant to Be*, novel published in 2011
- 'How It Is' essays in Marin Independent Journal, 2008-2014
- Marin Independent Journal Annual Short Story Contest winner: 2008, 2010, 2012
- Guest blogger: Your Daily Success Tip, 2014, 2015
- Columnist, Professional Business Women of California magazine 2008-2009

**Profile**

Catherine C Sumser  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

[Redacted] Email Address

[Redacted] Street Address Suite or Apt

San Rafael CA 94901  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

4 Resident of the City of San Rafael for how many years?

[Redacted] Home:  
Primary Phone Alternate Phone

Fusion Academy Marin Director of Student Development  
Employer Job Title

**Business Address**

[Redacted]

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

I volunteer for the Insight Prison Project

**List any civic organizations of which you are a member:**

Insight Prison Project

**Education:**

Graduate of Tamalpias High School Graduate of UC Santa Cruz

**Why are you interested in serving on a board or commission?**

---

I am passionate about keeping libraries open and accessible to all people - I have also been looking in to joining local government and I feel as though this would be a perfect opportunity for me.

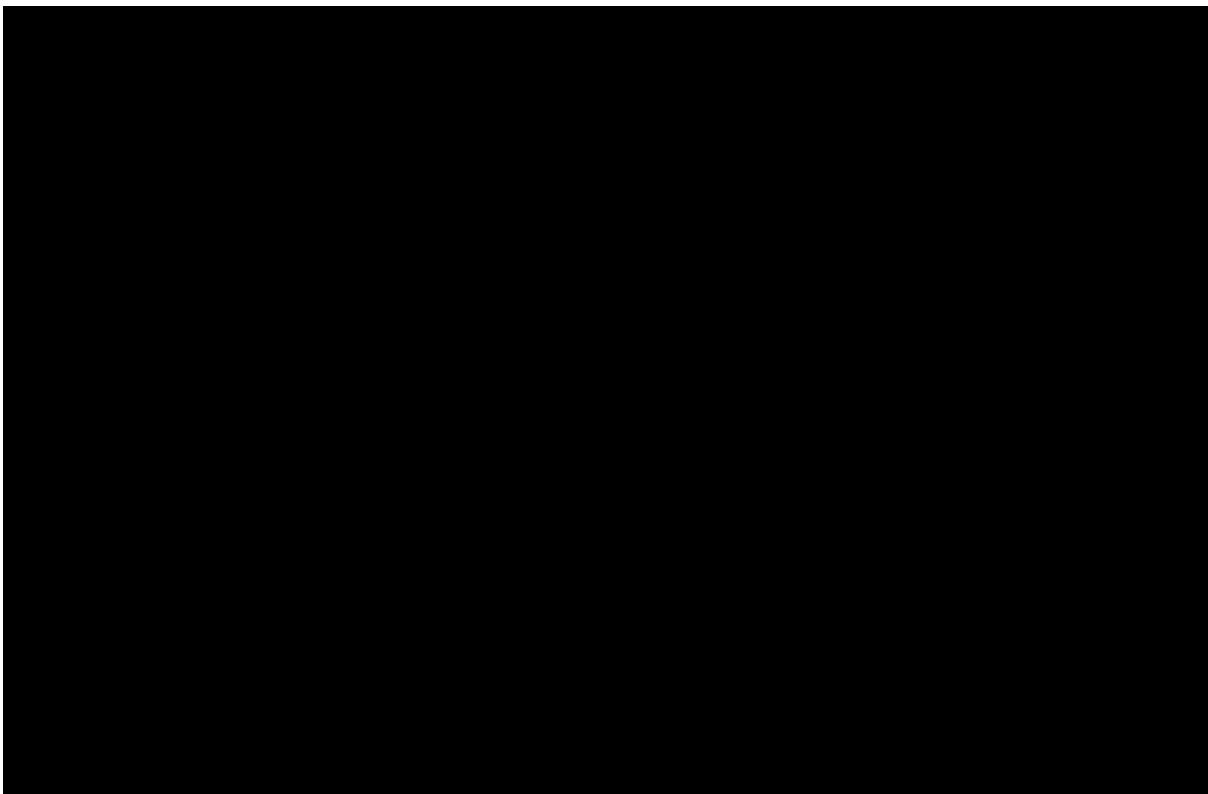
**Describe possible areas in which you may have a conflict of interest with the City:**

---

I am adamantly pro equality of people of all walks of life, and I might come in to conflict with individuals who do not want San Quentin in our sky line, or who want the inmates from San Quentin who are released to be treated differently.

[Sumser\\_Catherine\\_Resume.pdf](#)

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# Catherine Sumser



## EXPERIENCE

### **Fusion Academy Marin, San Rafael— *Director of Student Development***

OCTOBER 2017 - PRESENT

This position requires the management of all student graduation plans, creation of staff and student schedules, as well as creating contracts within Salesforce and ensuring that all of our classrooms are being used as effectively as possible.

### **Fusion Academy Marin, San Rafael— *Director of First Impressions/Office Manager***

FEBRUARY 2017 - OCTOBER 2017

This position required the office management of 35+ staff members and 120+ students..

### **Fusion Academy Marin, San Rafael— *Scheduling Assistant***

APRIL 2016 - FEBRUARY 2017

This position included assisting the Director of Student Development in creating contracts, schedules and maintaining parent communication.

### **Russian River Vineyards, Forestville - *Server***

APRIL 2015 - JULY 2016

Used Revel point of sales system to maintain table orders. Took orders and carried food and beverages from the kitchen to the tables. Provided excellent customer service throughout.

### **VCA Madera Pet Hospital, Corte Madera— *Client Services Representative***

OCTOBER 2014- APRIL 2015

Created customer accounts, greeted customers and their pets, checked in appointments, scheduled appointments, and processed payments.

## EDUCATION

### **University of California, Santa Cruz— *B.A. in Anthropology***

AUGUST 2008 - 2016

Studied a variety of people and cultures within the Anthropology department.

## SKILLS

Proficient in Microsoft Office

Proficient in Microsoft Outlook

Proficient in both Apple and PC software use

Proficient with Salesforce

## LANGUAGES

Spanish - verbal and written proficiency

Japanese - very beginner level comprehension

## Volunteer Work

Insight Prison Project - VOEG Facilitator - 2017 - Present

UC Santa Cruz - HIV Test Counselor - 2009 - 2012

Santa Cruz Homeless Persons Health Project - HIV Test Counselor - 2011 - 2012



**Profile**

Martha A Peterson  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

[Redacted] Email Address

[Redacted] Street Address Suite or Apt

San Rafael CA 94901  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

8 years  
Resident of the City of San Rafael for how many years?

[Redacted] Home:  
Primary Phone Alternate Phone

retired CPA  
Employer Job Title

**Business Address**

retired

**How did you learn about this vacancy? \***

None Selected

**Interests & Experiences**

**Do you participate in any civic activities?**

I have not participated in civic activities. I am a board member of the Hearing and Speech Center of Northern California. I am also Secretary of the Board of Directors of the Metropolitan Club, where I also co-chaired its Library Committee and participated in the Book Club. Early in my professional CPA career I established the firm's professional library and hired a professional librarian.

**List any civic organizations of which you are a member:**

See above

**Education:**

---

BS from the University of Southern California.

**Why are you interested in serving on a board or commission?**

---

I have a passion for libraries and would like to give back to my community, utilizing the skills I have developed through experience

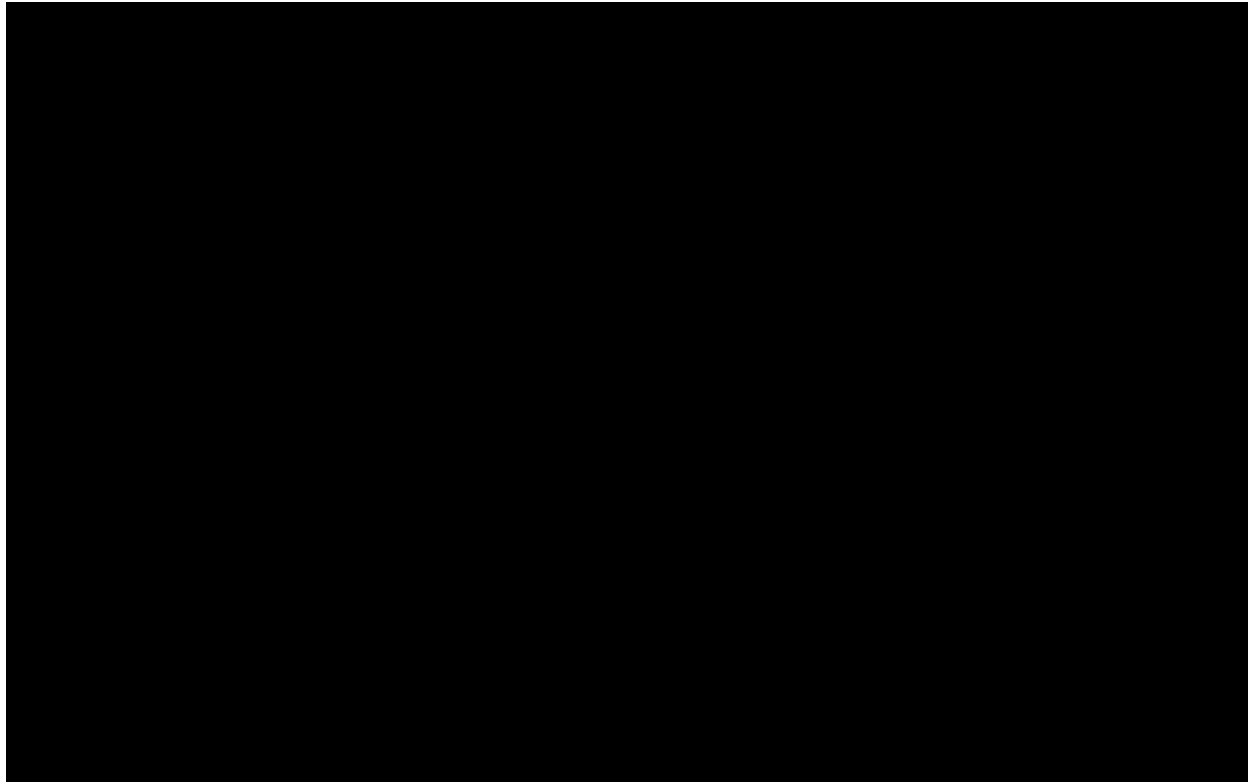
**Describe possible areas in which you may have a conflict of interest with the City:**

---

No know ares which would give rise to a conflict of interest.

[MARTHA\\_A.7\\_retired.pdf](#)

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# MARTHA A PETERSON, CPA

## SUMMARY

Accomplished business leader with more than 20 years experience as a Chief Financial Officer. Consistently innovated and implemented business strategies to drive positive financial and operational results. Seasoned cross-functional executive with expertise in accounting, finance, treasury and investment management, human resources, technology, compliance and strategic planning. Relationship-driven, hands-on style which aligns cultural and business goals.

## EXPERIENCE

**Martha Angell Peterson, CPA**                      2011 to retired 2014                      San Francisco Bay Area

Consultant to finance organization: accessing capital markets; investor communication and relations; financial forecasting; selecting of accounting and operating systems; IFRS conversions; strategic planning.

**ALL Student Loan Corporation**                      1997 to 2011                      Los Angeles

### *Chief Financial Officer*

Key executive instrumental in growing this not-for-profit student loan company from less than \$200 million in total assets to over \$2 billion in eight years.

- *Los Angeles Business Journal* 2007 CFO of the Year for nonprofit organizations.
- Managed all aspects of and raised over \$2.5 billion in long-term financing for student loans. Public offerings and private placements.
- Developed models for optimization of financing strategies.
- Negotiated bank lines of credit and secured over \$400 in short-term financing in a combination of warehouse, commercial paper and credit lines.
- Established strong relationships with top four rating agencies to obtain and maintain bond ratings. Provided complex performance analyses.
- Maintained investor relations: lead road show presentations, directed quarterly and annual reporting, responded to investor inquiries, established web based reporting platforms
- Established a compliance framework to manage Department of Education and bond and financing requirements and covenants
- Worked with California Educational Facilities Authority issuing bonds for student loan programs.
- Change Agent for major business expansion initiatives including two new lines of business and bringing processes and operations in-house resulting in growth to over 200,000 borrowers.
- Project Director for the implementation of technology solutions: data warehouse, data process flow, business intelligence, paperless office, budgeting and forecasting and cloud based solutions.
- Strong analytical skills which focused on improved financial reporting and analysis, introducing key performance indicators and trend analysis and increased emphasis cash flow optimization.
- Implemented comprehensive corporate governance and human resource policies and procedures.
- Managed all audits and evaluated and implemented new GAAP requirements.
- Trained board of directors in corporate governance and Audit Committee in duties.
- Oversaw all tax matters and saved over \$5 million in taxes through tax management strategies. Managed compliance with tax-exempt financing requirements.
- Improved risk management and achieved 15% cost savings through realigning coverage to risk profile and competitively bidding insurance coverage.

**ICON Associates Inc**                      1990 – 1997                      San Francisco

### *President & Chief Financial Officer*

- Founder of this specialized financial services company.
- Managed the workout of over \$1 billion in troubled loans and real estate as a contractor to the Resolution Trust Corporation.
- Assisted financial institutions in managing and enhancing the value of troubled loans and real estate.

# MARTHA A. PETERSON, CPA

Midland Bank plc

1985 – 1990

San Francisco

## ***Chief Financial Officer – United States Operations***

- Member of a three part management team that successfully liquidated \$800 million in troubled loans and real estate from Crocker National Bank, a wholly-owned subsidiary, which was sold to Wells Fargo Bank.
- Member of the Credit Review committee, providing financial evaluation of potential strategies and opportunities.

## ***1<sup>st</sup> Vice President, Director Financial Planning & Analysis – Crocker National Bank (subsidiary)***

- Directed the preparation of the annual financial plan and budget for this \$25 billion bank.
- Implemented enhanced performance measurement techniques for evaluation of operating units and contribution to profitability.
- Implemented product profitability analysis.

## ***Vice President, Deputy Controller – Crocker National Bank (subsidiary)***

- Designed and implemented comprehensive monthly financial reporting package for the board and parent company (Midland Bank, plc).
- Reorganized department, resulting in a 50% reduction in monthly closing time and 20% staff reduction.
- Responsible for preparation of annual and quarterly reports to shareholders and the SEC.

Ernst & Young

Los Angeles & San Francisco

- Senior Manager
- Audit and consulting services; litigation support services and forensic accounting.
- Specialized industry expertise in colleges, financial services, mutual funds and manufacturing.
- Technical reviewer.

## **ADDITIONAL PROFESSIONAL ACTIVITIES**

***Directorships:*** Served on the Boards of Directors and as an officer of two Midland Bank subsidiaries and four non-profit organizations, including:

- The Graphic Arts Council of the Fine Arts Museums of San Francisco
- Hearing & Speech Center of Northern California
- Metropolitan Club San Francisco
- St. Vincent de Paul Society

## **PROFESSIONAL CERTIFICATIONS & MEMBERSHIPS**

- Certified Public Accountant (California No. 15300)
- Chartered Global Management Accountant (CGMA)
- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants
- Financial Executives International (FEI)

## **EDUCATION**

University of Southern California

Bachelor of Science – Accounting

*Magna Cum Laude*

## **OTHER QUALIFICATION:**

Skilled in full Microsoft Office Suite: Excel, Word, Power Point, Visio, Access  
Working knowledge of Dynamics GP (Great Plains) and Quick Books



## **SAN RAFAEL CHARTER**

### **ARTICLE IX Public Library, Section 1. BOARD OF LIBRARY TRUSTEES.**

There shall be a board of *library* trustees to be appointed by the council, the exact number of which shall be set by ordinance or resolution of the council, one of whom may be a councilman. The members of the board shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the council. The terms of office of members of the board shall be staggered in the manner provided by resolution of the council. The board of *library* trustees shall exercise such powers and perform such duties as may be prescribed or conferred in this charter or by the ordinances of the city. (Assembly Concurrent Resolution No. 121, August 20, 1973: Senate Concurrent Resolution No. 46, May 31, 1967.)

#### **2.16.030 Board of library trustees.**

A board of library trustees is created. (Ord. 889 § 6, 1967)

#### **2.16.031 Trustee membership--Compensation.**

The board of library trustees shall consist of five members appointed by the city council, one of whom may be a councilman. All members shall serve without compensation. (Ord. 889 § 7 (part), 1967)

#### **2.16.032 Trustee term of office and removal.**

The members of the board of library trustees shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the city council. The terms of office of members of the board of library trustees shall be staggered in the manner provided by resolution of the city council. (Ord. 889 § 7 (part), 1967)

#### **2.16.033 Trustee powers and duties.**

Subject to the direction and control of the city council, as provided in Section 2.04.030 of this code, the powers and duties of the board of library trustees shall be:

To assess and evaluate current and long-range needs of the library; to formulate and adopt policies, rules and regulations with respect to programs and facilities to meet such needs of the community, including recommendations for sites and design of facilities. Such formulations and adoptions shall be made in conjunction with recommendations of the librarian;

To review, comment and make recommendations regarding the annual operating budget of the library;

To receive, and review periodic reports from the librarian concerning the general operations and functions of the library;

To recommend ways to inform the citizens of San Rafael as to the various programs, services, and assistance which the library affords all citizens;

To promote intergovernmental cooperation in the development of library services, patronage and usage;

To perform such other duties as may be prescribed by the city council.  
(Ord. 1131 § 3, 1974: Ord. 889 § 7 (part), 1967).



In the Council Chambers of the City of San Rafael, Monday, March 4, 2019

**Regular Meeting  
San Rafael City Council**

**Minutes**

[How to Participate in Your City Council Meeting](#)

Present: Mayor Pro Tem McCullough  
Councilmember Bushey  
Councilmember Colin  
Councilmember Gamblin

Absent: Mayor Phillips

Also Present: City Manager Jim Schutz  
Assistant City Attorney Lisa Goldfien  
City Clerk Lindsay Lara

**OPEN SESSION – COUNCIL CHAMBERS, CITY HALL**

1. None.

**CLOSED SESSION – THIRD FLOOR CONFERENCE ROOM, CITY HALL**

2. Closed Session: - None.

**OPEN TIME FOR PUBLIC EXPRESSION – 7:00 PM**

- Salamah Locks, Commission on Aging, addressed the City Council regarding the Marin County Commission on Aging meeting on March 7, 2019
- Jonathan Frieman addressed the City Council regarding assisted listening devices
- Ross Bishop addressed the City Council regarding East San Rafael parking
- Jeff Davito addressed the City Council relating to drug addiction and alcoholism

**CITY MANAGER'S REPORT:**

3. City Manager's Report:

City Manager Jim Schutz announced the Residential Permit Amnesty Month for March and the Get Ready Disaster Preparedness class on Wednesday, March 13, 2019 from 6:30-8 p.m.

**CONSENT CALENDAR:**

4. Consent Calendar Items:

Councilmember Bushey moved and Councilmember Colin seconded to approve Consent Calendar Items:

- a. Approval of Minutes  
Approve Minutes of City Council / Successor Agency Regular Meeting of Monday, February 4, 2019 and Tuesday, February 19, 2019 and Special Meeting of Tuesday February 19, 2019 (CC)  
[Regular Minutes 2019-02-04](#)  
[Regular Minutes 2019-02-19](#)  
[Special Minutes 2019-02-19](#)

Approved Minutes as submitted

- b. **Citizen of the Year 2019**  
**Resolution of Appreciation for the Citizen of the Year for 2019 (CC)**  
[Citizen of the Year](#)

RESOLUTION 14641 - RESOLUTION OF APPRECIATION FOR THE CITIZEN OF THE YEAR FOR 2019

- c. **Migration from Viewu to Axon Body-Worn Cameras**  
**Resolution Authorizing the City Manager to Execute a Five-Year Agreement with Axon Enterprise, Inc. for Equipment and Services to Migrate from Viewu to Axon Body Worn-Cameras in an Amount Not to Exceed \$89,703 (PD)**  
[Migration from Viewu to Axon Body-Worn Cameras](#)

RESOLUTION 14642 – RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FIVE-YEAR AGREEMENT WITH AXON ENTERPRISE, INC. FOR EQUIPMENT AND SERVICES TO MIGRATE FROM VIEWU TO AXON BODY WORN-CAMERAS IN AN AMOUNT NOT TO EXCEED \$89,703

- d. **FY 2018-19 Local Transportation Sales Tax Measures A & B Allocation**  
**Resolution Authorizing the City Manager to Execute Amendment No. 1 to Funding Agreement A-FY18-14 Between the Transportation Authority of Marin and the City of San Rafael, Thereby Authorizing the Allocation of \$646,674 in Local Measure A Funding for FY 2018-2019 (PW)**  
[FY 2018-19 Local Transportation Sales Tax Measures A & B Allocation](#)

RESOLUTION 14643 – RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO FUNDING AGREEMENT A-FY18-14 BETWEEN THE TRANSPORTATION AUTHORITY OF MARIN AND THE CITY OF SAN RAFAEL, THEREBY AUTHORIZING THE ALLOCATION OF \$646,674 IN LOCAL MEASURE A FUNDING FOR FY 2018-2019

AYES: Councilmembers: Bushey, Colin, Gamblin & Mayor Pro Tem McCullough  
NOES: Councilmembers: None  
ABSENT: Councilmembers: Mayor Phillips

**SPECIAL PRESENTATION:**

5. **Special Presentation:**

- a. **Presentation of Resolution of Appreciation to the Citizen of the Year for 2019**  
[Mayor Pro Tem McCullough presented the Resolution of Appreciation to Jeff Craemer, Citizen of the Year for 2019](#)

[Jeff Craemer](#)

- b. **Presentation by Marin Transit and Transportation Authority of Marin (TAM) on Marin Transit Connect Program and Commute Alternatives**  
[Robert Betts, Marin Transit Director of Planning and Operation, gave a presentation](#)

[Scott McDonald, Transportation Authority of Marin, gave a presentation](#)

[Christy Garland, Marin Commutes Project Manager, Transportation Authority of Marin](#)

Councilmember Colin

Councilmember Bushey / Robert Betts

Mayor Pro Tem McCullough / Scott McDonald

Mayor Pro Tem McCullough

**PUBLIC HEARINGS:**

**6. Public Hearings:**

**a. San Rafael Cannabis Policy Update**

- 1) Ordinance Amending Chapter 10.96 of the San Rafael Municipal Code Regulating Cannabis Businesses Within City Limits, Specifically Authorizing by License Cannabis Delivery, Infused Product Manufacturing, Laboratory Testing, and Cannabis Distribution (ED)
- 2) Resolution Amending and Renaming the “Medical Cannabis Business Operator License Pilot Program” Establishing Policies and Procedures Regulating Commercial Cannabis Activity in San Rafael, as the “Cannabis Business Operator License Pilot Program”, and Restating it in its Entirety (ED)

[Cannabis Ordinance Policy Update](#)

Danielle O'Leary, Director of Economic Development and Innovation, presented the staff report

Mayor Pro Tem McCullough / Danielle O'Leary

Mayor Pro Tem McCullough / Danielle O'Leary

Mayor Pro Tem McCullough / Danielle O'Leary

Mayor Pro Tem McCullough / Councilmember Colin

Councilmember Bushey / Danielle O'Leary

Councilmember Bushey / Danielle O'Leary

Councilmember Bushey / Danielle O'Leary

Councilmember Bushey / Danielle O'Leary

Mayor Pro Tem McCullough declared the public hearing opened

Scot Candell, Candell Law, Albert deCunha, Emily Elam, Firefly Marin, Colleen Davis, Nice Guys Delivery, Nurit Raphael, ONA.life, Nicole Skibola, Cosmic View Co-Founder, Elise McRoberts, Adam

There being no further comment from the audience, Mayor Pro Tem McCullough closed the public hearing

Councilmember Colin



Mayor Pro Tem McCullough

Councilmember Bushey

Councilmember Bushey moved and Councilmember Colin seconded to pass the Ordinance to print

ORDINANCE 1968 - AN ORDINANCE AMENDING CHAPTER 10.96 OF THE SAN RAFAEL MUNICIPAL CODE REGULATING CANNABIS BUSINESSES WITHIN CITY LIMITS, SPECIFICALLY AUTHORIZING BY LICENSE CANNABIS DELIVERY, INFUSED PRODUCT MANUFACTURING, LABORATORY TESTING, AND CANNABIS DISTRIBUTION

AYES: Councilmembers: Bushey, Colin, Gamblin & Mayor Pro Tem McCullough  
NOES: Councilmembers: None  
ABSENT: Councilmembers: Mayor Phillips

Councilmember Bushey moved and Councilmember Colin seconded to adopt the Resolution

RESOLUTION 14644 - RESOLUTION AMENDING AND RENAMING THE "MEDICAL CANNABIS BUSINESS OPERATOR LICENSE PILOT PROGRAM" ESTABLISHING POLICIES AND PROCEDURES REGULATING COMMERCIAL CANNABIS ACTIVITY IN SAN RAFAEL, AS THE "CANNABIS BUSINESS OPERATOR LICENSE PILOT PROGRAM", AND RESTATING IT IN ITS ENTIRETY

AYES: Councilmembers: Bushey, Colin, Gamblin & Mayor Pro Tem McCullough  
NOES: Councilmembers: None  
ABSENT: Councilmembers: Mayor Phillips

- b. **Changing Speed Limits on Two Streets in North San Rafael**  
**Ordinance of the City of San Rafael Regarding Speed Limit Increase on Los Gamos Drive and Redwood Highway Pursuant to Section 22357 of the California Vehicle Code (PW)**  
[Changing Speed Limits on Two Streets in North San Rafael](#)

Bill Guerin, Public Works Director, commented on the item and introduced Traffic Engineer Lauren Davini who presented the staff report

Lauren Davini

Councilmember Gamblin / Assistant City Attorney Lisa Goldfien

Mayor Pro Tem McCullough declared the public hearing; however, there was no public comment

Councilmember Gamblin

Councilmember Gamblin moved and Councilmember Colin seconded to pass the Ordinance to print

ORDINANCE 1969 - AN ORDINANCE OF THE CITY OF SAN RAFAEL REGARDING SPEED LIMIT INCREASE ON LOS GAMOS DRIVE AND REDWOOD HIGHWAY PURSUANT TO SECTION 22357 OF THE CALIFORNIA VEHICLE CODE

AYES: Councilmembers: Bushey, Colin, Gamblin & Mayor Pro Tem McCullough  
NOES: Councilmembers: None  
ABSENT: Councilmembers: Mayor Phillips

**OTHER AGENDA ITEMS:**

**7. Other Agenda Items:**

- a. General Plan 2040 Progress Report**  
**Accept General Plan 2040 Progress Report (CD)**  
[General Plan 2040 Update](#)

Community Development Director Paul Jensen presented the staff report

Councilmember Gamblin

Councilmember Colin

Councilmember Colin / Paul Jensen / Barry Miller

Mayor Pro Tem McCullough / Barry Miller

Mayor Pro Tem McCullough / Barry Miller

Mayor Pro Tem McCullough

Mayor Pro Tem McCullough invited comment; however, there was none

Councilmember Colin moved and Councilmember Bushey seconded to accept the report

Accepted report

AYES: Councilmembers: Bushey, Colin, Gamblin & Mayor Pro Tem McCullough  
NOES: Councilmembers: None  
ABSENT: Councilmembers: Mayor Phillips

**COUNCILMEMBER REPORTS / REQUESTS FOR FUTURE AGENDA ITEMS:**

**8. Councilmember Reports:**

Councilmember Colin reported on the City's efforts relating to the Census 2020

**SAN RAFAEL SUCCESSOR AGENCY:**

- 1. Consent Calendar: None.**

**ADJOURNMENT:**

Mayor Pro Tem McCullough adjourned the City Council meeting at 9:05 p.m.

-----  
LINDSAY LARA, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

-----  
GARY O. PHILLIPS, Mayor

In the City Manager's Conference Room of the City of San Rafael, Monday, March 4, 2019 at 6:00 p.m.



**Special Meeting  
San Rafael City Council**

**Minutes**

Present: Mayor Pro Tem McCullough  
Councilmember Bushey  
Councilmember Colin  
Councilmember Gamblin

Absent: Mayor Phillips

Also Present: City Manager Jim Schutz  
City Clerk Lindsay Lara  
Community Development Director Paul Jensen

- 1. Design Review Board Interviews**  
**Interview Applicants and Consider Appointments to Fill One Unexpired Four-Year Term to the End of June 2020 on the San Rafael Design Review Board Due to the Retirement of Robert 'Bob' Huntsberry (CC)**  
[Design Review Board Interviews](#)

The City Council interviewed the following applicants: Donald Blayney, Matthew Covall, April Philips, Sarah Rege and Pamela Vita.

After discussion, there was Council consensus to appoint April Philips to the Design Review Board; however, it was found that she resides outside of the jurisdiction of San Rafael, and Sarah Rege was appointed.

**ADJOURNMENT:**

Mayor Pro Tem McCullough adjourned the meeting at 7:05 p.m.

-----  
LINDSAY LARA, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

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GARY O. PHILLIPS, Mayor



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'AS', written over a horizontal line.

**TOPIC: Citizens Advisory Committee on Economic Development & Affordable Housing Vacancies**

**SUBJECT: CALL FOR APPLICATIONS TO FILL FOUR FOUR-YEAR TERMS TO THE END OF MAY 2023, AND ONE ALTERNATE FOUR-YEAR TERM TO THE END OF MAY 2023 ON THE CITIZENS ADVISORY COMMITTEE ON ECONOMIC DEVELOPMENT & AFFORDABLE HOUSING DUE TO THE EXPIRATION OF TERMS OF DIRK BRINCKERHOFF, BILL CARNEY, KATI MILLER, WILLIAM O'CONNELL, JR., AND ALTERNATE MEMBER GLADYS GILLILAND**

**RECOMMENDATION:**

1. Call for applications to fill four four-year terms to the end of May 2023, and one alternate four-year term to the end of May 2023 on the Citizens Advisory Committee on Economic Development & Affordable Housing; and
2. Set deadline for receipt of applications for Tuesday, April 9, 2019 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209.

**BACKGROUND:**

The [Citizens Advisory Committee on Economic Development and Affordable Housing](#) (CAC) advises the City Council on activities related to the economic vitality of the City including the Economic Vitality Work plan, the Downtown Station Area Plan, the Homeless Action Plan, and various General Plan policies related to economic development and affordable housing. [Meetings](#) are held on the first Thursday of each month at 7:00 p.m. in the Third Floor Conference Room at City Hall, 1400 Fifth Avenue, San Rafael, CA 94901.

**ANALYSIS:**

The terms of Dirk Brinckerhoff, Bill Carney, Kati Miller, William O'Connell, Jr., and alternate member Gladys Gilliland are set to expire on May 31, 2019. Members of the committee shall be residents, property owners, or business people within the City of San Rafael. By approving this item, staff will be able to release a Call for Applications for

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

eligible and interested community members to apply. Once applications are received and reviewed, the City Clerk's Office will schedule a special City Council meeting where the City Council will interview candidates and make a selection to appoint candidates to the CAC.

**FISCAL IMPACT:** There is no fiscal impact associated with this item.

**RECOMMENDED ACTION:** Approve the following:

1. Call for applications to fill four four-year terms to the end of May 2023, and one alternate four-year term to the end of May 2023 on the Citizens Advisory Committee on Economic Development & Affordable Housing; and
2. Set deadline for receipt of applications for Tuesday, April 9, 2019 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209

**ATTACHMENT:**

1. Application Materials



**Five Vacancies  
Citizens Advisory Committee  
on Economic Development & Affordable Housing (CAC)**

APPLICATIONS to serve on the CAC, City of San Rafael, to fill **four four-year terms to the end of May 2023 and one alternate four-year term to the end of May 2023**, may be obtained at the City Clerk's Office, City Hall, 1400 Fifth Avenue, Room 209, San Rafael and on the website at: <https://www.cityofsanrafael.org/boards-commissions/>. The deadline for filing applications is **Tuesday, April 9, 2019, at 5:00 p.m.** in the City Clerk's Office.

There is no compensation paid to CAC members. Members must comply with the City's ethics training requirement of AB 1234, and reimbursement policy. See attached information.

**ONLY RESIDENTS OF THE CITY OF SAN RAFAEL MAY APPLY.**

The CAC regularly meets on the first Thursday of every month at 7:00 p.m. in the Third Floor Conference Room of City Hall.

Interviews of applicants will be held at a Special City Council meeting on a date to be determined.

The CAC guidelines for membership, terms, powers and duties, etc., is also attached.

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Lindsay Lara  
City Clerk  
City of San Rafael

Dated: March 19, 2019

**CITY OF SAN RAFAEL  
APPLICATION TO SERVE AS MEMBER OF CAC**

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

RESIDENT OF THE CITY OF SAN RAFAEL FOR \_\_\_\_\_ YEARS

PRESENT POSITION: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\*HOME & BUSINESS PHONE: \_\_\_\_\_

\*E-MAIL ADDRESS: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

\_\_\_\_\_

PARTICIPATION IN THE FOLLOWING CIVIC ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

MEMBER OF FOLLOWING CIVIC ORGANIZATIONS: \_\_\_\_\_

\_\_\_\_\_

MY REASONS FOR WANTING TO SERVE ARE: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE POSSIBLE AREAS OF CONFLICT OF INTEREST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Filing Deadline:**

Date: Tuesday, April 9, 2019  
Time: 5:00 p.m.

**Mail or deliver to:**

City of San Rafael, City Hall, Dept. of City Clerk  
1400 Fifth Avenue, Room 209, San Rafael, CA 94901

\* This information will be kept confidential, to the extent permitted by law

# CITIZENS ADVISORY COMMITTEE ON ECONOMIC DEVELOPMENT AND AFFORDABLE HOUSING

## Guidelines for Advisory Committee

1. Purpose - The purpose of the Citizens Advisory Committee (CAC) is to advise City Council on economic development and affordable housing projects. In addition, the Committee provides residents, business owners and property owners with a forum to express their views on economic development and affordable housing projects.
2. Scope of the Committee - The Citizens Advisory Committee is a special single purpose body focused on economic development related projects in San Rafael. From time to time, the City Council may assign the Committee specific issues, outside of the Committee's normal purview, to consider and receive public input.
3. Functions - The Citizens Advisory Committee advises the City Council in two ways:
  - a) The Committee provides ongoing advice and feed back to the City staff in an informal liaison manner.
  - b) The Committee makes official recommendations to the City Council on those items which may be considered at City Council meetings.
4. Membership - Members of the Committee shall be appointed by the City Council. They shall be residents, property owners, or business people within the City of San Rafael. While meetings of the Advisory Committee shall be open to the public, only members of the Committee, appointed by the City Council, shall have voting rights.
5. Office and Staff - The office of the Committee for the transaction of business shall be the office of the City of San Rafael. City staff shall provide all necessary staff services to the Committee.
6. Meetings - The Committee shall adopt a regularly scheduled meeting time. They shall meet once a month at a set designated place. That meeting shall be open to the public, and the Committee may have other meetings as it deems advisable. Such special meetings may be called by the Chair, or by a majority of the Committee Members. Notice of each such meeting shall be given to each member twenty-four (24) hours in advance of the meeting, either by mail or telephone. A quorum of the meeting shall be constituted if 50 percent of the members are present.
7. Officers - The Committee shall select from among its members a Chair, a Vice-Chair, and a Secretary.
  - Chair - The Chair shall be the Chief Officer of the Committee and shall preside at all meetings. He/she shall be an ex-officio member of all sub-committees and shall have the general powers and duties usually vested in the office of Chair.
  - Vice-Chair - The Vice-Chair shall assume the office of Chair in the absence of the Chair.
  - Secretary - The Secretary shall keep or cause to be kept at the principal office of the Committee a book of Minutes of all meetings and record of attendance of all members. The Secretary shall also keep or cause to be kept such other records as shall be directed by the Committee.Officers shall be elected at the first meeting of the Committee each year and shall serve for a one (1) year term.



## NOTICE TO BOARD & COMMISSION APPLICANTS

### REGARDING ETHICS TRAINING

On January 1, 2006, a new law became effective that requires two (2) hours of ethics training of the local legislative bodies by January 1, 2007. This new law defines a local legislative body as a "Brown Act" governing body, whether permanent or temporary, decision-making or advisory, and created by formal action of the City Council. In other words, any person serving on a City Council, Board, Commission, or Committee created by the Council is subject to this ethics training requirement. After this initial class, training will be required every two years.

Ethics training can be accomplished by taking a 2-hour class, self-study, or an on-line class. You may seek reimbursement for taking any authorized ethics class. The city staff member that is assigned to your committee can help you with the reimbursement process.

After you have completed the ethics class, the original certificate needs to be given to the City Manager's Office for record-keeping, with a copy kept for your records.

#### **AB 1234 (Salinas). Local Agencies: Compensation and Ethics**

Chapter 700, Statutes of 2005

This law does the following:

- **Ethics Training:** Members of the Brown Act-covered decision-making bodies must take two hours of ethics training every two years, if they receive compensation or are reimbursed expenses. The training can be in-person, on-line, or self-study. For those in office on 1/1/06, the first round of training must be completed by 1/1/07.
- **Expense Reimbursement -- Levels:** Local agencies which reimburse expenses of members of their legislative bodies must adopt written expense reimbursement policies specifying the circumstances under which expenses may be reimbursed. The policy may specify rates for meals, lodging, travel, and other expenses (or default to the Internal Revenue Service's (IRS) guidelines). Local agency officials must also take advantage of conference and government rates for transportation and lodging.
- **Expense Reimbursement -- Processes:** Local agencies, which reimburse expenses, must also provide expense reporting forms; when submitted, such forms must document how the expense reporting meets the requirements of the agency's expense reimbursement policy. Officials attending meetings at agency expense must report briefly back to the legislative body at its next meeting.



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'AS', written over a horizontal line.

**TOPIC: Design Review Board Vacancy**

**SUBJECT: CALL FOR APPLICATIONS TO FILL ONE FOUR-YEAR TERM TO THE END OF MAY 2023 ON THE DESIGN REVIEW BOARD DUE TO THE EXPIRATION OF TERM OF STEWART SUMMERS**

**RECOMMENDATION:**

1. Call for applications to fill one four-year term to the end of May 2023 on the Design Review Board; and
2. Set deadline for receipt of applications for Tuesday, April 9, 2019 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209.

**BACKGROUND:**

The [Design Review Board](#) (DRB) consists of design professionals appointed by the City Council to provide advice on new development projects and most exterior changes to existing buildings. Applications are evaluated based on our General Plan and Zoning Ordinance design policies and criteria, with the goal of having new projects harmonize with the natural environment and surrounding area.

The Board is advisory, with final permit decisions made by the Planning Division staff, the Zoning Administrator, Planning Commission or City Council, depending on the complexity of the project. The scope of the DRB authority is to review and make recommendations on design matters such as architecture, mass, bulk, site planning, site improvements, color, materials, and landscaping. [Meetings](#) are held on the first and third Tuesday of each month at 7:00 p.m. in the San Rafael Council Chambers, 1400 Fifth Avenue, San Rafael, CA 94901.

**ANALYSIS:**

The term of Stewart Summers is set to expire on May 31, 2019. The board is composed of 5 San Rafael residents and qualified design professionals who are appointed by the City Council to four-year terms. The DRB also includes an alternate member. The alternate member only becomes a voting member at meetings where one or more regular

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

Board members are absent. In addition to the 5 council-appointed board members and 1 alternate member, one Planning Commissioner attends DRB meetings and serves as a liaison. The Planning Commission liaison is present at all DRB meetings to offer advice and direction to the Board on matters of Planning Commission concern and also to report back to the Planning Commission on the discussion at the DRB meeting if that item appears before the Commission.

By approving this item, staff will be able to release a Call for Applications for eligible and interested community members to apply. Once applications are received and reviewed, the City Clerk's Office will schedule a special City Council meeting where the City Council will interview candidates and make a selection to appoint candidates to the DRB.

**FISCAL IMPACT:** There is no fiscal impact associated with this item.

**RECOMMENDED ACTION:** Approve the following:

1. Call for applications to fill one four-year term to the end of May 2023 on the Design Review Board; and
2. Set deadline for receipt of applications for Tuesday, April 9, 2019 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209

**ATTACHMENT:**

1. Application Materials



## One Vacancy Design Review Board

APPLICATIONS to serve on the Design Review Board, City of San Rafael, to fill **one four-year term to the end of May 2023**, may be obtained at the City Clerk's Office, City Hall, 1400 Fifth Avenue, Room 209, San Rafael and on the website at: <https://www.cityofsanrafael.org/boards-commissions/>. The deadline for filing applications is **Tuesday, April 9, 2019, at 5:00 p.m.** in the City Clerk's Office.

There is no compensation paid to Board Members. Members must comply with the City's ethics training requirement of AB 1234, and reimbursement policy. See attached information.

### **ONLY RESIDENTS OF THE CITY OF SAN RAFAEL MAY APPLY**

The Design Review Board regularly meets on the first and third Tuesdays of every month at 7:00 p.m. in the Council Chambers, City Hall.

The Design Review Board works in an advisory capacity only to the Planning Commission, and reviews and makes recommendations on major development projects within the City of San Rafael.

Interviews of applicants to be scheduled on a date to be determined.

An excerpt from the San Rafael Municipal Code re: Design Review Board membership, terms of Board Members, powers and duties, etc., is also attached.

NOTE: All Design Review Board members are required to file Fair Political Practices Commission Conflict of Interest Statements, which are open to public review.

[Resolution 12129]

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Lindsay Lara  
City Clerk  
City of San Rafael

Dated: March 19, 2019

**CITY OF SAN RAFAEL  
APPLICATION TO SERVE AS MEMBER OF DRB**

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

RESIDENT OF THE CITY OF SAN RAFAEL FOR \_\_\_\_\_ YEARS

PRESENT POSITION: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\*HOME & BUSINESS PHONE: \_\_\_\_\_

\*E-MAIL ADDRESS: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARTICIPATION IN THE FOLLOWING CIVIC ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEMBER OF FOLLOWING CIVIC ORGANIZATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MY REASONS FOR WANTING TO SERVE ARE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE POSSIBLE AREAS OF CONFLICT OF INTEREST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Filing Deadline:**

Date: Tuesday, April 9, 2019  
Time: 5:00 p.m.

**Mail or deliver to:**

City of San Rafael, City Hall, Dept. of City Clerk  
1400 Fifth Avenue, Room 209, San Rafael, CA 94901

\* This information will be kept confidential, to the extent permitted by law

#### 14.25.070 Design Review Board.

A. Purpose and Authority. The Design Review Board shall serve as an advisory body to the city for the purpose of reviewing and formulating recommendations on all major physical improvements requiring environmental and design review permits and on other design matters, including minor physical improvements, referred to the Board by the Planning Director, Planning Commission, or City Council.

B. Membership of the Design Review Board. The Design Review Board shall consist of a total of five (5) regular members and may include one alternate member appointed by the City Council. The Design Review Board members shall be qualified as follows:

1. At least two (2) members shall be licensed architects or licensed building designers;
2. At least one member shall be a licensed landscape architect;
3. At least one of the five (5) members shall have background or experience in urban design;
4. The alternate member may have qualifications in any of the above fields of expertise;
5. All board members shall reside in the City of San Rafael; and
6. In addition to the five (5) council-appointed Board members and one alternate member, one planning commissioner shall attend Board meetings. This liaison planning commissioner shall be appointed by the commission chairperson. An additional commissioner shall be appointed to serve as an "alternate liaison" in case of absence. The planning commission liaison should be present at all Design Review Board meetings to offer advice and direction to the Board on matters of commission concern.

C. Alternate Member. The alternate member may temporarily fill a vacancy created when a regular member: (1) leaves office prior to completion of the member's term; (2) cannot attend a meeting; or (3) cannot participate on a particular matter due to a conflict of interest.

D. Term of Office. The term of office for each Design Review Board member shall be four (4) years. Of the members of the Board first appointed, one shall be appointed for the term of one year; one for the term of two (2) years; one for the term of three (3) years; and two (2) for the term of four (4) years. The term of office for the alternate board member shall be four (4) years concurrent with the term of the chairperson.

E. Removal or Vacancy of Membership. Any member of the Board or the alternate member can be removed at any time by a majority vote by the City Council. A vacancy shall be filled in the same manner as the original appointment. The person appointed to fill a vacancy shall serve for the remainder of the unexpired term.

F. Meetings. At least one regular Design Review Board meeting shall be held each month on a date selected by the Board, unless there is no business to conduct.

G. Quorum. Three (3) of the members of the Board, either regular members or two (2) regular members and the alternate board member, shall be required to constitute a quorum for the transaction of the business of the Board and the affirmation vote of a majority of those present is required to take any action.

H. Compensation of the Design Review Board. All members of the Board shall serve as such without compensation.

I. The Design Review Board may adopt, and amend as necessary, Rules of Order to ensure efficient and responsive Board meetings. (Ord. 1838 § 53, 2005; Ord. 1794 § 2, 2003; Ord. 1625 § 1 (part), 1992).

## **NOTICE TO BOARD & COMMISSION APPLICANTS**

### **REGARDING ETHICS TRAINING**

On January 1, 2006, a new law became effective that requires two (2) hours of ethics training of the local legislative bodies by January 1, 2007. This new law defines a local legislative body as a "Brown Act" governing body, whether permanent or temporary, decision-making or advisory, and created by formal action of the City Council. In other words, any person serving on a City Council, Board, Commission, or Committee created by the Council is subject to this ethics training requirement. After this initial class, training will be required every two years.

Ethics training can be accomplished by taking a 2-hour class, self-study, or an on-line class. You may seek reimbursement for taking any authorized ethics class. The city staff member that is assigned to your committee can help you with the reimbursement process.

After you have completed the ethics class, the original certificate needs to be given to the City Manager's Office for record-keeping, with a copy kept for your records.

#### **AB 1234 (Salinas). Local Agencies: Compensation and Ethics**

Chapter 700, Statutes of 2005

This law does the following:

- **Ethics Training:** Members of the Brown Act-covered decision-making bodies must take two hours of ethics training every two years, if they receive compensation or are reimbursed expenses. The training can be in-person, on-line, or self-study. For those in office on 1/1/06, the first round of training must be completed by 1/1/07.
- **Expense Reimbursement -- Levels:** Local agencies which reimburse expenses of members of their legislative bodies must adopt written expense reimbursement policies specifying the circumstances under which expenses may be reimbursed. The policy may specify rates for meals, lodging, travel, and other expenses (or default to the Internal Revenue Service's (IRS) guidelines). Local agency officials must also take advantage of conference and government rates for transportation and lodging.
- **Expense Reimbursement -- Processes:** Local agencies, which reimburse expenses, must also provide expense reporting forms; when submitted, such forms must document how the expense reporting meets the requirements of the agency's expense reimbursement policy. Officials attending meetings at agency expense must report briefly back to the legislative body at its next meeting.



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'AS', written over a horizontal line.

**TOPIC:** Planning Commission Vacancies

**SUBJECT:** CALL FOR APPLICATIONS TO FILL TWO FOUR-YEAR TERMS TO THE END OF MAY 2023 ON THE PLANNING COMMISSION DUE TO THE EXPIRATION OF TERMS OF JOHN 'JACK' ROBERTSON AND MARK LUBAMERSKY

**RECOMMENDATION:**

1. Call for applications to fill two four-year terms to the end of May 2023 on the Planning Commission; and
2. Set deadline for receipt of applications for Tuesday, April 9, 2019 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209

**BACKGROUND:**

The [Planning Commission](#) consists of citizen volunteers appointed by the City Council to make decisions or advise the City Council on land use and property development issues. The Commission assures that new development is consistent with our long-range General Plan, State laws and other public policies that advance the interests of our community. [Meetings](#) are held on the second and fourth Tuesday of each month at 7:00 p.m. in the San Rafael Council Chambers, 1400 Fifth Avenue, San Rafael, CA 94901.

**ANALYSIS:**

The terms of John 'Jack' Robertson and Mark Lubamersky are set to expire on May 31, 2019. The board is composed of 7 San Rafael residents who are appointed by the City Council to four-year terms. By approving this item, staff will be able to release a Call for Applications for eligible and interested community members to apply. Once applications are received and reviewed, the City Clerk's Office will schedule a special City Council meeting where the City Council will interview candidates and make a selection to appoint candidates to the Planning Commission.

**FISCAL IMPACT:** There is no fiscal impact associated with this item.

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**



**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

**RECOMMENDED ACTION:** Approve the following:

1. Call for applications to fill two four-year terms to the end of May 2023 on the Planning Commission; and
2. Set deadline for receipt of applications for Tuesday, April 9, 2019 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209

**ATTACHMENT:**

1. Application Materials



## Two Vacancies Planning Commission

APPLICATIONS to serve on the Planning Commission, City of San Rafael, to fill **two four-year terms to the end of May 2023**, may be obtained at the City Clerk's Office, City Hall, 1400 Fifth Avenue, Room 209, San Rafael and on the website at: <https://www.cityofsanrafael.org/boards-commissions/>. The deadline for filing applications is **Tuesday, April 9, 2019, at 5:00 p.m.** in the City Clerk's Office.

There is no compensation paid to Board Members. Members must comply with the City's ethics training requirement of AB 1234, and reimbursement policy. See attached information.

### **ONLY RESIDENTS OF THE CITY OF SAN RAFAEL MAY APPLY**

The Planning Commission regularly meets on the second and fourth Tuesdays of every month at 7:00 p.m. in the Council Chambers, City Hall.

The Planning Commission prepares and adopts long-term general plans for physical development projects within the City of San Rafael, and reports on the design and improvements of proposed subdivisions.

Interviews of applicants will be scheduled on a date and time to be determined.

An excerpt from the San Rafael Municipal Code re: Planning Commission membership, terms of commissioners, powers and duties, etc., is also attached.

NOTE: All Planning Commissioners are required to file Fair Political Practices Commission Conflict of Interest Statements, which are open to public review.

[Government Code Section 87200]

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Lindsay Lara  
City Clerk  
City of San Rafael

Dated: March 19, 2019

**CITY OF SAN RAFAEL  
APPLICATION TO SERVE AS MEMBER OF PLANNING COMMISSION**

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

RESIDENT OF THE CITY OF SAN RAFAEL FOR \_\_\_\_\_ YEARS

PRESENT POSITION: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\*HOME & BUSINESS PHONE: \_\_\_\_\_

\*E-MAIL ADDRESS: \_\_\_\_\_

EDUCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARTICIPATION IN THE FOLLOWING CIVIC ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEMBER OF FOLLOWING CIVIC ORGANIZATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MY REASONS FOR WANTING TO SERVE ARE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE POSSIBLE AREAS OF CONFLICT OF INTEREST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Filing Deadline:**

Date: Tuesday, April 9, 2019  
Time: 5:00 p.m.

**Mail or deliver to:**

City of San Rafael, City Hall, Dept. of City Clerk  
1400 Fifth Avenue, Room 209, San Rafael, CA 94901

\* This information will be kept confidential, to the extent permitted by law

## **Chapter 2.16 BOARDS AND COMMISSIONS**

### **2.16.040 Planning Commission--Creation--Membership.**

There is created a planning commission for the city, consisting of seven members, not officials of the city, appointed by the mayor with the approval of the city council. (Ord. 505).

### **2.16.050 Terms of Planning Commission Members.**

Of the members of the Commission first appointed, two shall be appointed for the terms of one year; two for the terms of two years; two for the terms of three years; and one for the term of four years. Their successors shall be appointed for terms of four years; if a vacancy occurs otherwise than by expiration of term it shall be filled by appointment for the unexpired portion of the term. (Ord. 505).

### **2.16.060 Advisory Members of Planning Commission.**

Advisory members of the Commission shall be the city manager, the city attorney, and the city engineer. The advisory members shall not have the power to vote and their terms shall correspond to their respective official tenure. (Ord. 505).

### **2.16.070 Chairman and Secretary of Planning Commission.**

The Commission shall elect a chairman from its appointed members, and may also elect a secretary who may be an employee of the city. (Ord. 505).

### **2.16.080 Meetings and Quorum of Planning Commission.**

At least one regular meeting shall be held each month on a date selected by the Commission. Four of the appointed members of the Commission shall be required to constitute a quorum for the transaction of the business of the Commission. (Ord. 527: Ord. 505).

### **2.16.090 Removal from Planning Commission.**

Any appointed member of the Commission may be removed by the mayor with the approval of the city council or by a majority vote of the council. (Ord. 505).

### **2.16.100 Compensation of Planning Commission.**

All members of the Commission shall serve as such without compensation. (Ord. 505 (part)).

### **2.16.110 Powers and Duties of Planning Commission.**

It shall be the function and duty of the Planning Commission to prepare and adopt, in accordance with and as provided by the Conservation and Planning Act of the state of California, comprehensive long-term general plans for the physical development of the city of San Rafael, and of any land outside the boundary thereof which bears relation to the city. The plans may be comprised of the following or other and additional plans and maps which may in Commission's judgment relate to the physical development of the city:

streets and highway plan

parking plan  
recreation plan  
public buildings plan  
transit plan

The Planning Commission shall be charged with the duty of making investigations, reports on the design and improvements of proposed subdivisions, and shall have such powers in connection therewith as are outlined in the Subdivision Map Act of the state of California, and the subdivision regulations adopted by the city of San Rafael.

It shall be the duty of the members of the Planning Commission, including advisory members and members of its staff, to inform themselves on matters affecting the functions and duties of the Commission and all planning matters, and, to that end, when authorized by a majority of the Commission, may attend planning conferences, or meetings of planning executives, hearings on planning legislation or matters affecting the master plan or any part thereof, and the reasonable traveling expenses incidental to the attendances shall be charges upon the funds allocated to the Commission.

The Planning Commission shall endeavor to promote public interest and understanding of plans developed, and the regulations relating thereto. It shall be part of its duty to consult with and advise the public officials, agencies, public utilities companies, school boards, civic and other organizations, and with the citizens generally in relation to carrying out the plans.

The Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record. (Ord. 913 (part), 1968: Ord. 505 (part)).

## NOTICE TO BOARD & COMMISSION APPLICANTS

### REGARDING ETHICS TRAINING

On January 1, 2006, a new law became effective that requires two (2) hours of ethics training of the local legislative bodies by January 1, 2007. This new law defines a local legislative body as a "Brown Act" governing body, whether permanent or temporary, decision-making or advisory, and created by formal action of the City Council. In other words, any person serving on a City Council, Board, Commission, or Committee created by the Council is subject to this ethics training requirement. After this initial class, training will be required every two years.

Ethics training can be accomplished by taking a 2-hour class, self-study, or an on-line class. You may seek reimbursement for taking any authorized ethics class. The city staff member that is assigned to your committee can help you with the reimbursement process.

After you have completed the ethics class, the original certificate needs to be given to the City Manager's Office for record-keeping, with a copy kept for your records.

#### **AB 1234 (Salinas). Local Agencies: Compensation and Ethics**

Chapter 700, Statutes of 2005

This law does the following:

- **Ethics Training:** Members of the Brown Act-covered decision-making bodies must take two hours of ethics training every two years, if they receive compensation or are reimbursed expenses. The training can be in-person, on-line, or self-study. For those in office on 1/1/06, the first round of training must be completed by 1/1/07.
- **Expense Reimbursement -- Levels:** Local agencies which reimburse expenses of members of their legislative bodies must adopt written expense reimbursement policies specifying the circumstances under which expenses may be reimbursed. The policy may specify rates for meals, lodging, travel, and other expenses (or default to the Internal Revenue Service's (IRS) guidelines). Local agency officials must also take advantage of conference and government rates for transportation and lodging.
- **Expense Reimbursement -- Processes:** Local agencies, which reimburse expenses, must also provide expense reporting forms; when submitted, such forms must document how the expense reporting meets the requirements of the agency's expense reimbursement policy. Officials attending meetings at agency expense must report briefly back to the legislative body at its next meeting.



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Community Services

Prepared by: Brian Auger, Event Coordinator

City Manager Approval:

**TOPIC: APPROVAL FOR SPECIAL EVENT STREET CLOSURES FOR THE MARIN COUNTY MARATHON AND THE MARIN COUNTY TRIATHLON ON POINT SAN PEDRO ROAD FOR CALENDAR YEAR 2019**

**SUBJECT:** Resolution authorizing the temporary closure of portions of Pt. San Pedro Road for the Marin County Marathon, April 28, 2019 and the Marin County Triathlon, October 19-20, 2019

**RECOMMENDATION:** Adopt a resolution approving special event street closures for the Marin County Marathon and the Marin County Triathlon on Point San Pedro Road for Calendar Year 2019

**BACKGROUND:**

The Marin County Marathon and the Marin County Triathlon are two fundraising events produced annually by Sustainable Sports on Point San Pedro Road between Riviera Drive and China Camp State Park. Advance approval for these two similar annual events significantly streamlines the approval process without sacrificing City input and control.

All street closures for special events are coordinated with the Police Department Traffic Division, Parking Services and Public Works Department as well as other departments that require input for the service that is needed. Individual operational planning for each event regarding staffing and event logistics will be generated as the year progresses.

If approval for the street closures is granted, staff will continue to process the respective event applications and any other documentation that is required. All event organizers are required to submit an Event Application, fulfill insurance requirements indemnifying the City from liability associated with the event, provide information regarding operation, logistics and activities included in the event, as well as adhere to any local, state and/or federal rules and regulations. City staff will ensure event organizers effectively manage community notifications of the event, as well as associated road closures.

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**FOR CITY CLERK ONLY**

File No.: \_\_\_\_\_

Council Meeting: \_\_\_\_\_

Disposition: \_\_\_\_\_

**ANALYSIS:**

Specific street closure times will be determined by Event Staff and the Traffic Sergeant as needed for each event day and schedule, and will be noticed to the public.

**COMMUNITY OUTREACH:**

Merchants, businesses, residents and general public are notified of the street closures through a variety of traditional methods which may include but are not limited to mailed public notification, public service messages, HOA's websites/newsletters, event posters, etc.

**FISCAL IMPACT:**

Pursuant to the current City policy, Police, Public Works and Parking Services fees and/or costs will be assessed and reimbursed by the event organizer unless directed otherwise.

**RECOMMENDED ACTION:**

Adopt a resolution approving special event street closures for the Marin County Marathon and the Marin County Triathlon on Point San Pedro Road for Calendar Year 2019.

**ATTACHMENT:**

1. Resolution



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

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF PT. SAN PEDRO ROAD FROM RIVIERA DRIVE TO BISCAYNE DRIVE FOR THE MARIN COUNTY MARATHON, APRIL 28, 2019 AND THE MARIN COUNTY TRIATHLON, OCTOBER 19-20, 2019.**

**WHEREAS**, the Marin County Marathon will be held on April 28, 2019 and the Marin County Triathlon will be held on October 19-20, 2019; and

**WHEREAS**, temporary road closures are required to facilitate both events; and

**WHEREAS**, after reviewing plans for the events and the traffic patterns, City staff has determined and recommended that, in the interest of the safety and welfare of pedestrian and auto traffic in the Peacock Gap area, the street specified below should be temporarily closed to through traffic for the dates set forth:

1. Street to be closed Sunday, April 28, 2019: Point San Pedro Road from Riviera to Biscayne Drive
2. Street to be closed Saturday and Sunday, October 19-20, 2019: Point San Pedro Road from Riviera to Biscayne Drive

**WHEREAS**, the specific time periods for the above temporary closures shall be as determined by the City's Events Coordinator in consultation with the Police Department, and the Events Coordinator shall give timely notice to the public of those time periods by signage and/or other appropriate means;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL HEREBY RESOLVES:**

1. That all the above findings are true and correct;
2. That, pursuant to the authority of Vehicle Code section 21101(e), for the safety and protection of persons, both pedestrians and vehicle drivers, the City Council hereby authorizes the temporary closure of the above listed street as set forth above.

I, Lindsey Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 18th day of March 2019, by the following vote, to wit:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

\_\_\_\_\_  
Lindsay Lara, City Clerk




**SAN RAFAEL**  
THE CITY WITH A MISSION

**Agenda Item No: 4.f**  
**Meeting Date: March 18, 2019**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Community Services**

**Prepared by: Brian Auger, Event Coordinator**      **City Manager Approval:** 

**TOPIC:            APPROVAL FOR SPECIAL EVENT STREET CLOSURES IN DOWNTOWN SAN RAFAEL**

**SUBJECT:        RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF STREETS IN DOWNTOWN FOR SPECIAL EVENTS FOR CALENDAR YEAR 2019**

**RECOMMENDATION:**

Adopt a resolution authorizing the special event street closures in Downtown San Rafael for Calendar Year 2019

**BACKGROUND:**

The San Rafael Municipal Code requires City Council approval of all special events which necessitate the temporary closure of City streets and temporary parking restrictions. As of March 2019, there are six (6) special events that are planned which require street closures and/or parking restrictions; many involve closure of downtown streets.

Individual operational reports covering staffing and street closures will be generated for each event as the year progresses. Staff recommends that the City Council approve these special event street closures for the year 2019.

Advance approval for the majority of events will streamline the approval process without sacrificing City input and control. If approval is granted for the stated events, the Events Coordinator will continue to process all event applications as in previous years. Event producers will be required to submit a Special Event Application, fulfill insurance requirements indemnifying the City from liability associated with the event, and provide detailed information regarding operation, logistics and activities included in the event. The Events Coordinator will ensure event organizers effectively manage community notifications of potential event impacts as well as associated street closures.

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**FOR CITY CLERK ONLY**

**File No.:** \_\_\_\_\_

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

**ANALYSIS:**

The following table includes the six special event street closure events:

<b>Date</b>	<b>Event</b>	<b>Location</b>
Every Thursday between April and September 2019	Downtown San Rafael Market	Fourth Street; Cijos Street to B Street; various side streets
May 11, 2019	May Madness	Fourth Street: Lincoln Avenue to C Street; various side streets
July 27, 2019	San Rafael Toyota Criterium	Fourth Street: Lootens Place to E Street; various side streets
September 22, 2019	Porchfest	Gerstle Park: Bayview Street; Clorinda Street to San Rafael Avenue; Marin Street; various side streets
November 3, 2019	West End Family Fun Day Celebration	Fourth Street: Shaver Street to H Street; various side streets
November 29-30, 2019	Winter Wonderland/Parade of Lights	Fourth Street: Lootens Place to B Street; various side streets

Specific street closure times will be determined by Event Staff and the Traffic Sergeant as needed for each event day and schedule and will be noticed to the public.

**COMMUNITY OUTREACH:**

Merchants, businesses, residents and the general public are notified of the street closures through a variety of traditional outlets, including mailed notices, public service messages, event posters etc. In addition, staff will use official City social media to communicate street closure information.

**FISCAL IMPACT:**

Pursuant to the current City policy, Police, Public Works and Parking Services fees and/or costs will be assessed and reimbursed by the event organizer unless directed otherwise.

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the special event street closures in Downtown San Rafael for Calendar Year 2019.

**ATTACHMENT:**

1. Resolution

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**FOR CITY CLERK ONLY**

**File No.:** \_\_\_\_\_

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

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

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF STREETS IN DOWNTOWN FOR SPECIAL EVENTS FOR CALENDAR YEAR 2019**

**WHEREAS**, the San Rafael City Council has determined that it is in the best interests of the public health and safety to implement a modified Traffic Plan and Road Closure for all special events in Downtown San Rafael and nearby neighborhoods; and

**WHEREAS**, after reviewing plans for the events and the traffic patterns, City staff has determined and recommended that, in the interest of the safety and welfare of pedestrian and auto traffic in the downtown area, the streets shown in Attachment 1 attached hereto and incorporated herein by reference, should be temporarily closed to through traffic for the date and locations as specified on Attachment 1; and

**WHEREAS**, the specific time periods for the temporary closures described on Attachment 1 shall be as determined by the City’s Events Coordinator in consultation with the Police Department, and the Events Coordinator shall give timely notice to the public of those time periods by signage and/or other appropriate means;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL HEREBY RESOLVES:**

1. That all the above findings are true and correct; and
2. That pursuant to the authority of Vehicle Code section 21101(e), for the safety and protection of persons, both pedestrians and vehicle drivers, the City Council hereby authorizes the temporary closure of the listed streets for the locations and dates shown on Attachment 1.

I, Lindsay Lara, City Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council held on the 18th day of March 2019 by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

\_\_\_\_\_  
Lindsay Lara, City Clerk



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: FINANCE

From: Nadine Hade  
Finance Director

City Manager Approval: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'AS', written over a horizontal line.

**TOPIC: PARAMEDIC TAX RATE FOR FISCAL YEAR 2019-20**

**SUBJECT: MAINTAIN UNCHANGED TAX RATES FOR FISCAL YEAR 2019-2020 FOR PARAMEDIC SERVICES FOR BOTH RESIDENTIAL AND NON-RESIDENTIAL PROPERTIES IN THE CITY OF SAN RAFAEL, CSA 13, CSA 19 AND MARINWOOD CSD AS PROVIDED FOR IN THE VOTER-APPROVED PARAMEDIC SERVICES SPECIAL TAX**

**RECOMMENDATION:** Accept report and maintain unchanged the Paramedic Tax rates for 2019-2020 for residential and non-residential properties.

**BACKGROUND:** In 1979, the voters of San Rafael approved a new tax for the purpose of supporting a paramedic program. The original ordinance established [Municipal Code Chapter 3.28](#). Included in that Chapter, under Section 3.28.060, is the authority of the City Council to set the tax rates based upon a budget recommendation by the City Manager. The tax was applied at a flat rate per residential dwelling. This tax was also approved by three separate jurisdictions that receive paramedic service from the City of San Rafael. These areas included the Marinwood Community Services District (CSD), County Service Area No.13 (Upper Lucas Valley) and County Service Area No. 19.

In 1988, the voters approved an extension of the tax to improved non-residential properties, which was levied on a square footage basis.

In 1996, Proposition 218 was passed by California voters, limiting local governments' ability to implement new or raise existing taxes, assessments and other property-related fees. Effectively, under Proposition 218, no tax can be added or increased without a two-thirds voter approval.

In November 2006, the voters of San Rafael passed Measure P, subsequently designated as [Ordinance 1846](#), which increased the ceiling on the residential tax rate to \$85.00 per living unit and to \$0.11 per square foot on non-residential property. All improved commercial and industrial sites were levied based upon Assessor square footage records for building size. The other service areas approved paramedic tax rate ceilings to coincide with San Rafael's measure. In November of 2006, CSA No. 13 approved Measure H and CSA No. 19 approved Measure I, each by a 2/3 majority. Both Measures set the tax maximums at \$85.00 for residential and \$0.11 cents per square foot for non-residential. Similarly, in November 2006, Marinwood CSD approved Measure M to establish the same tax ceilings.

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

In November 2010, the voters of San Rafael passed Measure I, subsequently designated as [Ordinance 1891](#), which increased the ceiling on the residential tax rate from \$85.00 to \$108.00 per living unit and on the non-residential tax rate from \$0.11 to \$0.14 per square foot (based on Assessor records of square footage). This vote was conducted in accordance with Proposition 218 requirements.

In November 2011, the voters of CSA No. 13 and CSA No. 19 passed Measures E and F, respectively. These measures increased the ceiling on the residential tax rate from \$85.00 to \$95.00 per living unit and on the non-residential tax rate from \$0.11 to \$0.132 per square foot for both service areas. (Marinwood CSD continues under its Measure M at the rate of \$85.00 for residential and \$0.11 cents per square foot for non-residential. That district does not have current plans to introduce a rate increase issue on future ballots.)

The purpose of this report is to present the proposed budget upon which the recommended tax rates for Fiscal Year 2019-2020 have been determined. This report was reviewed at the San Rafael City Council Finance Committee public meeting of March 12, 2019. The Committee is supportive of staff's recommendations.

**ANALYSIS:**

Tax rates and paramedic charges are based upon recovering the cost of service. The cost of the paramedic program expenditures has been determined in a manner consistent with prior fiscal year trends, the study of personnel costs, and economic conditions. The sources of funds projected to cover the Fiscal Year 2019-2020 program costs of \$7,790,000 include paramedic tax, third-party billings for medical emergency response and Medi-Cal reimbursements, paramedic tax back billings, federal grants, and other revenues. (See Attachment I)

Based upon projected costs, revenues and service levels, the current tax rates will be sufficient to cover the operating expenses of the paramedic program for the upcoming fiscal year. However, the costs of providing services are outpacing revenue growth and, therefore, the implementation of rate increases will be necessary in future years in order to maintain the current levels of service. Staff will review billing recovery and expenditure trends during the first half of fiscal year 2019-2020, preliminarily to assess the impact of maintaining service levels in future fiscal years on future tax rates, and report back during the mid-year review.

Attachment I provides detailed information regarding the proposed revenues and expenditures for Fiscal Year 2019-2020, as well as the estimated results for Fiscal Year 2018-2019, the previous three years of actual financial results, and three years of future year projections.

Of the fund balance, a reserve of 10% of the year-over-year change in expenses is recommended to be set aside for future operational needs to support unexpected revenue or expenditure variances. The remaining fund balance is recommended to be allocated to the Essential Facilities Phase II capital project.

Staff recommends maintaining the current respective residential rates of \$85 per living unit in Marinwood CSD and \$95 per living unit in the City and CSAs No.13 and No.19. For nonresidential properties, staff recommends maintaining the current rate of \$0.11 per square foot in Marinwood CSD and \$0.132 per square foot for the City and CSAs No. 13 and No. 19. (See Attachment II)

**COMMUNITY OUTREACH:** For the purpose of transparency and sharing relevant information to the service areas for whom emergency medical services are provided, all service areas have been advised

of the recommendations contained in this report through discussions and correspondence with the Fire Chief. In addition, this recommendation was discussed at a public Finance Committee meeting on March 12, 2019.

**FISCAL IMPACT:** The budget as presented is within the voter-approved tax rates for both the residential and non-residential (commercial and industrial) ratepayers in all jurisdictions.

The paramedic services are accounted for in the Emergency Medical Services Special Revenue Fund. This fund operates self-sufficiently with revenues from paramedic taxes, third-party medical billings and other reimbursements. The total expenditures for fiscal year 2019-2020 are projected to be \$7,790,000. Total resources (including fund balance and projected revenues) exceed this amount. An Emergency Medical Services Fund final budget, which will include changes, if any, to the proposed budget, will be incorporated into the City-wide operating budget for adoption on July 15, 2019.

**RECOMMENDED ACTION:** Accept report and maintain unchanged Paramedic Tax rates for 2019-2020 for residential and non-residential properties.

**ATTACHMENTS:**

1. Attachment I (FY 19-20 Paramedic Tax Budget)
2. Attachment II (Paramedic Rate and Ratio History)

**Paramedic Tax Budget FY 19-20**

For illustrative purposes - assumes increase in paramedic tax revenue and 3-4% expense increase

City of San Rafael Residential/Non-Residential	\$89 / 0.1200	\$89 / 0.1200	\$92 / 0.1250	\$95 / 0.1320	\$95 / 0.1320	\$98 / 0.1400	\$101 / 0.1400	\$104 / 0.1400
	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Estimated 2018-2019	Preliminary Budget 2019-2020	Projected 2020-2021	Projected 2021-2022	Projected 2022-2023
Paramedic Tax (a)	\$ 4,226,020	\$ 4,495,821	\$ 4,678,333	\$ 4,872,000	\$ 4,872,000	\$ 5,075,000	\$ 5,143,000	\$ 5,211,000
Paramedic Tax: Prior Year Billings		989,816	244,165	84,000	81,000	76,000	37,000	-
Fire Dept.: 3rd Party Billing	2,319,676	1,506,437	2,808,780	2,458,000	2,550,000	2,550,000	2,550,000	2,550,000
Federal Grant - GEMT (b)	275,772	121,517	168,272	154,000	154,643	154,643	154,000	154,000
Other Revenue	7,751	7,871	56,991	18,000	12,750	12,750	12,750	12,750
IGT-Intergovernmental Transfer	270,335	220,842	494,228	190,000	220,000	220,000	220,000	220,000
<b>Total Revenues</b>	<b>\$ 7,099,554</b>	<b>\$ 7,342,304</b>	<b>\$ 8,450,769</b>	<b>\$ 7,776,000</b>	<b>\$ 7,890,393</b>	<b>\$ 8,088,393</b>	<b>\$ 8,116,750</b>	<b>\$ 8,147,750</b>
Personnel Costs	\$ 5,469,474	\$ 5,825,873	\$ 5,972,397	\$ 6,134,049	\$ 6,292,000	\$ 6,527,000	\$ 6,772,000	\$ 7,026,000
Supplies and Services	1,252,827	1,336,426	1,253,471	1,498,000	1,498,000	1,542,000	1,589,000	1,636,000
Capital Outlay	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 6,722,301</b>	<b>\$ 7,162,299</b>	<b>\$ 7,225,868</b>	<b>\$ 7,632,049</b>	<b>\$ 7,790,000</b>	<b>\$ 8,069,000</b>	<b>\$ 8,361,000</b>	<b>\$ 8,662,000</b>
Revenues Over/Under Expenditures	\$ 377,253	\$ 180,005	\$ 1,224,901	\$ 143,951	\$ 100,393	\$ 19,393	\$ (244,250)	\$ (514,250)
Fund balance, beginning of year	1,187,276	1,564,529	1,744,534	1,744,534	763,205	779,000	798,393	554,143
Transfer to Capital Fund (c)			\$ (1,700,000)	\$ (1,125,280)	\$ (84,598)	(d)		
<b>Fund balance, end of year</b>	<b>\$ 1,564,529</b>	<b>\$ 1,744,534</b>	<b>\$ 1,269,435</b>	<b>\$ 763,205</b>	<b>\$ 779,000</b>	<b>\$ 798,393</b>	<b>\$ 554,143</b>	<b>\$ 39,893</b>

(a) FY 19-20 Paramedic Tax Assumes no change in tax in San Rafael and the CSA's; \$95 per living unit and \$0.132 per sq. ft. non-residential

(b) GEMT - Ground Emergency Medical Transport

(c) Policy direction to allocate resources to the Essential Facilities Fund for the capital projects.

(d) Fund is to maintain a 10% operations reserve and the remainder is to be transferred to support capital improvements for the paramedic program. The transfer occurs annually after year-end numbers are finalized.



**CITY OF SAN RAFAEL  
PARAMEDIC SERVICE AREA ZONE B  
HISTORY OF TAX RATES AND CAPS**

Fiscal Year	Residential Tax Rate	Authorized Cap	Non-Residential Tax Rate	Authorized Cap	Explanations
2008-09	\$ 77.00	\$ 85.00	\$ 0.0960	\$ 0.1100	
2009-10	\$ 81.00	\$ 85.00	\$ 0.1030	\$ 0.1100	
2010-11	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2011-12	\$ 89.00	\$ 108.00	\$ 0.1200	\$ 0.1400	Passage of Measure I
2012-13	\$ 89.00	\$ 108.00	\$ 0.1200	\$ 0.1400	
2013-14	\$ 89.00	\$ 108.00	\$ 0.1200	\$ 0.1400	
2014-15	\$ 89.00	\$ 108.00	\$ 0.1200	\$ 0.1400	
2015-16	\$ 89.00	\$ 108.00	\$ 0.1200	\$ 0.1400	
2016-17	\$ 89.00	\$ 108.00	\$ 0.1200	\$ 0.1400	
2017-18	\$ 92.00	\$ 108.00	\$ 0.1250	\$ 0.1400	
2018-2019 adopted	\$ 95.00	\$ 108.00	\$ 0.1320	\$ 0.1400	
2019-2020 proposed	\$ 95.00	\$ 108.00	\$ 0.1320	\$ 0.1400	

**CSA# 13, and CSA# 19  
PARAMEDIC SERVICE AREA ZONE B  
HISTORY OF TAX RATES AND CAPS**

Fiscal Year	Residential Tax Rate	Authorized Cap	Non-Residential Tax Rate	Authorized Cap	Explanations
2008-09	\$ 77.00	\$ 85.00	\$ 0.0960	\$ 0.1100	
2009-10	\$ 81.00	\$ 85.00	\$ 0.1030	\$ 0.1100	
2010-11	\$ 85.00	\$ 85.00	\$ 0.1030	\$ 0.1100	
2011-12	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2012-13	\$ 89.00	\$ 95.00	\$ 0.1200	\$ 0.1320	Passage of Measure E & F
2013-14	\$ 89.00	\$ 95.00	\$ 0.1200	\$ 0.1320	
2014-15	\$ 89.00	\$ 95.00	\$ 0.1200	\$ 0.1320	
2015-16	\$ 89.00	\$ 95.00	\$ 0.1200	\$ 0.1320	
2016-17	\$ 89.00	\$ 95.00	\$ 0.1200	\$ 0.1320	
2017-18	\$ 92.00	\$ 95.00	\$ 0.1250	\$ 0.1320	
2018-2019 adopted	\$ 95.00	\$ 95.00	\$ 0.1320	\$ 0.1320	
2019-2020 proposed	\$ 95.00	\$ 95.00	\$ 0.1320	\$ 0.1320	

**MARINWOOD (CSD)  
PARAMEDIC SERVICE AREA ZONE B  
HISTORY OF TAX RATES AND CAPS**

Fiscal Year	Residential Tax Rate	Authorized Cap	Non-Residential Tax Rate	Authorized Cap	Explanations
2008-09	\$ 77.00	\$ 85.00	\$ 0.0960	\$ 0.1100	
2009-10	\$ 81.00	\$ 85.00	\$ 0.1030	\$ 0.1100	
2010-11	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2011-12	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2012-13	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2013-14	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2014-15	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2015-16	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2016-17	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2017-18	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2018-2019 adopted	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	
2019-2020 proposed	\$ 85.00	\$ 85.00	\$ 0.1100	\$ 0.1100	

**Paramedic Tax Ratio**

Fiscal Year	Residential	Non-Residential
2008-09	63.80%	36.20%
2009-10	63.70%	36.30%
2010-11	63.30%	36.70%
2011-12	63.70%	36.30%
2012-13	63.70%	36.30%
2013-14	63.50%	36.50%
2014-15	63.60%	36.40%
2015-16	63.60%	36.40%
2016-17	56.99%	43.01%
2017-18	53.97%	46.03%
2018-2019 adopted	53.40%	46.60%
2019-2020 proposed	<b>53.40%</b>	<b>46.60%</b>

**ORDINANCE NO. 1968**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL AMENDING CHAPTER 10.96 OF THE SAN RAFAEL MUNICIPAL CODE REGULATING CANNABIS BUSINESSES WITHIN CITY LIMITS, SPECIFICALLY AUTHORIZING BY LICENSE CANNABIS DELIVERY, INFUSED PRODUCT MANUFACTURING, LABORATORY TESTING, AND CANNABIS DISTRIBUTION**

**THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:**

**DIVISION 1. FINDINGS**

**WHEREAS**, in 2015, the State Legislature adopted the “Medical Marijuana [now “Cannabis”] Regulation and Safety Act” (MCRSA) establishing a state licensing process for “commercial cannabis activity,” defined as including “cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution, or sale of medical cannabis or a medical cannabis product, except as permitted for qualifying patients and primary caregivers;” and

**WHEREAS**, on November 8, 2016, the voters of the State of California enacted Proposition 64, the “Control, Regulate and Tax Adult Use of Marijuana Act” (AUMA), to allow for nonmedical adult use of cannabis, and implementing regulations were subsequently developed by the state agencies for this act as well; and

**WHEREAS**, in July 2017, the Governor signed [Senate Bill 94](#), entitled the “Medical and Adult-Use Cannabis Regulation and Safety Act” (MAUCRSA), which took effect immediately. The MAUCRSA directed that the MCRSA’s medical cannabis regulations be coordinated with AUMA’s nonmedical cannabis regulations; and

**WHEREAS**, the State of California adopted emergency regulations that became effective on January 1, 2018; and

**WHEREAS**, on December 4, 2017, the City Council enacted Ordinance No. 1949, an urgency ordinance adding new Chapter 10.96 to the San Rafael Municipal Code to limit the commercial cannabis activities that will be allowed in the City of San Rafael starting on January 2, 2018 to those medical cannabis businesses determined by the City Council to be beneficial rather than detrimental to the residents, workers and visitors in the City, namely medical cannabis testing, manufacturing, and delivery businesses; and

**WHEREAS**, San Rafael Municipal Code Section 10.96.050 was amended by Ordinance No. 1960 adopted on June 4, 2018, to additionally authorize medical cannabis distribution businesses; and

**WHEREAS**, San Rafael Municipal Code Section 10.96.050, as amended, provides that the City Council shall, by resolution, adopt reasonable regulations for the license process for the medical commercial cannabis activities permitted within the City, and for the number of each license type to be issued; and

**WHEREAS**, Measure G, a proposition to adopt a “cannabis industry tax” to regulate and tax cannabis businesses within San Rafael city limits was approved by San Rafael voters on June 5, 2018 and is now codified as Chapter 3.40 of the San Rafael Municipal Code; and

**WHEREAS**, on January 16, 2019, the State of California moved from emergency regulations and officially approved state regulations for cannabis businesses across the supply chain, effective immediately, meaning the emergency regulations are no longer in effect; and

**WHEREAS**, to fulfill the will of the voters and streamline state regulations the City’s regulations will change from allowing only medical to allowing medical and adult use/recreational cannabis businesses.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES HEREBY ORDAIN AS FOLLOWS:**

**DIVISION 2. MUNICIPAL CODE AMENDMENT.**

Chapter 10.96 of the San Rafael Municipal Code, entitled “Medical Cannabis Business”, is hereby amended to be retitled as “Cannabis Business” and to read in its entirety as follows:

**10.96.010 – Purpose and Intent**

It is the purpose and intent of this chapter to provide for the orderly regulation of the commercial cannabis industry within the City of San Rafael with the intent of encouraging economic growth and job creation while protecting the public health, safety and welfare of the residents of the city. The City Council may adopt by resolution any regulations or policies that will further the purpose of this chapter, and that do not conflict with the provisions herein.

It is also the purpose and intent of this chapter to prohibit all commercial cannabis activity not authorized under this chapter within the City.

All definitions, authority, scope, responsibilities, requirements, standards, conditions, exemptions, procedures and penalties described within state law are adopted and incorporated.

**10.96.020 – In General**

The Economic Development Director or their designee shall administer and enforce the provisions of this Chapter, applicable state law, and the rules and regulations promulgated by the State Department of Public Health’s Manufactured Cannabis Safety Branch and the Department of Consumer Affairs Bureau of Cannabis Control, or other state designated regulatory authority. This Chapter and the regulations contained herein apply to the entire City.

**10.96.030 – Findings**

The San Rafael City Council finds:

1. Since, 1996, cannabis for personal medicinal purposes, when recommended by a physician, has been legal in the State of California under the Compassionate Use Act (Proposition 215); and
2. In 2016, California voters enacted Proposition 64, intended to create a comprehensive system to legalize, control, and regulate the cultivation, processing, manufacture, distribution, testing and sale of nonmedicinal cannabis, including cannabis products, for use by adults 21 years and older, and to tax the cultivation and retail sale of cannabis for nonmedicinal use; and
3. In 2017, the Governor signed a bill to combine the regulation of medical and nonmedical cannabis under one umbrella licensing and regulatory system, entitled the “Medical and Adult-use Cannabis Regulation and Safety Act” (MAUCRSA); and
4. MAUCRSA does not limit the authority of a local governing body to adopt and enforce local ordinances regulating businesses licensed under MAUCRSA or to completely prohibit such businesses with the local jurisdiction to the full extent authorized to a local agency by MAUCRSA; and
5. The use, cultivation, distribution, production, possession and transportation of cannabis remains illegal under Federal Law, and cannabis remains classified as a “controlled substance” by both California and Federal law; and
6. The City Council intends to limit commercial cannabis activity within the City limits; and
7. The City Council intends to regulate the use, acquisition, cultivation, production, and distribution of commercial cannabis activity in a manner that is consistent with the California Constitution and MAUCRSA. The regulations are intended to apply to all cannabis operations in the city by any cannabis business licensed under state law. Commercial cannabis activity can have an impact on health, safety, and community resources, and this Chapter is intended to license cannabis businesses where it will have minimal impact; and
8. To the extent that cannabis businesses are registered and authorized by the State of California to operate in the corporate limits of the city, the City Council desires to provide for their licensing and regulation to protect the public health, safety and general welfare of the citizens of the city; and
9. This chapter is to be construed to protect the public over cannabis business interests. Operation of a cannabis business is a revocable privilege and not a right in the city. There is no property right for an individual or business to have a cannabis business in the city; and
10. Cannabis is a heavily regulated industry in the city, and the city has a zero-tolerance policy of violations to this chapter.

## 10.96.040 – Definitions

For the purpose of this chapter, unless the context clearly requires different meaning, the words, terms, and phrases set forth in this section shall have the meanings given to them in this section:

- A. “Act” means the Medicinal and Adult-use Cannabis Regulation and Safety Act (MAUCRSA).
- B. “Applicant” means the owner of the applicant entity applying for a City and State license.
- C. “Cannabis” means all parts of the plant *cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” does not include the mature stalks of the plant, fiber produced from stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil or cake, or the sterilized seed of the plant which is incapable of germination. For the purposes of this division, “cannabis” does not mean “industrial hemp” as defined by Section 11018.5 of the Health and Safety Code.
- D. “Cannabis Business” means any business that engages in commercial cannabis activities.
- E. “Cannabis Distribution” means the procurement, sale, and transport of cannabis and cannabis products between entities licensed pursuant to state regulations.
- F. “Cannabis Processing” means any method used to prepare cannabis or its byproducts for commercial sale, including but not limited to: drying, cleaning, curing, packaging, and extraction of active ingredients to create cannabis related products and concentrates.
- G. “Cannabis Products” means cannabis including dried flower, and product containing cannabis.
- H. “Cannabis accessories” has the same meaning as in Health and Safety Code section 11018.1.
- I. “Commercial cannabis activity” includes cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery or sale of cannabis and cannabis products as provided for in Business and Professions Code section 26000 *et. seq*

- J. "Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.
- K. "Edible cannabis product" means cannabis product that is intended to be used, in whole or in part, for human consumption. Edible cannabis product includes cannabis products that dissolve or disintegrate in the mouth but does not include cannabis concentrate.
- L. "Delivery" means the commercial transfer of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform.
- M. "Dispensary" means a facility open to the public where cannabis, cannabis products, or devices for the use of cannabis or cannabis products are offered, either individually or in any combination, for retail sale.
- N. "License" refers to any one (1) of the licenses described by section 10.96.050 that specifically authorizes a person to conduct commercial cannabis operations in the City.
- O. "Licensee" means a person issued a state license under the Act to engage in commercial cannabis activity or a person issued a cannabis business license under Section 10.96.050 of this Chapter.
- P. "Licensing Authority" means the state agency responsible for the issuance, renewal, or reinstatement of the state license, or the state agency authorized to take disciplinary action against the licensee.
- Q. "Manufacturer" means a licensee that conducts the production, preparation, propagation, or compounding of cannabis or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products, or labels or relabels its containers.
- R. "Medical cannabis" or "medicinal cannabis" means cannabis or cannabis product, respectively, intended to be sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215), found at Section 11362.5 of the Health and Safety Code, by a medicinal patient in California who possesses a physician's recommendation.
- S. "M-License" means a state license issued pursuant to Division 10 of the Business and Professions Code for commercial cannabis activity involving medicinal cannabis
- T. "A-License" means a state license issued pursuant to Division 10 of the Business and Professions Code for cannabis or cannabis products that are intended for adults who are 21 years of age and older and who do not possess a physician's recommendation.
- U. "Premises" means the designated structure(s) and land specified in the application that is owned, leased, or otherwise held under the control of the

applicant or licensee where the commercial cannabis activity will be or is conducted.

- V. "State" means the State of California.
- W. "State license" means a state license issued pursuant to Division 10 of the California Business and Professions Code (Sections 26000, *et seq*).
- X. "Type N" means a state license issued for manufacturers that produce edible or topical products using the infusion process, or other types of cannabis products other than extracts and concentrates, but who do not conduct extractions. Type N licensees may also package and label cannabis products on a licensed premise.
- Y. "Testing Laboratory" means a laboratory, facility, or entity in the state that offers or performs tests of cannabis and cannabis products and that is both of the following:
  - i. Accredited by an accrediting body that is independent from all other persons involved in the cannabis industry in the state.
  - ii. Licensed by the Department of Consumer Affairs Bureau of Cannabis Control.

#### **10.96.050 – Commercial Cannabis Businesses Authorized**

Notwithstanding section 10.96.080, the City shall allow commercial cannabis activity and testing laboratories by license only, as described below:

- A. Each cannabis business seeking to operate within the City must first apply and be issued the appropriate license to operate within the City. The license is specific to the location where the commercial cannabis business will be operating. Multiple operating locations for the same cannabis business will require separate licenses. Each license is non-transferable.
- B. A cannabis business may apply for any of the following:
  - 1. **Testing Laboratory License. State License Type 8.** A testing laboratory license is required for all activities for which MAUCRSA requires a Type 8 state license.
  - 2. **Manufacturing License – Infusions. State License Type N.** A manufacturing license is required for all activities for which MAUCRSA requires a Type N state license.
  - 3. **Cannabis Delivery – Non-storefront. State License Type 9.** A non-storefront retailer license is required for all activities for which MAUCRSA requires a Type-9, non-storefront retailer state license to conduct retail cannabis sales exclusively by delivery as defined in Business and Professions Code section 26001(p).

4. **Cannabis Distribution. State License Type 11.** A distribution license is required for all activities for which MAUCRSA requires a Type 11 state license.
5. No license shall be issued if the cannabis activity is not a permitted land-use in the City.
- C. The City Council shall adopt by resolution reasonable regulations pertaining to the license process for the above identified commercial cannabis businesses allowed within the City.
- D. The City Council shall adopt by resolution a limit on the number of each license type to be issued.
- E. Unless expressly permitted and outlined in this chapter all other types of cannabis businesses (medical or non-medical) are prohibited within City limits.

#### **10.96.060 – Cannabis Gross Receipts Business Tax Required**

The requirements of this chapter shall be in addition to any Cannabis Industry Tax requirements imposed pursuant to Chapter 3.40 of this Code.

#### **10.96.070 – State License Required**

In addition to a license identified in Section 10.96.050 any cannabis business operating within City boundaries must possess the appropriate state license issued by the appropriate licensing authority required by state law. If a state license has not yet been issued at the time of the license application, the cannabis business shall describe how it will meet the state licensing requirements, and provide supporting documentation required by the local licensing authority.

#### **10.96.080 – Cannabis Business Prohibitions**

- A. Except as provided in Section 10.96.050, cannabis cultivation and cannabis dispensaries shall be prohibited activities in the City, and no person or entity shall conduct or engage in said activities, except where the City is preempted by federal or state law from enacting a prohibition on any such activity or prohibiting a person or entity from conducting or engaging in such activity.
- B. All cannabis businesses operating in violation of this chapter are expressly prohibited. No entity that distributed cannabis prior to the enactment of this chapter shall be deemed to have been a legally established use under the provisions of this chapter, and such use shall not be entitled to claim legal nonconforming status for the purposes of licensing.



**10.96.090 – Violations a public nuisance, penalties, nuisance abatement, and other remedies**

Any cannabis business operated, conducted, or maintained contrary to the provisions of this chapter shall be, and the same is hereby declared to be, unlawful and a public nuisance, and the city attorney may, in addition to or in lieu of prosecuting a criminal action hereunder, commence an action or actions, proceeding or proceedings, for the abatement, removal and enjoinder thereof, in the manner provided by law. Such remedies shall be in addition to any other judicial and administrative penalties and remedies available to the city under this chapter, or chapters 1.40, 1.42, 1.44, or 1.46 of this code, or under state law.

**10.96.100 – Fees**

The City Council may establish by resolution the fees that shall be charged for administration and implementation of this chapter. The adoption of such fees shall not prevent the City from recovering enforcement costs not specified in such resolution.

**10.96.110 – Severability**

If any provision of this chapter of the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this chapter, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end, the provisions of this chapter are severable.

**DIVISION 3. CALIFORNIA ENVIRONMENTAL QUALITY ACT**


This Ordinance is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to the State CEQA Guidelines, since it can be seen with certainty that there is no possibility that this Ordinance or its implementation would have a significant effect on the environment (14 Cal. Code Regs. Section 15061(b)(3)).

**DIVISION 4. PUBLICATION; EFFECTIVE DATE**

A summary of this Ordinance shall be published and a certified copy of the full text of this Ordinance shall be posted in the office of the City Clerk at least five (5) days prior to the Council meeting at which it is adopted.

This Ordinance shall be in full force and effect thirty (30) days after its final passage, and the summary of this Ordinance shall be published within fifteen (15) days after the adoption, together with the names of those Councilmembers voting for or against same, in the Marin Independent Journal, a newspaper of general circulation published and circulated in the City of San Rafael, Marin County, State of California.

Within fifteen (15) days after adoption, the City Clerk shall also post in the office of the City Clerk a certified copy of the full text of this Ordinance, along with the names of those Councilmembers voting for or against the Ordinance.

  
GARY O. PHILLIPS, Mayor

ATTEST:

  
LINDSAY LARA, City Clerk

The foregoing Ordinance No. 1968 was read and introduced at a regular meeting of the City Council of the City of San Rafael on Monday, March 4, 2019 and was ordered passed to print by the following vote, to wit:

AYES: Councilmembers: Bushey, Colin, Gamblin & McCullough

NOES: Councilmembers: None

ABSENT: Councilmembers: Mayor Phillips

And will come up for adoption as an Ordinance of the City of San Rafael at a Regular Meeting of the Council to be held on the 18th day of March 2019.

  
LINDSAY LARA, City Clerk

## **SUMMARY OF ORDINANCE NO. 1968**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL AMENDING CHAPTER 10.96 OF THE SAN RAFAEL MUNICIPAL CODE REGULATING CANNABIS BUSINESSES WITHIN CITY LIMITS**

This Summary concerns a proposed ordinance of the City Council of the City of San Rafael, designated as Ordinance No. 1968, which will amend San Rafael Municipal Code 10.96, authorizing commercial recreational adult-use activity for existing licensed cannabis businesses and future licensed cannabis businesses, with additional minor changes to the municipal code to align the City's ordinance with the State's final regulations for commercial cannabis businesses. Ordinance No. 1968 is scheduled for a second reading and adoption by the San Rafael City Council at its regular meeting of March 18, 2019. The City Clerk has been directed to publish this Summary pursuant to City Charter and California Government Code section 36933(c)(1).

### **SUMMARY OF AMENDMENT TO MUNICIPAL CODE**

The Ordinance will amend San Rafael Municipal Code 10.96 to authorize commercial cannabis activity to include recreational adult-use and includes minor changes to the municipal code to align the City's ordinance with the State's final regulations for commercial cannabis businesses. The City's priority is to protect the public health, safety, and general welfare of the community over the interests of the cannabis trade, so heavy regulation is required to ensure proper operation and oversight of licensed cannabis businesses. Each cannabis business must apply and be issued the appropriate license through the City of San Rafael, which include the following license types: laboratory, manufacturing - infused products, delivery, and distribution (cultivation and dispensaries are expressly prohibited). No storefront dispensaries are authorized by the Ordinance. A State license will also be required to operate within the City of San Rafael. All cannabis related businesses may only be permitted to located in appropriate land use designations and pay their fair share of taxes to the City. Proper enforcement and oversight of all cannabis related businesses will be provided to ensure any potential nuisances are quickly abated.

The Ordinance also refers to the cannabis business operator license program, which replaced the medical cannabis business operator license pilot program. The program, adopted by City Council resolution, provides a framework for the licensing process and describes the fees, operating requirements, license parameters, and enforcement provisions for cannabis related businesses.

The City has determined that adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) as it does not have the potential to cause a significant effect on the environment.

Copies of Ordinance No. 1968 will be available for public review as of Wednesday, March 13, 2019, at the San Rafael City Clerk's Office, 1400 Fifth Avenue, 2<sup>nd</sup> Floor, Room 209 during regular business hours, 8:30 a.m. to 5:00 p.m., and on the City's website: <https://www.cityofsanrafael.org>. You may also contact the City Clerk at (415) 485-3066 or the Economic Development Department at (415) 485-3460 for information.

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LINDSAY LARA  
San Rafael City Clerk  
Dated: 3/06/2019

**Marin Independent Journal**

4000 Civic Center Drive, Suite 301

San Rafael, CA 94903

415-382-7335

legals@marinij.com

CITY OF SAN RAFAEL  
CITY OF SAN RAFAEL  
CITY CLERK, ROOM 209  
1400 FIFTH AVENUE, SAN RAFAEL, CA 94901  
SAN RAFAEL, CA 94915-1560

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LINDSAY LARA  
San Rafael City Clerk  
Dated: 3/06/2019

no. 323 March 8, 2019

# Marin Independent Journal

4000 Civic Center Drive, Suite 301  
San Rafael, CA 94903  
415-382-7335  
legals@marinij.com

2070419

CITY OF SAN RAFAEL  
CITY OF SAN RAFAEL  
CITY CLERK, ROOM 209  
1400 FIFTH AVENUE, SAN RAFAEL, CA 94901  
SAN RAFAEL, CA 94915-1560

## PROOF OF PUBLICATION (2015.5 C.C.P.)

### STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**03/08/2019**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 11th day of March, 2019.



Signature

## PROOF OF PUBLICATION

Legal No. **0006305712**

### SUMMARY OF ORDINANCE NO. 1968

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This Summary concerns a proposed ordinance of the City Council of the City of San Rafael, designated as Ordinance No. 1968, which will amend San Rafael Municipal Code 10.96, authorizing commercial recreational adult-use activity for existing licensed cannabis businesses and future licensed cannabis businesses, with additional minor changes to the municipal code to align the City's ordinance with the State's final regulations for commercial cannabis businesses. Ordinance No. 1968 is scheduled for a second reading and adoption by the San Rafael City Council at its regular meeting of March 18, 2019. The City Clerk has been directed to publish this Summary pursuant to City Charter and California Government Code section 36933(c)(1).

### SUMMARY OF AMENDMENT TO MUNICIPAL CODE

The Ordinance will amend San Rafael Municipal Code 10.96 to authorize commercial cannabis activity to include recreational adult-use and includes minor changes to the municipal code to align the City's ordinance with the State's final regulations for commercial cannabis businesses. The City's priority is to protect the public health, safety, and general welfare of the community over the interests of the cannabis trade, so heavy regulation is required to ensure proper operation and oversight of licensed cannabis businesses. Each cannabis business must apply and be issued the appropriate license through the City of San Rafael, which include the following license types: laboratory, manufacturing - infused products, delivery, and distribution (cultivation and dispensaries are expressly prohibited). No storefront dispensaries are authorized by the Ordinance. A State license will also be required to operate within the City of San Rafael. All cannabis related businesses may only be permitted to located in appropriate land use designations and pay their fair share of taxes to the City. Proper enforcement and oversight of all cannabis related businesses will be provided to ensure any potential nuisances are quickly abated.

The Ordinance also refers to the cannabis business operator license program, which replaced the medical cannabis business operator license pilot program. The program, adopted by City Council resolution, provides a framework for the licensing process and describes the fees, operating requirements, license parameters, and enforcement provisions for cannabis related businesses.

The City has determined that adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) as it does not have the potential to cause a significant effect on the environment.

Copies of Ordinance No. 1968 will be available for public review as of Wednesday, March 13, 2019, at the San Rafael City Clerk's Office, 1400 Fifth Avenue, 2nd Floor, Room 209 during regular business hours, 8:30 a.m. to 5:00 p.m., and on the City's website: <https://www.cityofsanrafael.org>. You may also contact the City Clerk at (415) 485-3066 or the Economic Development Department at (415) 485-3460 for information.

LINDSAY LARA  
San Rafael City Clerk  
Dated: 3/06/2019

no. 323 March 8, 2019



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: POLICE Department**

**Prepared by: Glenn McElderry, Police Captain**

**City Manager Approval:** \_\_\_\_\_

**SUBJECT: LEASE AMENDMENT FOR POLICE ANNEX**

**RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO LEASE WITH 1099 D STREET, LLC, FOR THE POLICE ANNEX LOCATED AT 1099 D STREET, SUITES 100 AND 205, TO EXTEND THE LEASE FOR SUITE 100 ONE (1) YEAR COMMENCING APRIL 1, 2019, FOR \$13,958 IN RENT PER MONTH AND SUITE 205 THREE (3) MONTHS COMMENCING APRIL 1, 2019, FOR \$2,228.00 IN RENT PER MONTH**

**RECOMMENDATION:**

Authorize the City Manager to extend the existing lease with 1099 D St., LLC for the Police Department Annex, Suite 100 for one (1) year and Suite 205 for three months, beginning April 1, 2019, for \$13,958.00 per month and \$2,228.00 per month respectively.

**BACKGROUND:**

The Police Department has been leasing office space at 1099 D Street since February 2010. The lease expires on March 31, 2019. This office space is comprised of two Suites, 100 and 205. Suite 100 is used primarily by the Investigations Bureau and Professional Standards Unit. Suite 205 is used by the Youth Services Bureau, which will be closing as of June 2019.

**ANALYSIS:**

The Police Department continues to utilize two suites, 100 and 205, at the Annex building located at 1099 D St., San Rafael until the Public Safety Center is completed. The total space for both suites is 6070 square feet and we are currently paying \$14,592.00 per month / \$2.40 per square foot. Pursuant to the proposed lease amendment, beginning on April 1, 2019, the rent for Suite 100 will be \$13,958 per month and the rent for Suite 205 will be \$2,228.00 per month / \$2.66 per square foot. Included with the rent are utilities and a janitorial service that is provided by the building owner.

The following work units, which consist of 17 personnel, are currently housed at the Police Annex building:

Administrative Captain, Investigations Unit, Professional Standards Unit, Community Engagement/Social Media, and the Youth Services Bureau.

**FOR CITY CLERK ONLY**

**File No.:** \_\_\_\_\_

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_



Under the proposed lease amendment, the lease for Suite 205 will expire on June 30, 201. The lease for Suite 100 will expire on March 31, 2020 and will be month to month thereafter, if needed, based on the completion date of the Public Safety Center.

**FISCAL IMPACT:**

The City of San Rafael is currently paying \$14,592 per month or \$175,104 annually for both suites. The lease for Suite 100 will be \$13,958 per month / \$167,496 annually and Suite 205 for three months will be \$2,228 per month / total \$6,684. The cumulative increase of \$4,782 for the remaining three months in Fiscal Year 2019 is absorbed within the police department's budget. The total rental cost through March 31, 2020 will be \$174,180. Staff has accounted for the new lease costs as part of the Fiscal Year 2020 budget process.

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the City Manager to extend the existing lease with 1099 D St., LLC for the Police Department Annex, Suite 100 for one (1) year and Suite 205 for three months, beginning April 1, 2019 for \$13,958.00 per month and \$2,228.00 per month respectively.

**ATTACHMENTS:**

1. Resolution
2. Second amendment to lease beginning April 1, 2019.

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO LEASE WITH 1099 D STREET, LLC, FOR THE POLICE ANNEX LOCATED AT 1099 D STREET, SUITES 100 AND 205, TO EXTEND THE LEASE FOR SUITE 100 BY ONE (1) YEAR COMMENCING APRIL 1, 2019, FOR \$13,958 IN RENT PER MONTH AND SUITE 205 BY THREE (3) MONTHS COMMENCING APRIL 1, 2019, FOR \$2,228 IN RENT PER MONTH.**

**WHEREAS**, the City of San Rafael currently has a lease with 1099 D St., LLC, San Rafael for Suites 100 and 205, a 6070 square foot Police Department substation (Annex) for \$14,592 per month that will expire on March 31, 2019; and

**WHEREAS**, City Staff has reached a tentative agreement with 1099 D St., LLC, San Rafael to extend the lease for Suite 100 for one (1) year beginning on April 1, 2019, for \$13,958 per month; and

**WHEREAS**, City Staff has reached a tentative agreement with 1099 D St., LLC, San Rafael to extend the lease for Suite 205 for three (3) months beginning on April 1, 2019, for \$2,228 per month; and

**WHEREAS**, 1099 D St., LLC, San Rafael will provide utilities and a janitorial service to be included in the monthly rent;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council approves and authorizes the City Manager to execute a Second Amendment to lease, in a form approved by the City Attorney, with 1099 D Street, LLC, for the Police Annex located at 1099 D Street, Suites 100 and 205, to extend the lease for Suite 100 by one (1) year commencing April 1, 2019, for \$13,958 in rent per month and Suite 205 by three (3) months commencing April 1, 2019, for \$2,228 in rent per month.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 18<sup>th</sup> of March 2019, by the following vote, to wit:

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

\_\_\_\_\_  
Lindsay Lara, City Clerk

## SECOND AMENDMENT TO LEASE

dated August 3, 2009

By and Between

**1099 D Street, LLC**, "Lessor"

And

**City of San Rafael** "Lessee"

The parties agree to amend the Lease as follows:

1. **PREMISES.** Lessee's Premises shall consist of **Suite 100**, containing 5,583 rentable square feet of first floor office space, and **Suite 205**, containing 825 rentable square feet of second floor office space.

2. **TERMS.** The terms of the Lease shall be extended for separate periods as follows:

**Suite 100** shall be leased for a period of **one (1) year** commencing on **April 1, 2019** and expiring on **March 31, 2020**. Thereafter, the Lease shall be construed as a tenancy from month to month and shall be on the terms and conditions specified in the Lease.

**Suite 205** shall be leased from month to month commencing on **April 1, 2019** and expiring on **June 30, 2019**. Either party may provide thirty (30) days' advance written notice to terminate this Premises leasehold at any time prior to the expiration date.

3. **RENT.** Rent for the extended terms shall be as follows, payable on the first (1<sup>st</sup>) day of each month:

**Suite 100: April 1, 2019 – March 31, 2020: \$13,958.00 per month**

**Suite 205: April 1, 2019 – June 30, 2019: \$2,228.00 per month**

4. **TENANT IMPROVEMENTS.** Notwithstanding Lessor's work described below, Lessee agrees to occupy the Premises in "as-is" condition as of execution of this Second Amendment to Lease.

Lessor, at Lessor's sole expense, shall professionally clean all interior carpet and vinyl flooring within **Suite 100** once, at a time agreed by parties, which work shall be performed no later than **April 30, 2019**.

5. **OPTION TO EXTEND.** Lessee shall have no option to extend the Lease.
6. **LESSOR'S RIGHT TO SHOW PREMISES.** Lessor and/or its broker or agents shall be permitted to show **Suite 100** to third parties beginning October 1, 2019, providing a minimum of twenty-four (24) hours' notice is provided to Lessee. Lessor and/or its broker or agents shall be permitted to show **Suite 205** to third parties beginning March 1, 2019, providing a minimum twenty-four (24) hours' notice is provided to Lessee. Lessor and/or its broker or agents shall use reasonable efforts to avoid disrupting Lessee's business operations as best possible.
7. **BROKER.** Lessee and Lessor warrant that each has had no dealings with any real estate broker or agents in connection with the negotiation of this Second Amendment to Lease excepting only Keegan & Coppin Company, Inc. as both Lessor's and Lessee's broker, and each knows of no other real estate broker or agents in connection with this Second Amendment to Lease. Lessor, and not Lessee, shall pay the broker's commission due in connection with this Second Amendment to Lease.

All other terms of the Lease and all Addenda and Amendments thereto, where unmodified by this Second Amendment to Lease, shall remain unchanged and are incorporated herein by reference.

AGREED AND APPROVED:

**LESSOR – 1099 D Street, LLC**

Signed on \_\_\_\_\_, 2019

at \_\_\_\_\_

By: \_\_\_\_\_  
T. Max Kniesche, III & Nancy A. Kniesche

**LESSEE – City of San Rafael**

Signed on \_\_\_\_\_, 2019

at \_\_\_\_\_

By: \_\_\_\_\_  
JIM SCHUTZ

Its: City Manager

Attest:

\_\_\_\_\_  
LINDSAY LARA, City Clerk

Approved as to Form:

\_\_\_\_\_  
ROBERT F. EPSTEIN, City Attorney



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Public Works**

**Prepared by: Bill Guerin,  
Director of Public Works**

**City Manager Approval:** \_\_\_\_\_

File No.: 16.06.92

**TOPIC: THIRD AND UNION STREET RESURFACING**

**SUBJECT: RESOLUTION AWARDING, AND AUTHORIZING THE CITY MANAGER TO EXECUTE, A CONSTRUCTION AGREEMENT FOR THE THIRD AND UNION STREET RESURFACING TO TEAM GHILOTTI, INC., IN THE AMOUNT OF \$171,277.80; AND AUTHORIZING CONTINGENCY FUNDS IN THE AMOUNT OF \$18,722.20 FOR A TOTAL APPROPRIATED AMOUNT OF \$190,000.**

**RECOMMENDATION:** Adopt a resolution awarding the construction contract for the Third and Union Street Resurfacing Project.

**BACKGROUND:** In 2014, the City hired Mary McGrath Architects and Kitchell to develop the Essential Facilities Strategic Plan for the City of San Rafael. The Plan guided the City of San Rafael through the implementation of the replacement and/or seismic upgrade of the City’s essential services buildings, (“essential facilities”), to ensure that the City essential facilities can serve the community in the event of a major earthquake and other potential disasters.

The Strategic Plan identified that the existing Fire Stations (FS) #52 and #57 were past their useful life and therefore, were recommended to be replaced. In April, 2017 the City awarded the construction contract to Alten Construction Inc.

During construction, the installation of several new utility connections and trench cuts were required within sections of Union Street and on Third Street in the area that fronts Station 52. Third Street was recently resurfaced. Union Street was also in relatively good condition prior to the installation of these utility connections, such that resurfacing both streets only within the fire station frontage is necessary.

In February 2019, the Department of Public Works prepared a formal bid package for the resurfacing of Union Street and Third Street for the frontage area of Fire Station 52. The engineer’s estimate for this work is \$200,000. The construction includes fully grinding and resurfacing the roadway in this area. Based on the high volume of traffic in this area, the majority of the work will need to be performed at night.

**FOR CITY CLERK ONLY**

File No.

Council Meeting:

Disposition:

**ANALYSIS:**

On February 28, 2019 the following bids were received:

<b>Contractor</b>	<b>Bid Amount</b>
Team Ghilotti, Inc.	\$171,277.80
Maggiora & Ghilotti, Inc.	\$194,194.00
Ghilliti Bros., Inc.	\$201,941.00
Paving Construction Services Inc.	\$221,277.60

Public Works staff reviewed the construction bids and the low bid of \$171,277.80 from Team Ghilotti, Inc., is both responsive and responsible. Staff recommends awarding the construction contract to Team Ghilotti, Inc., for the amount bid and recommends that the City Council authorize a construction contingency for the project in an amount of \$18,722.20 (11%) for a total authorized amount of \$190,000 (\$171,277.80 +\$18,722.20).

**PUBLIC OUTREACH:** Public Works staff has reached out to adjacent property owners, including Whole Foods and the Montecito Shopping Center, to alert them of the proposed work. At this time, the actual construction date is not known; however, prior to the actual construction City staff will coordinate with adjacent property owners.

**FISCAL IMPACT:** Funding for this project is available within the Gas Tax Fund No. 206.

**OPTIONS:**

The City Council has the following options to consider relating to this matter:

1. Adopt the resolution as presented.
2. Reject all bids and direct staff to rebid the construction for this project. If this option is chosen, soliciting new proposals or rebidding the project will delay construction.
3. Reject all bids and direct staff to stop work on the project.

**RECOMMENDED ACTION:** Staff recommends that the City Council adopt the resolution awarding and authorizing the City Manager to execute the construction agreement for the Third and Union Resurfacing Project to Team Ghilotti, Inc., in an amount of \$171,277.80 and authorizing contingency funds in the amount of \$18,722.20 for a total authorization amount of \$190,000.

**ATTACHMENTS:**

1. Resolution authorizing the City Manager to execute the construction agreement with Team Ghilotti, Inc.
2. Exhibit 1 to resolution: Agreement

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AWARDED, AND AUTHORIZING THE CITY MANAGER TO EXECUTE, A CONSTRUCTION AGREEMENT FOR THE THIRD AND UNION STREET RESURFACING PROJECT TO TEAM GHILOTTI, INC., IN THE AMOUNT OF \$171,277.80; AND AUTHORIZING CONTINGENCY FUNDS IN THE AMOUNT OF \$18,722.20 FOR A TOTAL APPROPRIATED AMOUNT OF \$190,000.**

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**WHEREAS**, on the 11<sup>th</sup> day of February 2019, pursuant to due and legal notice published in the manner provided by law, inviting sealed bids or proposals for the work hereinafter mentioned, as more fully appears from the Affidavit of Publication thereof on file in the office of the City Clerk of the City of San Rafael, California, the City Clerk of said City did publicly open, examine, and declare all sealed bids or proposals for doing the following work in said City, to wit:

**“Third and Union Street Resurfacing”**

**City Project No. 11360**

in accordance with the plans and specifications therefore on file at the Department of Public Works, 111 Morphew Street, San Rafael; and

**WHEREAS**, the bid of \$171,277.80 from Team Ghilotti, Inc., at the unit prices stated in its bid, was and is the lowest and best bid for said work and said bidder is the lowest responsible bidder; and

**WHEREAS**, staff has recommended that the project budget include a contingency amount of \$18,722.20; and

**WHEREAS**, the Council finds that this project is for the repair of an existing facility that is categorically exempt from environmental review under the California Environmental Quality Act (“CEQA”), 14 Cal Code Regs §15301;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES** as follows:

1. The plans and specifications for the Third and Union Street Resurfacing Project, City Project No. 11360, on file at the Department of Public Works, 111 Morphew Street, San Rafael, are hereby approved.

2. The bid of Team Ghilotti, Inc. is hereby accepted at the unit prices stated in its bid, and the contract for said work and improvements is hereby awarded to Team Ghilotti, Inc. at the stated unit prices.
3. The City Manager is authorized and directed to execute a contract with Team Ghilotti, Inc. for the bid amount, in the form attached hereto as Exhibit 1 and incorporated herein, subject to final approval as to form by the City Attorney, and to return the bidder's bond upon the execution of the contract.
4. Funds for the project totaling \$190,000, which includes the construction award amount and contingency, will be appropriated for City Project No. 11360, from the Gas Tax Fund #206.
5. The City Manager is hereby authorized to take any and all such actions and make changes as may be necessary to accomplish the purpose of this resolution.

I, **Lindsay Lara**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 18<sup>th</sup> day of March, 2019 by the following vote, to wit:

**AYES:**           **COUNCILMEMBERS:**  
**NOES:**           **COUNCILMEMBERS:**  
**ABSENT:**       **COUNCILMEMBERS:**

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**LINDSAY LARA, City Clerk**

File No.: 16.06.92



# City of San Rafael ♦ California

Form of Agreement  
for

## Third and Union Street Resurfacing

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_ 2019 by and between the City of San Rafael (hereinafter called City) and Team Ghilotti, Inc.. (hereinafter called Contractor). Witnesseth, that the City and the Contractor, for the considerations hereinafter named, agree as follows:

### I - Scope of the Work

The Contractor hereby agrees to furnish all of the materials and all of the equipment and labor necessary, and to perform all of the work described in the specifications for the project entitled: **Third and Union Street Resurfacing**, all in accordance with the requirements and provisions of the Contract Documents as defined in the General Conditions which are hereby made a part of this Agreement. The required additional insured coverage for City under contractor's liability insurance policy shall be primary and noncontributory with respect to any insurance or coverage maintained by city and shall not call upon city's insurance or self-insurance for any contribution.

### II- Time of Completion

- (a) The work to be performed under this Contract shall be commenced within **Five (5) Working Days** after the date of written notice by the City to the Contractor to proceed.
- (b) All work shall be completed, including all punchlist work, within **Ten (10) Working Days** and with such extensions of time as are provided for in the General Provisions.

### III - Liquidated Damages

It is agreed that, if all the work required by the contract is not finished or completed within the number of working days as set forth in the contract, damage will be sustained by the City, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the City will sustain in the event of and by reason of such delay; and it is therefore agreed that the Contractor will pay to the City, the sum of **\$2500** for each and every calendar day's delay in finishing the work in excess of the number of working days prescribed above; and the Contractor agrees to pay said liquidated damages herein provided for, and further agrees that the City may deduct the amount thereof from any moneys due or that may become due the Contractor under the contract.

### IV - The Contract Sum

The City shall pay to the Contractor for the performance of the Contract the amounts determined for the total number of each of the units of work in the following schedule completed at the unit price stated. The number of units contained in this schedule is approximate only, and the final payment shall be made for the actual number of units that are incorporated in or made necessary by the work covered by the Contract; provided that the total compensation under this Contract shall not exceed One Hundred Seventy One Thousand Two Hundred Seventy Seven Dollars and 80/100 (\$171,277.80) unless a written amendment is executed by the City and the Contractor.

BASE BID ITEMS

NO.	ITEM	QUANTITY	UNITS		UNIT PRICE		TOTAL PRICE
1.	Mobilization	1	LS	@	\$4,000.00	=	\$4,000
2.	Signs and Traffic Control	1	LS	@	\$30,000.00	=	\$30,000
3.	Full Width Grinding	35000	SF	@	\$1.40	=	\$49,000
4.	Hot Mix Asphalt						
	Asphalt Concrete Overlay	570	TON	@	\$113.44	=	\$64,660.80
5.	Striping and Pavement Markings						
a.	Detail 9	1800	LF	@	\$1.00	=	\$1,800
b.	Detail 22	200	LF	@	\$3.10	=	\$620
c.	Detail 27c	180	LF	@	\$5.15	=	\$927
d.	Detail 29	100	LF	@	\$7.00	=	\$700
e.	Detail 37	80	LF	@	\$1.50	=	\$120
f.	Detail 38	600	LF	@	\$1.65	=	\$990
g.	Detail 39	240	LF	@	\$1.25	=	\$300
h.	Pavement Markings (Yellow Thermoplastic)	1600	SF	@	\$6.25	=	\$10,000
i.	Pavement Markings (White Thermoplastic)	600	SF	@	\$7.10	=	\$4,260
j.	Red Curb	1300	SF	@	\$3.00	=	\$3,900

**BASE BID \$171,277.80**

**V - Progress Payments**

- (a) On not later than the 6th day of every month the Public Works Department shall prepare and submit an estimate covering the total quantities under each item of work that have been completed from the start of the job up to and including the 25th day of the preceding month, and the value of the work so completed determined in accordance with the schedule of unit prices for such items together with such supporting evidence as may be required by the City and/or Contractor .
- (b) As soon as possible after the preparation of the estimate, the City shall, after deducting previous payments made, pay to the Contractor 95% of the amount of the estimate as approved by the Public Works Department.
- (c) Final payment of all moneys due shall be made within 15 days after the expiration of 35 days following the filing of the notice of completion and acceptance of the work by the Public Works Department.
- (d) The Contractor may elect to receive 100% of payments due under the contract from time to time, without retention of any portion of the payment by the public agency, by depositing securities of equivalent value with the public agency in accordance with the provisions of Section 22300 of the Public Contract Code. Such securities, if deposited by the Contractor, shall be valued by the City's Finance Director, whose decision on valuation of the securities shall be final.

**VI - Acceptance and Final Payment**

- (a) Upon receipt of written notice that the work is ready for final inspection and acceptance, the Engineer shall within 5 days make such inspection, and when he finds the work acceptable under the Contract and the Contract fully performed, he will promptly issue a Notice of Completion, over his own signature, stating that the work required by this Contract has been completed and is accepted by him under the terms and conditions thereof, and the entire balance found to be due the Contractor, including

the retained percentage, shall be paid to the Contractor by the City within 15 days after the expiration of 35 days following the date of recordation of said Notice of Completion.

- (b) Before final payment is due the Contractor shall submit evidence satisfactory to the Engineer that all payrolls, material bills, and other indebtedness connected with work have been paid, except that in case of disputed indebtedness or liens the Contractor may submit in lieu of evidence of payment a surety bond satisfactory to the City guaranteeing payment of all such disputed amounts when adjudicated in cases where such payment has not already been guaranteed by surety bond.
- (c) Contractor shall provide a "Defective Material and Workmanship Bond" for 50% of the Contract Price, before the final payment will be made.
- (d) The making and acceptance of the final payment shall constitute a waiver of all claims by the City, other than those arising from any of the following: (1) unsettled liens; (2) faulty work appearing within 12 months after final payment; (3) requirements of the specifications; or (4) manufacturers' guarantees. It shall also constitute a waiver of all claims by the Contractor, except those previously made and still unsettled.
- (e) If after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and the Engineer so certifies, the City shall, upon certificate of the Engineer, and without terminating the Contract, make payment of the balance due for that portion of the work fully completed and accepted.

Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

#### **VII - Assignment of Warranties; Waiver of Subrogation**

- (a) Contractor hereby assigns to City all warranties, guarantees, or similar benefits such as insurance, provided by or reasonably obtainable from the manufacturers or suppliers of equipment, material or fixtures that Contractor has installed or provided in connection with the work performed under this Agreement.
- (b) Contractor hereby agrees to waive and arrange by contract for its subcontractors to waive any subrogation rights which any insurer of Contractor or its subcontractors might otherwise acquire in connection with the insurer's payment to Contractor or its subcontractors of any insured loss with respect to work performed under this Agreement. Contractor further agrees to obtain and to arrange for its subcontractors to obtain for City's benefit any endorsements from insurers that may be necessary to effect such waiver of subrogation. Specifically, any worker's compensation insurance policies of the Contractor or its subcontractors shall be endorsed with a waiver of subrogation in favor of City for any work performed by Contractor or its subcontractors under this Agreement, and copies of such endorsements shall be provided to City.

**IN WITNESS WHEREOF**, City and Contractor have caused their authorized representatives to execute this Agreement the day and year first written above.

**ATTEST:**

**CITY OF SAN RAFAEL:**

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*Lindsay Lara*  
**City Clerk**

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*Jim Schutz*  
**City Manager**

**APPROVED AS TO FORM:**

**CONTRACTOR:**

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*Rob Epstein*  
**City Attorney**

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By: \_\_\_\_\_  
[Print Name of Corporate Officer]

---

[Title of Corporate Officer]

and

---

By: \_\_\_\_\_  
[Print Name of Corporate Officer]

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[Title of Corporate Officer]

**ORDINANCE NO. 1969**

**AN ORDINANCE OF THE CITY OF SAN RAFAEL REGARDING SPEED LIMIT INCREASE ON LOS GAMOS DRIVE AND REDWOOD HIGHWAY PURSUANT TO SECTION 22357 OF THE CALIFORNIA VEHICLE CODE**

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**THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:**

**DIVISION 1. FINDINGS.**

**WHEREAS**, pursuant to Section 22357 of the California Vehicle Code, the City of San Rafael has the right to determine that a speed limit greater than 25 miles per hour (mph) on certain streets would facilitate the orderly movement of vehicular traffic and would be reasonable and safe; and

**WHEREAS**, the speed limit on Los Gamos Drive is now 25 mph and the speed limit on Redwood Highway is 25 mph; and

**WHEREAS**, engineering and traffic studies have been prepared for Los Gamos Drive and Redwood Highway consistent with Section 627 of the California Vehicle Code that identifies recommended maximum speed limits, and based thereon, the City's Traffic Engineer has determined and recommended that the maximum speed limit on both streets should be increased to 30 mph to facilitate the orderly movement of vehicular traffic, and would be reasonable and safe;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:**

**DIVISION 2. SPEED LIMIT ESTABLISHED.**

The prima facie speed limit on Los Gamos Drive from Lucas Valley Road to the end of Los Gamos Drive (1401 Los Gamos Drive) is hereby increased to 30 mph and shall be effective when appropriate signs giving notice thereof are erected upon the street.

**DIVISION 3. SPEED LIMIT ESTABLISHED.**

The prima facie speed limit on Redwood Highway from 4222 Redwood Highway to Manuel T. Freitas Parkway is hereby increased to 30 mph and shall be effective when appropriate signs giving notice thereof are erected upon the street.

**DIVISION 4. ENVIRONMENTAL REVIEW.**

This Ordinance is exempt from environmental review pursuant to the California Environmental

Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15061(b)(3) as it can be seen with certainty that it will not have a significant effect on the environment.

**DIVISION 5. PUBLICATION. EFFECTIVE DATE.**

This Ordinance shall be published once, in full or in summary form, before its final passage, in a newspaper of general circulation, published, and circulated in the City of San Rafael, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.

  
GARY O. PHILLIPS, Mayor

ATTEST:

  
LINDSAY LARA, City Clerk

The foregoing Ordinance No.1969 was read and introduced at a Regular Meeting of the City Council of the City of San Rafael, held on the 4th day of March 2019 and ordered passed to print by the following vote, to wit:

AYES: Councilmembers: Bushey, Colin, Gamblin & McCullough

NOES: Councilmembers: None

ABSENT: Councilmembers: Mayor Phillips

and will come up for adoption as an Ordinance of the City of San Rafael at a Regular Meeting of the Council to be held on the 18th day of March 2019.

  
LINDSAY LARA, City Clerk

## **SUMMARY OF ORDINANCE NO. 1969**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL REGARDING SPEED LIMIT CHANGE ON LOS GAMOS DRIVE AND REDWOOD HIGHWAY PURSUANT TO SECTION 22357 OF THE CALIFORNIA VEHICLE CODE**

This Summary concerns a proposed ordinance of the City Council of the City of San Rafael, designated as Ordinance No. 1969, which will amend the prima facie speed limits on Los Gamos Drive from Lucas Valley Road to end (1401 Los Gamos Drive) and on Redwood Highway from 4222 Redwood Highway to Manuel T. Freitas Parkway. Ordinance No. 1969 is scheduled for adoption by the San Rafael City Council at its regular meeting of March 18, 2018. The City Clerk has been directed to publish this Summary pursuant to City Charter and California Government Code section 36933(c)(1).

### **SUMMARY OF AMENDMENT TO MUNICIPAL CODE**

The Ordinance will amend the prima facie speed limits from 25 miles per hour (mph) to 30 mph on Los Gamos Drive from Lucas Valley Road to end (1401 Los Gamos Drive) and on Redwood Highway from 4222 Redwood Highway to Manuel T. Freitas Parkway. Pursuant to Section 22357 of the California Vehicle Code, the City of San Rafael has the right to determine that a speed limit greater than 25 miles per hour on certain streets would facilitate the orderly movement of vehicular traffic and would be reasonable and safe. Engineering and Traffic Surveys have been prepared for both roadway segments consistent with Section 627 of the California Vehicle Code that identifies recommended maximum speed limits. Based on that information, it is determined and recommended that the maximum speed limit on both streets should be changed to 30 mph.

The City has determined that adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) as it does not have the potential to cause a significant, physical environmental effect on the environment.

Copies of Ordinance No. 1966 will be available for public review as of Wednesday, March 13, 2019, at the San Rafael City Clerk's Office, 1400 Fifth Avenue, 2<sup>nd</sup> Floor, Room 209 during regular business hours, 8:30 a.m. to 5:00 p.m., and on the City's website: <https://www.cityofsanrafael.org>. You may also contact the City Clerk at (415) 485-3066 or the Planning Department at (415) 485-3085 for information.

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LINDSAY LARA  
San Rafael City Clerk  
Dated: 03/06/2019

**Marin Independent Journal**

4000 Civic Center Drive, Suite 301  
San Rafael, CA 94903  
415-382-7335  
legals@marinij.com

CITY OF SAN RAFAEL  
CITY OF SAN RAFAEL  
CITY CLERK, ROOM 209  
1400 FIFTH AVENUE, SAN RAFAEL, CA 94901  
SAN RAFAEL, CA 94915-1560

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LINDSAY LARA  
San Rafael City Clerk  
Dated: 03/06/2019

NO. 322 MARCH 8, 2019

# Marin Independent Journal

4000 Civic Center Drive, Suite 301  
San Rafael, CA 94903  
415-382-7335  
legals@marinij.com  
2070419

CITY OF SAN RAFAEL  
CITY OF SAN RAFAEL  
CITY CLERK, ROOM 209  
1400 FIFTH AVENUE, SAN RAFAEL, CA 94901  
SAN RAFAEL, CA 94915-1560

## PROOF OF PUBLICATION (2015.5 C.C.P.)

### STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**03/08/2019**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 11th day of March, 2019.



Signature

## PROOF OF PUBLICATION

Legal No. **0006305705**

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LINDSAY LARA  
San Rafael City Clerk  
Dated: 03/06/2019

NO. 322 MARCH 8, 2019



**SAN RAFAEL**  
 THE CITY WITH A MISSION

**Agenda Item No: 5.a**

**Meeting Date: March 18, 2019**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Economic Development**

**Prepared by: Danielle O'Leary  
 Director of Economic Development & Innovation**

**City Manager Approval:** \_\_\_\_\_

**TOPIC:** Community Development Block Grant (CDBG)

**SUBJECT:** Community Development Block Grant (CDBG) Funding Recommendations for fiscal year 2019-20.

**RECOMMENDATION:** Adopt a resolution recommending CDBG funding for fiscal year 2019-20 to the Marin County Board of Supervisors for the San Rafael Planning Area.

**BACKGROUND:** The Community Development Block Grant (CDBG) program is a federally-funded program of the U.S. Department of Housing and Urban Development (HUD) that provides funding for housing, community facilities, and human services. In San Rafael, examples of CDBG-funded projects have included development of affordable housing, ADA sidewalk accessibility improvements, and a wide range of public services. The funds are divided into three activity categories consisting of: 1) housing, 2) capital projects, and 3) public services. By federal regulation at least 85% of the funds must be spent on housing and capital projects, and up to 15% may be spent on public services. The City Council has the option to adjust the public service percentage on an annual basis. However, it cannot exceed 15% of San Rafael's grant. The City Council could choose to allocate 0% of the CDBG allocation to public services.

In 2017, the City entered into a Cooperation Agreement with Marin County regarding the management of the CDBG program. Under this Agreement, Marin County is divided into three local planning areas. Funding recommendations are overseen by a Countywide Priority Setting Committee made up of City and Town Council members, a County Supervisor, and community members representing members of the protected classes (race, color, national origin, religion, sex, familial status, or disability) under fair housing laws. Because San Rafael has a population of over 50,000 residents, under the Cooperation Agreement, the City may choose to assume responsibilities for making its own recommendations for funding projects in the San Rafael Planning Area (consisting of the City and the surrounding unincorporated areas) to the Countywide Priority Setting Committee. Since 1999, when San Rafael reached 50,000 in population, the City Council has elected to assume responsibility for making funding recommendations for CDBG applications in the San Rafael Planning Area. After the City Council makes its recommendations, they are considered by the Countywide Priority Setting Committee. Next the Countywide Priority Setting Committee makes recommendations to the Board of Supervisors which has final approval authority prior to sending the recommendations to HUD.

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**FOR CITY CLERK ONLY**

**File No.:** \_\_\_\_\_

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

**CDBG Funding Update - Federal**

Funds for Marin's 2019-20 CDBG program come from the federal budget for Fiscal Year 2019-2020, which runs from October 1, 2019 to September 30, 2020. There is considerable uncertainty about the federal budget and there could be possible cuts to the program. Marin County's CDBG allocation is estimated at \$1,493,285, the same grant amount as last year's allocation. Of this total, San Rafael's allocation is \$415,063. There are specific restrictions regarding how the allocations can be made; a maximum of \$109,245 can be used for public services; a minimum of \$166,025 must be spent on housing projects, and \$139,793 can be spent on either housing or capital projects.

Staff's recommendations (detailed below) for allocating the \$415,063 by the three categories are as follows:

- Public Services - \$109,245
- Housing Projects - \$204,420 + (\$42,000 in reprogrammed CDBG funds from previous years)
- Capital Projects - \$101,398

**Evaluation Guidelines**

Consistent with the requirements of the US Department of Housing and Urban Development and CDBG funding, prioritization is given to applicants who:

- (a) Provide benefit to a majority of low and moderate-income persons.
- (b) Affirmatively further fair housing.
- (c) Serve protected classes under federal fair housing law.
- (d) Engage in affirmative marketing.

Over the years the City Council has adopted further evaluation criteria. In 1999, guidelines were adopted giving greater preference to projects that:

- (a) Are City of San Rafael-initiated or are joint partnerships with the City.
- (b) Fulfill the requirements of the Housing and Community Development Act of 1974 (HUD Regulations).
- (c) Are affordable housing projects or community facility-related activities within the San Rafael Planning Area.
- (d) Are projects that will move forward quickly, have the greatest impact, and can be completed within a reasonable time frame.

In addition to the criteria set forth by both HUD and the San Rafael City Council, the Countywide Priority Setting Committee established four priorities for funding public service projects:

- (a) Basic health services
- (b) Senior services
- (c) Fair housing and legal services
- (d) Child care and parenting services

**ANALYSIS:**

County and City staff held a workshop with the Countywide Priority Setting Committee's to receive input and develop draft recommendations for how to allocate the CDGB funding. Following the City Council's direction regarding the recommended allocations, the Countywide Priority Setting Committee will meet to review all funding recommendations Countywide and then will bring those recommendations to the County Board of Supervisors for approval.

Staff is seeking Council feedback if any adjustments to the allocations are desired that vary from staff's recommendations explained in detail below for each of the funding categories: public services, housing and capital projects.

As indicated above there are some restrictions on the allocations, however the Council could for example direct staff to:

- Reallocate some portion of the public services funds to either housing or capital projects, or
- Reallocate some portion or all of the public services and capital funds to housing projects, or
- Reallocate some portion of the housing funds (keeping a minimum of \$166,025 still allocated to housing) to either capital projects or public services (not to exceed \$109,245), or
- Reallocate some portion of the funds within each category to other projects not currently recommended for funding, or change the amounts for certain projects.

### **HOUSING PROJECTS**

Numerous organizations submitted applications for CDBG funding for the San Rafael Planning Area: there were three housing projects.

#### **Recommended for Funding**

Staff recommends all three housing applications, totaling \$204,420 in available CDBG grant funds, with an additional \$42,000 in reprogrammed CDBG funds from previous years, for a total of \$246,420:

Rehabilitation Loan Program (Marin Housing Authority) \$85,000  
Marin Housing Authority (MHA), a public corporation created to provide decent, safe and sanitary housing for low and moderate-income people, requests \$500,000 in CDBG funding to provide rehabilitation loans to low, very low, and extremely low-income homeowners in Marin County. The request includes funds to administer the program and provide additional capital to increase the number of loans. The program is available to owner-occupants of single-family homes, condominiums, floating homes docked in approved berths, mobile homes located within a mobile home park, and non-profit group homes serving special populations. These funds are specifically designated for urgent home repairs, correcting substandard housing conditions, eliminating health and safety hazards, and legalizing and/or creating second units within an existing house where permitted by local ordinance. New loans range from \$5,000 to \$35,000, with the average being \$25,000. The program offers different loan structures based on a borrower's ability to pay including amortized loans, interest-only loans, and deferred payment loans. Borrowers with very low and extremely low-incomes benefit most from deferred loans where principal and accrued interest are due upon sale of the property. MHA's long-standing role administering this loan program has resulted in over \$5 million in capital investments to improve living conditions for lower income homeowners in Marin County. An average of 6-8 people have been served yearly in the San Rafael Planning Area. Staff recommend funding of \$85,000, from the San Rafael Planning Area. This amount represents 17% of the total project request, which is the percentage of projects MHA expects to complete in San Rafael.

Residential Access Modification Program (Marin Center for Independent Living) \$18,000  
Marin Center for Independent Living (MCIL), a provider of services to assist persons with all types of disabilities achieve their maximum level of sustainable independence,

requests \$30,000 in CDBG funding to provide home modifications to increase accessibility for clients. The request would provide 10 to 15 home modifications for low, very low, and extremely low-income individuals ranging from grab bars and ramps to stair lifts and kitchen lowering. Through these enhancements and minor remodeling efforts, individuals who are at risk of losing their independence and being confined in nursing homes can remain in place. Most clients served are renters who do not have the ability to take out loans against the property to finance such improvements. Although landlords are required to make reasonable accommodations for disabled tenants, they are not obligated to finance those modifications. MCIL staff work with clients to garner approval from landlords, determine project specifications, build out workplans, solicit bids, and oversee the work done. MCIL has nearly 30 years of experience providing this critical service in Marin County. Staff recommend funding of \$18,000, the full share allocated to the San Rafael Planning Area. An average of 14-18 people have been served yearly in the San Rafael Planning Area. This amount represents 30% of the total project request, which is the percentage of projects MCIL expects to complete in San Rafael.

AWD Affordable Housing Electrical Upgrade (Artworks Downtown) \$143,420

Artworks Downtown (AWD), an organization whose mission seeks to broaden Marin County's community engagement with art, connects artists and the public by providing affordable studios, housing and exhibit space as well as professional support for artists and art organizations. AWD is requesting \$450,000 in CDBG funding to upgrade their building's electrical system that is over sixty years old, and under today's standards, would be adequate to serve a small restaurant. The upgrade would support 17 units of housing, as well as retail and studio space. Twenty-two people are currently housed in AWD's units, all of whom are very low-income. Staff recommends funding \$143,420, which includes \$42,000 of reprogrammed monies from previous years.

**CAPITAL PROJECTS**

Two applications for capital projects were received.

**Recommended for Funding**

Staff recommends both of the funding requests for capital projects totaling \$101,398 in CDBG monies.

Canal Neighborhood Park and Playground Improvements (City of San Rafael, Department of Public Works) \$72,899

City of San Rafael, Department of Public Works (DPW), a division of San Rafael City government dedicated to ensuring infrastructure meets the needs of the vibrant and growing city, requests \$138,000 in CDBG funding to expand and rehabilitate one park in the Canal neighborhood. The request would fund construction of the new park facilities, following a comprehensive assessment of current needs, community engagement and design processes already completed. Through this process DPW plans to expand, enclose, and replace play equipment in one park designed to serve children ages 2 to 5. The Canal neighborhood is San Rafael's most densely populated community. The neighborhood is home to more than 12,000 residents with most households being low-income and 55% of households having children. The proposed project will provide physical and visual improvements to a key public space that will enhance safety, reduce blight, and encourage increased park usage. This investment in the Canal neighborhood will bolster the quality of life of citizen's who are often marginalized in the broader community and provide facilities comparable to higher income neighborhood's. Staff recommends funding of \$72,899 to complete the project. This year's recommendation

contributes to the \$200,000 committed to the project from previous years to fund a more comprehensive park improvement plan.

New Marin City Mixed-Use Health Hub (Marin City Health and Wellness Center) \$28,500  
 Marin City Health and Wellness Center (the Center) a non-profit, federally qualified health center, requests \$150,000 in CDBG funds for constructing a new clinic that is part of a larger, mixed-use, community-based health hub. The Center offers healthcare services available to the general public with a focus on low-income patients and the growing homeless population. Over 80% of the center’s patients access care using Medi-Cal. The new health hub would provide expanded square footage for exam rooms including primary medical care, dental care, behavioral health and medication-assisted treatment (MAT) services. Health education programs, recovery support groups and “Healthy Eating Active Living” programs for all age groups would also be housed in the health hub. These improvements would expand access to care as the community’s healthcare needs significantly exceed the Center’s ability to provide services in the limited space available at the current clinic site. Staff recommends funding \$28,500, the full share allocated to the San Rafael Planning Area. In past years, an average of 128 San Rafael residents have been served, representing 29% of the clinics clients. This funding amount denotes 29% of the total project request, which reflects the percentage of residents the Center currently serves from San Rafael.

**PUBLIC SERVICE PROJECTS**

San Rafael’s share of the amount the entire Marin County CDBG program can spend on public services is \$109,245.

**Recommended for Funding**

Staff recommends allocating the full amount allowable for public service to support funding for all of the public service projects. Through these recommendations the San Rafael Planning Area will contribute to providing 300 residents with fair housing services including counseling, discrimination investigation, and legal representation; 1000 residents with eviction defense services; 70 individuals and their children will access domestic violence services and legal support; 6 vulnerable older adults will receive supports allowing them to remain at home; 28 middle and high school students work towards completing college degrees; 68 low and extremely low-income children will access vital preschool services to prepare them for Elementary school.

<b>Organization</b>	<b>Countywide Request for FY 19-20</b>	<b>FY 19-20 Recommendation</b>
Fair Housing Services * <i>Fair Housing Advocates of Northern CA</i>	\$75,000	\$31,833
Domestic Violence Legal Services * <i>Family &amp; Children's Law Center</i>	\$12,500	\$6,100
Legal Aid of Marin* <i>Eviction Defense Program</i>	\$30,000	\$23,202
Seniors at Home, A Division of Jewish* Family Services (Formerly Senior Access) <i>Skyview Day Club Scholarships</i>	\$33,350	\$8,000

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 6**

University Prep (UP!) <i>Canal Alliance</i>	\$15,000	\$10,110
Pickleweed Preschool <i>City of San Rafael</i>	\$33,499	\$30,000
Public Services Subtotal		<b>\$109,245</b>

\* *Countywide request*

\*\* *Has a balance of unspent public service funds from previous year(s) but has a plan in place to spend them down.*

A list of all the applications that were submitted for the San Rafael Planning Area and Countywide projects serving San Rafael is provided in Attachment 2. This attachment also includes staff recommendations for allocating all of San Rafael's CDBG funds. The applications for the San Rafael Planning Area and the Countywide funds can be accessed in Attachments 5 and 6 and online via these links:

CDBG San Rafael Planning Area applications:

<https://www.marincounty.org/-/media/files/departments/cd/federal-grants/2019-applications/cdbg-20192020-san-rafael-funding-applications.pdf?la=en>

CDBG Countywide applications:

<https://www.marincounty.org/-/media/files/departments/cd/federal-grants/2019-applications/cdbg-20192020-countywide-funding-applications.pdf?la=en>

**FISCAL IMPACT:** There is no direct cost or revenue impact generated by the recommended action as the City is directing HUD funds to specific projects. Allocating funds to potential City projects may allow City general and capital funds to be allocated to other priorities.

**OPTIONS:**

1. Accept staffs' recommendations for allocating the CDBG funding as is.
2. Direct staff to adjust allocations of CDBG funding. (Funds may be shifted between categories, but the Public Service category cannot exceed \$109,245.)

**RECOMMENDED ACTION:**

1. Adopt a resolution recommending CDBG project funding for the FY 2019-20 CDBG program to the Marin County Board of Supervisors.

**ATTACHMENTS**

1. Attachment 1 Resolution Recommending CDBG Project Funding for FY 2019-20 City of San Rafael CDBG Priorities
2. Attachment 2 2019-20 CDBG Project Allocations
3. Attachment 3 2019-20 CDBG Conformance with Priorities Matrix
4. Attachment 4 2019-20 CDBG Public Service Request Project Summaries
5. Attachment 5 2019-20 CDBG Countywide Project Applications
6. Attachment 6 2019-20 CDBG San Rafael Project Applications



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

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL RECOMMENDING  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT  
FUNDING FOR THE YEAR 2018-19 TO THE MARIN COUNTY BOARD OF  
SUPERVISORS**

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**BE IT RESOLVED** by the Council of the City of San Rafael as follows:

**WHEREAS** in June 1999, the City Council revised the Cooperation Agreement with the County of Marin for Community Development Block Grant (CDBG) funds whereby the City remained in the County system; and

**WHEREAS** in December 1999, the City devised a project selection process and established allocation priorities for CDBG projects; and

**WHEREAS** on March 18, 2019, in accordance with the adopted project selection process the City Council reviewed the submitted applications.

**NOW, THEREFORE IT IS HEREBY RESOLVED** that the City Council recommends to the Marin County Board of Supervisors that the \$415,063 in CDBG funds available for allocation by the City of San Rafael be distributed to the projects and in the amounts as shown on the attached EXHIBIT A subject to adjustments necessary to accommodate any changes in the final allocation given to the County of Marin by the federal Department of Housing and Urban Development (HUD).

**I, LINDSAY LARA**, City Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City held on the 18th day of March 2019, by the following vote:

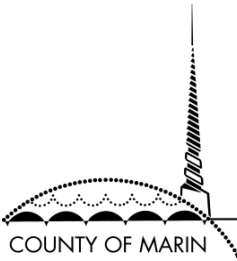
**AYES:            COUNCIL MEMBERS:**

**NOES:            COUNCIL MEMBERS:**

**ABSENT:        COUNCIL MEMBERS:**

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Lindsay Lara, City Clerk



COMMUNITY DEVELOPMENT AGENCY  
**HOUSING AND FEDERAL GRANTS DIVISION**

**Attachment 2: Application Evaluation**

Proposed funding source(s):

- CDBG
- HOME
  - CHDO (Community Housing Development Organization)<sup>1</sup> (Min 15% must be allocated)

Funds to be used for:

- Housing
- Community Facility
- Public Services (Max 15%)

Minimum threshold requirements

- One of the following three characteristics:**
  1. New program—funding is requested for a new service, such as a new program of an existing non-profit;
  2. Quantifiable increase—funding is requested to support the expansion of an existing service. For example, an organization requests funding for a new counselor in response to an increased number of clients; OR
  3. Essential service or program—funding is requested to maintain an existing service or program that is essential to the advancement, maintenance, or surveillance of Fair Housing policies.
- Eligibility**—project serves all of the following national and local objectives:
  1. Affirmatively Further Fair Housing (local objective);
  2. Serve members of the protected classes (local objective); AND
  3. Activities benefiting low- and moderate-income persons (national objective).
  4. Activities that fulfill the Priority Setting Committee objectives (public service only).

Evaluation criteria

- Qualities that inform an applicant's capacity to manage a federal grant:
  - Workload of staff,
  - Accounting capabilities and experience,
  - Previous administrative performance, or

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<sup>1</sup> A CHDO is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

- Experience with “Davis-Bacon” (for Housing/Construction/Rehab-related projects only)
- Readiness—could award funds be expended by December 2018?
- Sustainability—if applicable, does the organization have capacity to sustain a project or program beyond this federal funding period?
- Effectiveness and Accountability
- Prioritize greatest impact (Quality over quantity)

**ATTACHMENT 3– FY 2019-20 CDBG PROJECT CONFORMANCE WITH CITY PRIORITIES**

<b>Housing</b>	City/ Agency Project	HUD regs	Housing, Community Facility	Quick Impact, Complete
Housing Authority County of Marin - Rehabilitation Loan Program		●	H	●
Marin Center for Independent Living - Residential Accessibility Modification Program		●	H	●
Artworks Downtown- Affordable Housing Electrical Upgrade		●	H	
<b>Capital</b>	City/ Agency Project	HUD regs	Housing, Comm Facility	Quick Impact, Complete
City of San Rafael, Department of Public Works - Canal Neighborhood Park and Playground Improvements	●	●	C	●
Marin City Health and Wellness Center- Marin City Health and Wellness Center		●	C	
<b>Public Services</b>	City/ Agency Project	HUD regs	Public Services	Quick Impact, Complete
Fair Housing Advocates of Northern California - Fair Housing Counseling and Education		●	●	●
Family and Children's Law Center - Domestic Violence Legal Services for Low Income Families		●	●	●
Legal Aid of Marin - Legal Aid of Marin Eviction Defense Program		●	●	●
Senior Access - Senior Access Financial Aid		●	●	●
Canal Alliance - University Prep (UP!)		●	●	●
City of San Rafael - Pickleweed Preschool	●	●	●	●

**KEY**

H = Affordable Housing Project

C = Community Facility Project

● = Conforms

### **1. Fair Housing Counseling and Education- Fair Housing Advocates of Northern California**

Fair Housing Advocates of Northern California (FHANC), a provider of fair housing services, requests \$75,000 in CDBG funding to support administration and operations of their Marin programs. FHANC operates 10 core programs serving over 900 low, very low, and extremely low-income individuals in Marin. FHANC is the only HUD-certified Housing Counseling Agency in Marin County, as well the only fair housing agency with a testing program in the County. Their services include counseling victims of housing discrimination, investigating potential complaints, mediating settlements where appropriate, referring cases to federal and state enforcement agencies, monitoring filed complaints, helping people with disabilities request reasonable accommodations, conducting training seminars for the housing industry, and providing community education on fair housing rights. Given Marin County's history of discrimination and segregation, FHANC's services have been particularly beneficial to African-Americans, Latinos, people with disabilities, immigrants, families with children, female-headed households, senior citizens, and LGBT individuals; with approximately 90% of clients being lower-income. Staff recommend funding of \$31,833, which represents 49% of the full recommendation across all planning areas. This percentage is determined based on the proportion of clients FHANC serves from San Rafael and the anticipated needs for this fiscal year.

### **2. Domestic Violence Legal Services for Low Income Families- Family & Children's Law Center**

Family & Children's Law Center (FCLC), a provider of high-quality, low-cost legal services to children and families, requests \$10,000 in CDBG funding to expand their domestic violence legal services program. FCLC serves an average 100 domestic violence victims and their children annually. Last year, FCLC saw an increase in domestic violence cases and served an additional 50 very low-income clients. They expect to maintain that increased service level. The organization provides full legal representation and assists victims of domestic violence obtain restraining orders, by preparing paper work and accompanying clients to court. If and when clients are ready, FCLC also assists with divorce proceedings. FCLC has a 98% success rate in garnering protective orders for clients. All services are free of charge to domestic violence victims. Fees for these services typically cost \$400 per hour. In addition to legal support, the organization provides warm referrals to partner organizations providing emergency shelter services, food assistance, down payment assistance, and other community services. Staff recommend funding of \$6,100, which represents 51% of the full recommendation across all planning areas. This percentage is determined based on the proportion of clients FCLC serves from San Rafael.

### **3. Legal Aid of Marin Eviction Defense Program- Legal Aid of Marin**

Legal Aid of Marin (LAM), a provider of a provider of high-quality, low-cost legal services to low-income individuals, requests \$30,000 in CDBG funding to support the increased demand for eviction defense services. Formed in 1958, LAM provides low-income, vulnerable and otherwise underserved residents of Marin County with direct representation, pro per assistance, pro bono services, outreach, policy advocacy and serves their interests through impact litigation. In 2018, LAM closed over 1,000 cases representing over 2,000 household members. As Marin County's rental crisis has continued to escalate in recent years, housing cases, several of them involving landlord-tenant disputes represent approximately 35% of the case work LAM staff members handle. The housing crisis in Marin and the need to keep families in their homes continues to be a high priority. In 2019, LAM will handle approximately 350 clients through their walk-in clinics and 95 individuals through their Mandatory Settlement

Conference clinics. Staff recommend \$23,202 in funding which represents 77% of the full recommendation across all planning areas. This percentage is determined based on the proportion of clients LAM serves from San Rafael and the anticipated needs for this fiscal year.

#### **4. Skyview Day Club – Seniors at Home, A Division of Jewish Family and Children’s Services (Formerly Senior Access)**

Seniors at Home (SH) formerly known as Senior Access, a provider of services to persons dealing with Alzheimer’s, Dementia, and memory loss, requests \$33,350 in CDBG funding to provide adult day program scholarships to clients participating in The Club day program. The Club engages clients in art and music programs, stimulating brain games, group exercise, and lunch. The program provides caregivers valuable respite where they can work, care for themselves, and allow them to maintain their loved ones at home for as long as possible. The adult day program serves approximately 135 individuals annually with 65 being low, very low, and extremely low-income. In addition to the day program, SH provides free memory wellness classes, memory screenings, and caregiver support groups reaching approximately 550 people throughout the County. Staff recommend funding of \$8,000, which represents 24% of the total request. Given most Sky View Day Club’s clients are San Rafael residents, the recommendation directly supports a portion of clients from San Rafael.

#### **5. University Prep (UP!)- Canal Alliance**

Canal Alliance’s University Prep Program supports youth academically, emotionally, and socially. UP! addresses the academic achievement gap in Marin County for youth of color by supporting low-income Latino youth to complete four-year college degrees. The program provides tutoring in core subjects, advice on the college admissions process, counseling to create a financial plan for college, and mentoring in problem-solving and social-emotional skills in high school and college. Family engagement is an important component of the program. Staff recommend funding of \$10,110 to support this program.

#### **6. Pickleweed Preschool- City of San Rafael Department of Community Services**

City of San Rafael, Department of Community Services, a division of San Rafael City government dedicated to promoting health & wellness, increasing cultural unity, and facilitating community participation and interaction, requests \$33,499 in CDBG funding to support preschool programming. The request will contribute to financing the salary of one full-time childcare instructor at the Pickleweed Preschool (PP) in the Canal neighborhood. PP serves 68, very low and extremely low-income children ages three and four to prepare for elementary school. The program operates from August to June, with morning and afternoon sessions offered. The preschool provides developmental and age-appropriate curriculum to build cognitive, social emotional, physical, and linguistic skills. With most children entering the preschool as Spanish speakers, the program is fully bilingual. Teachers begin the year speaking primarily Spanish and add English incrementally with the goal of children speaking English by the end of the school year. PP coordinates with the nearby Bahia Vista School to ensure program quality improvement and alignment with curriculum. In addition, the preschool offers ongoing parent education events to provide tools to effectively advocate for their child in the Elementary School system. Staff recommend funding of \$30,000 to support the provision of preschool programming.



**2019-2020**

**Community Development Block  
Grants (CDBG)**

**Countywide**

**Funding Applications**

**2019-2020 County of Marin  
Community Development Block Grant (CDBG) and HOME Project Proposal List**

APP. #	PROJECT NAME	PROJECT SPONSOR	PROJECT ADDRESS	DESCRIPTION	CDBG REQUEST	HOME REQUEST
<b>Countywide</b>					<b>\$830,850</b>	
<b>Housing</b>						
CH-1	Residential Rehabilitation Loan Program	Marin Housing Authority	4020 Civic Center Dr, San Rafael	Loan capital and staff salaries to provide residential rehabilitation loans	\$500,000	
CH-2	Residential Access Modification Program	Marin Center for Independent Living	710 4th St, San Rafael	Fund the Residential Accessibility Modification Program of MCIL	\$30,000	
CH-3						
	<b>Housing subtotal</b>				<b>\$530,000</b>	
<b>Capital</b>						
CC-1	New Marin City Mixed-Use Health Hub	Marin City Health and Wellness Center	100 Phillips Drive, Marin City	Fund the Health Hub, a mixed-use new construction project	\$150,000	
	<b>Capital subtotal</b>				<b>\$150,000</b>	
<b>Public Services</b>						
CS-1	Fair Housing Counseling and Education	Fair Housing Advocates of Northern California	1314 Lincoln Ave Ste A, San Rafael	Provide free services for residents protected under federal and state fair housing laws	\$75,000	
CS-2	Domestic Violence Legal Services for Low Income Families	Family & Children's Law Center	1401 Los Gamos Drive Ste # 200, San Rafael	Assist low-income clients in obtaining Domestic Violence Restraining Orders	\$12,500	
CS-3	Legal Aid of Marin Eviction Defense Program	Legal Aid of Marin	1401 Los Gamos Drive Ste # 101, San Rafael	Funding eviction defense services	\$30,000	
CS-4	Senior Access Financial Aid	Senior Access	70 Skyview Tr, Bldg B, San Rafael	Subsidize day program participants	\$33,350	
	<b>Public Services subtotal</b>				<b>\$150,850</b>	





**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation	X	HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Marin Center For Independent Living
MAILING ADDRESS	710 4th Street
WEBSITE	www.Marincil.org
ORGANIZATION DUNS#	199680711
EXECUTIVE DIRECTOR/CEO	Eli Gelardian
EMAIL ADDRESS	eli@marincil.org
PHONE	415-459-6245

3. Project General Information:

PROGRAM/PROJECT NAME	Residential Access Modification Program
PROGRAM/PROJECT SITE ADDRESS	710 Fourth St. San Rafael, CA 94901
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 30,000.00
APPLICATION CONTACT PERSON	Susan Malardino
E-MAIL ADDRESS	susan@marincil.org
PHONE	415-459-6245 ext 29

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
30%	60%	30%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	2015-2016	2016-2017	2018-2019
Grant Amount	\$16,000	\$18,000	\$30,000
Amount Expended	\$16,000	\$15,865	-0-

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

MCIL's mission is to assist seniors and persons with all types of disabilities with achieving their maximum level of sustainable independence as contributing, responsible and equal participants in society. We offer Information and referral, Personal Assistant Registry, Benefits Counseling, Housing Preservation Services, Assistive Technology, Home Modifications and Systems Change Advocacy.

MCIL served over 800 unique clients in 2018

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

The Residential Accessibility Modification Program of MCIL serves Marin residents with disabilities by increasing housing accessibility. The majority of clients have orthopedic, visual or hearing impairments, chemical sensitivities HIV+ or AIDS or are frail, elderly people. This program has been in operation for more than thirty nine years. Services are provided to individuals who are at risk of losing their independence and being confined in nursing homes without the modifications.

Marin CIL is the only agency in Marin that directly assists people in this manner.

**8. HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

Marin County's population is rapidly aging and as a consequence, rapidly aging into disability. By 2020 a third of the population in our County will be older adults, representing the fastest growing rate for seniors in any county in the state of California. Presently Marin has 53,815 older adults and individuals with disabilities enrolled in Medicare and 8,373 individuals enrolled in Medi-Cal. However, despite our significant aging and disabled population, there are limited options for housing.

Another change in our county is in the financial incentives to support community-based living compared to acute or post-acute care. The median monthly cost of a skilled nursing facility bed in Marin is over \$5000 a month, while the combined median monthly cost of in home personal assistants and an individual's social security benefits is less then \$2000. Living safely and independently in the home with community supports is critical to both the emotional and financial health of our community members and the County.

The need for a coordinated and systematized approach to serving individuals at risk of entering long term care facilities can never be more present. The lack of long term care facilities, lack of affordable housing and the fact that many seniors' desire to "age in place" makes it even more critical to help individuals in Marin County remain safely in their homes. With the combined efforts of MCIL's Residential Access Modification Program and other safety net services, we will be able to support our community members to live independently with greater dignity and quality of life.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

All consumers of MCIL are people with disabilities, a protected class, as defined by HUD. In addition MCIL engages in outreach to under served communities. MCIL participates in the Aging Action Initiative and is a partner in the Green and Healthy Homes Project.

MCIL will continue to outreach to under served communities in Marin County.

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	15 with home modification information and referral
Low-Income	3
Very Low-Income	5
Extremely Low-Income	5

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	5 %	%
Asian	5 %	%
Black or African American	20 %	%
Native Hawaiian or other Pacific Islander	5 %	%
White	20 %	10 %
American Indian <i>and</i> White	10 %	%
Asian <i>and</i> White	5 %	%
Black <i>and</i> White	10 %	%
American Indian <i>and</i> Black	10 %	%
Multi-Racial	10 %	%
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	60 %	%

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

MCIL has been providing the Residential Access Modification Program for the past 39 years. Increasingly we are serving older adults who are aging in to disability who require home modification to live safely in their homes. In the past 5 years the program has served approximately 30 individuals and families with home access modifications ranging from grab bar installations, stair lifts, ramps and bathroom widening. These modifications have specifically provided to low income individuals who do not have the resources to complete them on their own. Through the consumer surveys our consumers have reported that their home access modifications have significantly improved overall quality of life, ability to perform activities of daily living and to engage in community activities.

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

MCIL is planning to use the remaining \$2135 to complete approximately 4-7 Grab Bar installations based on the estimate of about \$300-\$500 per installation.

**15. Describe your organizations experience with administering federal grant programs?**

**For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

For over 20 years MCIL has managed grants for independent living services. These grants have been administered by the Department of Education and the Administration on Community Living. The organization has complied with all Federal regulations, fiscal polices and programmatic requirements. Each year the agency undergoes an Annual Audit performed by an outside CPA. MCIL has never fallen out of compliance with our Federal Funders.

MCIL adheres to Davis-Bacon by ensuring that all contractors are current on their licensing and adhere to the local (Marin) prevailing wages and fringe benefits requirements.

**16. Describe who will supervise and manage the project and their past experience with project management.**

Tonique McNair will oversee the project. Tonique McNair has been with MCIL for over 2 years overseeing our Home Modification Program. MCIL has an intake process for all new consumers. Tonique meets with each consumer to develop their goal as part of their Independent Living Plan.

Once the scope of work is determined, Tonique will contact the appropriate contractors and/ or vendors to acquire bids for the project. Once the bids are in, she will review them and select the best suited contractor/vendor for the project. Once all the required documentation is received, she will submit to CDBG for approval.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

Typically our projects do not require additional authorizations however, if authorization should be required this is usually the responsibility of the contractor that is selected for the project.

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

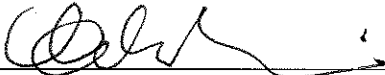
**19. For HOME Projects are you a CHDO?**

N/A

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	Receive shower install request Week 1
Complete planning & environmental review	N/A
Release bid package	Request and receive bid package week 2-3
Select contractor	Make contractor selection week 3
Finalize contract	Week 4
Obtain building permits	N/A
Start construction	Week 4
Complete Construction	Week 4-6

21. Please sign and date your application below:

  
 \_\_\_\_\_  
 Signature/Title

11/15/18  
 \_\_\_\_\_  
 Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

Federalgrants@marincounty.org

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**Project Budget Template**

<b>Organization Name:</b> Marin Center for Independent Living
<b>Project Title:</b> Residential Access Modification Program

**Date:** November 9, 2018

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
<b><i>Committed</i></b>			
<b>Foundations:</b>			
<i>(Add rows)</i>			
<b>Government:</b>			
<i>(Add rows)</i>			
<b>Corporations:</b>			
<i>(Add rows)</i>			
<b>Individual Contributions: (list total):</b>			
<b>Earned Income:</b>			
<i>(Add rows)</i>			
<b>Other (specify):</b>			
<i>(Add rows)</i>			
<b>Subtotal, Committed Income</b>		0	0
<b><i>Uncommitted</i></b>			
<b>Other (specify):</b>			
<b>Federal Grants Request</b>	30,000.00		
<b>Other Foundations:</b>			
<i>(Add rows to list other Foundations)</i>			
<b>Government:</b>			
<i>(Add rows to list other Government agencies)</i>			
<b>Corporations:</b>			
<i>(Add rows to list other corporations)</i>			
<b>Individual Contributions:</b>			
<b>Subtotal, Uncommitted Income</b>		0	0
<b>Other</b>			
<b>Earned Income:</b>			
<i>(Add rows)</i>			



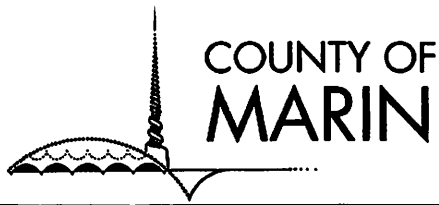
<b>Subtotal, Earned Income</b>			0	
<b>Grand Total Income</b>	<b>30,000.00</b>		<b>0.00</b>	<b>0.00</b>

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>		<b>Other Funding Sources</b>		<b>In Kind</b>
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
<b>Pre-development</b>					
Archetecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
<b>General Development</b>					
Utility hook-ups					
Construction					
<i>Home Modifications - labor</i>	20,000.00				
<i>Home Modifications - Materials</i>	10,000.00				
<b>Subtotal, Direct Project Related Expenses</b>	30,000.00		0.00		0.00
<b>Developer Fee (specify % in column A below)</b>					
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
<b>Grand Total All Expenses</b>	<b>30,000.00</b>		<b>0.00</b>		<b>0.00</b>



MCIL 18-19 Budget	
<b>Income</b>	<b>18-19</b>
Dept of Rehab	375,831
VIIB	186,916
ACL	69,015
Co of Marin - AAS - Registry	20,000
Co of Marin - ADRC	30,000
Attn Referral Program	35,000
To Celebrate Life	25,000
MGH - Access to Benefits	25,000
MGF - Safety Net Services	25,000
Kaiser	20,000
Contracts	10,000
Donations	45,210
Outreach/Fund Development	300,000
Rental Income	78,900
MCF - Building Business Acumen	40,000
CDBG	30,000
FHANC	16,000
Bob Roberts Client Asst Fund	10,000
Dept of Rehab - NHT	20,000
Total Income	1,361,872
<b>Personnel</b>	
Salary	803,226
Fringe Benefits	216,022
Total Salary & Fringe	<b>1,019,248</b>
<b>Operating</b>	
Taxes/Fees	6,500
Utilities - Up	2,950
Utilities - Down	7,000
Bldg Maint - Up	3,000
Bldg Maint - Down	4,500
Property Mgmt	6,600
Rental Fees	2,500
Equip Maint	4,000
General Insurance	10,750
Supplies	9,000
Advertising	1,500
Telephone	9,000
Printing	9,000
Postage	7,000
Audit/Tax Prep	11,500
Professional Fees	38,824
Professional Fees - MCF / ABC	40,000
Equip Lease	8,000
Trvl/Mileage/Lodging	7,000
Staff Dev/Trng	7,000
Dues/Bks/Sub	8,500
Equipment/Software	1,000
Outreach Fund Develop	45,000
CDBG	30,000
FHOM/Spanos	12,500
BR CA Fund	10,000

TCL BCER Fund	20,000
NHT	20,000
<b>Total Operating</b>	<b>342,624</b>
Total Pers & Oper	1,361,872
<b>Balance - profit (loss)</b>	<b>0</b>



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation	X	HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Housing Authority of the County of Marin
MAILING ADDRESS	4020 Civic Center Drive, San Rafael, CA 94903
WEBSITE	www.marinhousing.org
ORGANIZATION DUNS#	037871852
EXECUTIVE DIRECTOR/CEO	Lewis A. Jordan
EMAIL ADDRESS	ljordan@marinhousing.org
PHONE	(415) 491-2530

3. Project General Information:

PROGRAM/PROJECT NAME	Residential Rehabilitation Loan Program
PROGRAM/PROJECT SITE ADDRESS	4020 Civic Center Drive, San Rafael, CA 94903
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 500,000
APPLICATION CONTACT PERSON	Carmen Hall Soruco
E-MAIL ADDRESS	csoruco@marinhousing.org
PHONE	(415) 491-2532

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
27%	17%	56%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	1974 thru 2018	2018/2019	
Grant Amount	avg. 200-250K per year	\$391,988	
Amount Expended	All funds expended	\$225k pending	

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The Marin Housing Authority (MHA) is a public corporation created pursuant to the Health and Safety Code of the State of California, governed by local county government and principally funded by the federal Department of Housing and Urban Development. I

The mission of MHA is to assist low to moderate-income people secure and maintain decent, safe and sanitary affordable housing. MHA serves thousands of people through a wide range of programs and services, including public housing for families, seniors and the disabled, housing choice vouchers (Section 8), supportive housing services for special needs populations, family self-sufficiency services, rental deposit assistance, financial and technical assistance and counseling for low to moderate income first-time home buyers and low-interest home repair loans for extremely-low to low-income homeowners.

MHA is one of Marin County's largest providers of affordable housing, operating over 500 owned housing units (300 units for families and 200 units for seniors and the disabled) and over 2100 Section 8 vouchers used in privately owned rental apartments throughout the community. MHA also administers the Below Market Rate home ownership program with a portfolio of 342 units throughout the County (except Novato) and manages the Residential Rehabilitation Loan Program that has repaired and upgraded over 800 homes in Marin County.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

The Residential Rehabilitation Loan Program (RLP) provides home repair and property improvement loans throughout Marin County to low, very low and extremely low-income owner-occupants who cannot access regular lending resources due to type of housing or income. Loans can be made for repairs to single family homes, condominiums (including Below Market Rate units), floating homes docked in approved berths, mobile homes, and non-profit group homes serving special populations. Low interest loans of up to \$35,000 are provided to complete necessary and urgent home repairs, correct substandard housing conditions, eliminate health and safety hazards and legalize and/or create second units.

Typical work undertaken includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite related problems, emergency and/or storm related repairs, energy efficiency measures such as window retrofits, ADA accessibility improvements and the remediation of trip and fall hazards in the home. In addition, a rehab loan may be used by condominium owners to pay HOA Special Assessments for the correction of construction defects or needed maintenance for which the HOA reserve funds are insufficient.

Since 2017, the RLP has expanded to include the creation and/or legalization of second units (ADUs and JADUs) for non low-income homeowners who agree to rent them to Section 8 tenants or to low-income tenants at an affordable rent through the Real Community Rentals Program in West Marin. This second unit component of the RLP complies with the CDBG guidelines of serving low-income households whether they be the property owner or the tenant.

Through the RLP, the aging housing stock is upgraded and accessibility features installed, allowing low-income households to remain in their homes and age in place and sorely-needed rentals are created for low-income tenants and capped at affordable levels. Loan terms are determined based on program type and ability to pay - borrowers with extremely low and very low incomes are most often set up as deferred loans with no monthly payments and principal and accrued interest only due upon sale.

**8. HUD National Objective to be served (check at least one):**

<input checked="" type="checkbox"/>	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
<input checked="" type="checkbox"/>	<i>Activities benefiting low and moderate area. (LMA)</i>
<input checked="" type="checkbox"/>	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

By combating lending discrimination through equal access to home repair funding opportunities benefiting low-income residents of Marin County; by providing the means to improve the housing stock of ethnically and racially concentrated areas, one house at a time; by remediating unsanitary and dangerous housing conditions for which conventional funding is unavailable; and by serving members of the protected classes including:

Elderly and disabled households who are usually living on fixed incomes with little or no savings and unable to obtain conventional home equity loans. ADA accessibility improvements such as stairlifts, ramps and roll-in showers can be made to make their homes user-friendly.

Racial and ethnic minorities: The Rehab Loan Program provides marketing materials to areas with a concentration of low-income households and minorities, such as Marin City and the Canal area in San Rafael who are the least likely to be approved for conventional financing and least likely to apply for the RLP.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

In addition to mailings to designated census tracts, RLP staff has made radio presentations on a local Spanish language station and will place ads in local Spanish language newspapers. Low-income BMR owners living throughout the County in inclusionary units will be reached through the BMR Program newsletter.

Numerous presentations, referrals and collaborations serving seniors and members of other protected classes are conducted throughout the year with agencies such as Whistlestop Senior Services, Margaret Todd Senior Center, Bolinas Community Land Trust (BCLT), Community Land Trust Association of Marin (CLAM), San Geronimo Valley Affordable Housing (SGVAH), YWCA, Marin Villages, Marin Valley Mobile Home Park, Contempo Marin Mobile Home Park, Marin City Community Development Corp. (MCCDC), West Marin Senior Services (WMSS), Fair Housing Advocates, Marin Center for Independent Living (MCIL), Kaiser Permanente Social Services, Green and Healthy Homes Initiative (GHHI), County of Marin Adult Protective Services, Local Building Departments, Canal Community Alliance, Jewish Family Services, Community Action Marin, Marin Asian Advocacy Program and others.

The statistics below in Sections 11 and 12 are based on 38 households with current loans, a total of 48 persons.

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

<b>Moderate-Income</b>	0
<b>Low-Income</b>	5 households
<b>Very Low-Income</b>	13 households
<b>Extremely Low-Income</b>	20 households

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>	%	%
<b>Asian</b>	10 %	%
<b>Black or African American</b>	15 %	%
<b>Native Hawaiian or other Pacific Islander</b>	%	%
<b>White</b>	73 %	2 %
<b>American Indian <i>and</i> White</b>	%	%
<b>Asian <i>and</i> White</b>	%	%
<b>Black <i>and</i> White</b>	2 %	%
<b>American Indian <i>and</i> Black</b>	%	%
<b>Multi-Racial</b>	%	%
<b>TOTAL</b>	100%	
<b>Female-Headed Households (out of above total)</b>	58 %	%



**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

Since its inception 43 years ago, the Rehab Loan Program has processed 1,527 applications and funded over 800 loans totaling \$16,311,404. These loans have helped maintain Marin's housing stock in decent and safe condition, allowed low-income homeowners to maintain and remain in their homes, prevented the loss of housing for low-income households by creating second units to provide much-needed income, created rent-restricted affordable units for Section 8 and low-income tenants and provided a source of funds for mobile homes and floating homes typically unable to access conventional means of financing.

Rehab loans have replaced numerous roofs, dry-rotted decks, water heaters, furnaces, appliances, windows and more. Past projects have included everything from installation of an elevator in the home of an ALS patient to the waterproofing of decking on a floating home.

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

This year, as we did last year, we are asking for an additional \$235k over the administrative costs of \$265k for the funding of 7-8 rehabilitation loans due to the high demand and low available funds. The expansion of the RLP to include second units has resulted in increased applications but the rate of loan payoffs has not changed.

The CDBG conditional funding approval for last year is pending environmental reviews which have been submitted. There are 4 monthly billings plus the allocation specified for the direct loans for a total of invoices pending of \$224,000. This current allocation will be expended by the end of the FY 2018/2019 at the current rate of \$20,000 to \$22,000 per month.

**15. Describe your organizations experience with administering federal grant programs?**

**For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

The Marin Housing Authority has been administering the Residential Rehabilitation Loan Program for 43 years. MHA has managed other programs in previous years that received federal grants.

**16. Describe who will supervise and manage the project and their past experience with project management.**

Carmen Hall Soruco is the manager of the Home Ownership Programs Department for the Marin Housing Authority where she has worked for over eighteen years. The Department administers the Residential Rehabilitation Loan Program for low-income homeowners as well as the Below Market Rate Homeownership Program for first-time home buyers, the Mortgage Credit Certificate Program, and various down payment assistance programs.

Carmen is a graduate of UC Berkeley and studied at the University of Madrid, Spain. She has worked as a social worker, community programs director, home mortgage lender, real estate appraiser, and licensed general contractor and is bilingual in English and Spanish.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

N/A

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

**19. For HOME Projects are you a CHDO?**

N/A

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:

  
Signature/Title

11/15/18  
Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**  
**POSTMARKS WILL NOT BE ACCEPTED**

	A	B	C	D	E	F	G	H
1	Project Budget Template							
2	Organization Name: HOUSING AUTHORITY OF THE COUNTY OF MARIN							
3	Project Title: RESIDENTIAL REHABILITATION LOAN PROGRAM							
4	Date: NOVEMBER 15, 2018							
5	<b>INCOME:</b>	<b>Federal Grants Request</b>		<b>Other Funding Sources</b>		<b>In Kind</b>		<b>Total Proposed Project Income</b>
6								
7	<b>Committed</b>							
8	<b>Foundations:</b>							
9	(Add rows)							
10	<b>Government:</b>							
11	(Add rows)							
12	<b>Corporations:</b>							
13	(Add rows)							
14	<b>Individual Contributions:</b>							
15	(list total):							
16	<b>Earned Income:</b>							
17	(Add rows)							
18	<b>Other (specify):</b>							
19	(Add rows)							
20	<b>Subtotal, Committed Income</b>			0		0		-
21	<b>Uncommitted</b>							
22	<b>Other (specify):</b>							
23	<b>Federal Grants Request</b>	500,000						
24	<b>Other Foundations:</b>							
25	<b>Government:</b>							
26	<b>Corporations:</b>							
27	<b>Individual Contributions:</b>							
28	<b>Subtotal, Uncommitted Income</b>			0		0		-
29	<b>Other</b>							
30	<b>Earned Income:</b>							
31	(Add rows)							
32	<b>Subtotal, Earned Income</b>			0				-
33	<b>Grand Total Income</b>	500,000		0		0		500,000
34								
35								
36								
37	<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>		<b>Other Funding Sources</b>		<b>In Kind</b>		<b>Total Proposed Project Expenses</b>
38	<b>Personnel Expenses</b>							
39	Program Director (% FTE: 1.0)	95,680						
40	Admin. Assistant (% FTE: .5)	36,328						
41	Cal Pers Unfunded Liability	29,520						
42	Benefits (@ %: 9.5)	11,880						
43	<b>Subtotal Salaries and Benefits</b>	173,408		0		0		173,408
44	<b>Contracted Services</b>							
45	Professional Fees - Legal	4,650						
46	Project Consultant	2,627						
47	Central Office Costs - Management Fees	32,000						
48	<b>Subtotal Contracted Services</b>	39,277		0		0		39,277
49	<b>Direct Project Related Expenses</b>							
50	Rent, Utilities - Central Office	43,000						
51	Audit fees	1,000						
52	Supplies	3,600						
53	Computer Maintenance	2,380						
54	Travel	1,140						
55	Professional Development							
56	Marketing	1,195						
57	(Add rows to list other direct project expenses)							
58	<b>Subtotal, Direct Project Related Expenses</b>	52,315		0		0		52,315
59	<b>Indirect Expense (specify % in column A below)</b>							
60								
61	<b>Fiscal Sponsorship Fee (specify % in column A below)</b>							
62								
63	<b>Grand Total All Expenses</b>	265,000		0		0		265,000
64	<b>Direct Rehab Loans</b>	235,000						235,000
65	<b>GRAND TOTAL CBDG REQUEST</b>							500,000
66								
67								
68								


  
 11/14/18

<b>Marin County Housing Authority 2019 Proposed Budget</b>				
		<b>2018 Budget</b>	<b>2018 6M Actual</b>	<b>2019 Proposed</b>
<b>Operating Receipts</b>				
Total Rental Income		3,098,028	1,534,856	3,069,711
Total Other Income		41,345,189	21,851,707	43,703,413
Total Admin. Income		2,868,772	1,457,423	2,914,847
Total Nonrental Income		1,287,269	848,191	1,696,383
Total HUD Annual Contributions		5,202,568	2,884,129	5,768,258
<b>Total Operating Receipts</b>		<b>53,801,826</b>	<b>28,576,306</b>	<b>57,152,612</b>
<b>Operating Expenses</b>				
Total Administrative Salaries		2,456,225	1,245,555	2,491,111
Total Legal & Professional Expense		1,986,376	967,042	1,934,084
Total Travel		50,750	38,696	77,392
Total Accounting and Audit Fees		54,420	-	-
Total Sundry Administrative		1,044,519	552,831	1,105,662
Total Tenant Services		24,450	7,268	14,536
Total Client Services		85,362	17,806	35,612
Total Utilities		1,133,572	491,038	982,076
Total Maintenance Labor		587,565	257,208	514,416
Total Maintenance Materials		305,157	150,516	301,032
Total Maintenance Contracts		932,527	504,420	1,008,839
Total General Expense		-	-	-
Total Insurance		214,855	117,415	234,830
Total PILOT / Property Taxes		5,084	3,483	6,965
Total Employee Benefits		2,219,635	1,008,377	2,016,754
Total Employee Benefit-Maintenance		-	4,594	9,188
Total Collection Losses		10,840	-	-
Total Interest On Notes		405,001	121,925	243,851
Total Other General Expense		122,430	95,460	190,920
Total Extraordinary Maintenance		814,880	-	-
Total Interest Expense		300	138	277
<b>Total Operating Expenses</b>		<b>12,453,948</b>	<b>5,583,773</b>	<b>11,167,546</b>
<b>* Revenue from Operations *</b>		<b>41,347,878</b>	<b>22,992,533</b>	<b>45,985,066</b>
Transfer In		100,000	136,789	273,578
Transfer Out		100,000	136,789	273,578
		<b>41,347,878</b>	<b>22,992,533</b>	<b>45,985,066</b>
Total Reserve Expense		42,993	25,317	50,634
Total Housing Assistance Payments		40,562,327	21,481,491	42,962,982
Total Provision for Reserves		512,558	-	-
Total Operating Expenditures - Property		-	-	-
		<b>230,000</b>	<b>1,485,725</b>	<b>2,971,450</b>



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	X
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Marin City Health & Wellness Center
MAILING ADDRESS	630 Drake Ave, Marin City, CA 94965
WEBSITE	www.marincityclinic.org
ORGANIZATION DUNS#	830668880
EXECUTIVE DIRECTOR/CEO	JayVon Muhammad, CEO
EMAIL ADDRESS	info@marincityclinic.org
PHONE	415.339.8813

3. Project General Information:

PROGRAM/PROJECT NAME	New Marin City Mixed-Use Health Hub
PROGRAM/PROJECT SITE ADDRESS	100 Phillips Drive, Marin City, CA 94965
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 150,000
APPLICATION CONTACT PERSON	Melanie Hamburger
E-MAIL ADDRESS	melanie@marincityclinic.org
PHONE	415.999.3197/mobile

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato	San Rafael	County Other	Total
5	19	76	100%

**5. What prior years have you been funded by CDBG/HOME**

Year Funded			
Grant Amount			
Amount Expended			

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.:**

Marin City Health and Wellness Center (the Center) is a nonprofit Federally Qualified Health Center, dedicated to serving public housing residents and the growing homeless population County-wide, and low-income residents of southern Marin County. Healthcare is provided regardless of an individual's ability to pay. Of current patients, 94% are Medi-Cal eligible, 63% are residents of southern Marin, and 13% are homeless. Poverty is the common thread among our multi-ethnic patient base. For the 12 months ended 10/31/18, the Center served 3,687 unique patients with 19,790 provider visits for integrated healthcare services.

The Center has a proven track record in providing healthcare and supportive services to protected classes. Medical services in Marin City began in 2006, followed by dental and behavioral health in 2012. Preventative behavioral health programs for youth (ages 12-20) began two years later. In 2016 a midwifery, perinatal and childbirth program opened (at Marin's only freestanding birth center, and one of three FQHC/birth center models in the U.S.), and homeless, recovery and medication-assisted treatment services began.

Created in 2006 by a grassroots movement for culturally sensitive healthcare in Marin's historic Black community, the Center's mission is to provide innovative health and wellness services for all, with the goal of African American health equity. Across the board, African Americans suffer the worst health outcomes, including maternal health and childbirth disparities, chronic conditions, and morbidity and mortality from preventable illness. The Office of Statewide Health Planning and Development indicates that Marin County has the second-highest emergency room utilization rate in the Bay Area: 298 visits per 1,000 residents. Throughout California, Black residents are more likely than any other racial or ethnic group to delay obtaining needed medications, and to utilize the emergency room for a non-emergency visit (UCLA Health Policy Research Brief, 2009).

Over the years, the Center has tried to find larger space to meet the demand for care that far exceeds the current small clinic space. In late 2017 an opportunity arose to purchase 100 Phillips Drive, 1/2 block from the main clinic location. Recognizing that this was the first commercial real estate sale in Marin City in decades, clinic leadership thoughtfully considered the highest and best use of the site: remodel the existing building, or build a new multi-story building with healthcare, supportive services, and affordable housing. In September 2018 an architect was engaged to develop a more comprehensive concept design with new construction.

In mid-2018, key leadership roles changed to make possible the mixed use site: a project manager was assigned to oversee the construction and funding of Phillips Drive, and development staff was added. As we prepare to submit plans for new construction of the mixed-use Health and Housing Hub, the Center is well positioned to expend grant funds for the stated purpose and within the 2019-20 timeframe.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

The Health Hub is a mixed-use new construction project. Funding from this grant would support ONLY that portion of the construction expense related to the 6,000+ sq. ft. clinic space.

The project meets several CDBG/HUD priorities: it is located in a Transit-Oriented Development, less than 1/8 mile from major bus lines that serve the entire county; it reflects New Urbanism in a community that is walkable, diverse, mixed income, with access to retail; and, as a nonprofit Public Facility, the Center offers healthcare services available to the general public, with a focus on L/M income (over 80% of our patients access care using Medi-Cal).

The new clinic will more than double exam rooms (and access to care for L/M income patients) for primary medical, dental, behavioral health and MAT services. It will include space for recovery support groups, and health education programs that include a Food Pharmacy, Park Rx activities, and Healthy Eating Active Living programs for seniors and those managing multiple chronic conditions. The Center has achieved statewide and national recognition for its medication-assisted treatment (MAT) program for opioid addiction, and a unique FQHC/birth center model to address Black maternal health disparities and low birthweight babies.

Center leadership initially intended to remodel the existing building, and then recognized a once-in-a-lifetime opportunity to create a unique whole-person care model that co-locates healthcare, supportive services, and housing in Marin City. Quezada Architects (a woman-owned, minority business) was recently hired to create a mixed-use Project Design with expanded clinic, childcare, private school with mental health support for teens living with Adverse Childhood Experiences (ACEs) who do not succeed in a traditional school environment, offices for HHS specialty services, and 20 units of 100% low income housing.

Recognizing the significance of this undertaking, the Center has reassigned staff to manage the construction, funding and compliance for the new site; with prior renovations, we added additional responsibilities to current staff roles. Over \$2.5M in funding requests have been submitted for pre-development and construction costs. This site has already passed a NEPA review by Marin County. The pre-development team includes an architect, structural engineer, soils/geotechnical consultant, land use attorney, and entitlements consultant. The Center has begun to build community support by meeting with key organizations and program partners in Marin City, including Bayside MLK Academy, the Community Services District, and the Community Development Corp. In December we will meet with Marin CDA (planning) staff to present the schematic design for approval, and begin to prepare the planning package.

The Center was created to expand access to care for a historically underserved, low-income residents of southern Marin. The community's healthcare needs significantly exceed our ability to provide services in the limited space available at the leased current clinic site or, even, in the existing structure at the Phillips Drive site. CDBG funding will increase access to care by creating an innovative, integrated, community-based Health Hub.

**8. HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

As a Federally Qualified Health Center (FQHC), we require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the L/M income limit. In the case of our patients, 94% are below the moderate income limit. Our services benefit residents of public housing and the homeless, those at risk of homelessness and struggling with mental illness, youth at risk of entering the criminal justice system and/or transitioning out of foster care, re-entry adults, veterans, and Protected Classes including African Americans, women who are head of household, and older adults.

The Center was founded in 2006 by a grassroots effort to serve the unique needs of Marin City residents. Its nature and location dictate that the clients for our healthcare and supportive services are primarily L/M income persons.



**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

Starting in October 2018, we launched a marketing campaign to tell Protected Classes and residents of southern Marin County about the new Health Hub. Components of outreach include: speaking to community boards (Marin City Community Services District, Marin City Community Development Corp, Sausalito Marin City School Board, resident advisory councils for public housing), connecting with county leaders (Supervisor Kate Sears, Dr. Grant Colfax), and creating a new print newsletter and HealthyMarinCity.org website (coming soon) with updates on the construction project and capital campaign.

Most importantly, our staff who conduct outreach in the community for free health and wellness programs (insurance and Medi-Cal enrollment, support classes, exercise and nutrition programs, youth programs, weekly services to anchor-outs offshore in Sausalito) will discuss and distribute information about healthcare, childcare, housing and supportive services available at the new clinic site at 100 Phillips Drive.

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	353
Low-Income	258
Very Low-Income	486
Extremely Low-Income	2065

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	1 %	0 %
Asian	5 %	0 %
Black or African American	21 %	2 %
Native Hawaiian or other Pacific Islander	1 %	0 %
White	37 %	1 %
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	22 %	10 %
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	not available %	n/a %

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

N/A

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

As soon as the decision was made to expand services through a mixed-use new construction (rather than for remodeling the current building for expanded clinic space only) the Center contacted CDBG staff at the County of Marin to discuss options for repurposing CDBG funding accordingly. At that meeting (in September 2018), it was determined that MCHWC is not eligible to transfer CDBG grants to new construction.

In a letter dated 11/13/18, CEO JayVon Muhammad relinquished these funds for the benefit of other organizations:

- \$50,000 awarded 12/17/17 for the 2017-18 funding cycle;
- \$38,282 pending for the 2018-19 funding cycle.

We submit this proposal recognizing that the Center will not benefit from the \$88,282 of funding previously granted through the CDBG process. The proposed new construction requires submission of this new CDBG application, and precludes the use of any previously allocated funding for renovation.

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

We receive significant funding from federal and state agencies, such as HRSA and the County of Marin. As a result, Center staff is experienced in tracking expenditures, data and compliance for agency grant reporting requirements. A three-person QI team oversees data and reporting, consistent with our organizational culture of Continuous Quality Improvement (CQI). As an FQHC, we are experienced at managing complex financial regulations, grants compliance and billing structures, and perform regular financial and programmatic audits.

The Center's Board of Directors, which includes 50% patient representation, reviews financial and CQI metrics monthly; our Finance Manager is one of the Center's longest-serving employees; and we outsource CFO responsibilities to a firm that specializes in FQHC financials. Prudent fiscal management has resulted in the ability to set aside revenue and build substantial savings that have been used to fund prior construction projects for the Marin Family Birth Center and Bayview Clinic. (The first debt in the Center's 12-year history was the mortgage to purchase the Phillips Dr. site.)

We understand, support and will comply with Davis-Bacon prevailing wage requirements.

**16. Describe who will supervise and manage the project and their past experience with project management.**

Since 2016 Grantee has completed two major construction projects and is experienced working with architects, engineers and contractors. Key staff involved in past construction project management include Birth Center Director Kiki Jordan, who will serve as Interim CEO. Well beyond the construction, plans and permits required to remodel an office suite into medical exam and delivery rooms for the Marin Family Birth Center (880 Las Gallinas Ave, San Rafael), she navigated complex regulations for Marin County's first freestanding birth center; no precedent existed for this ambulatory labor and delivery facility. At the Bayview Hunters Point Clinic (6301 3rd Street, SF), current CEO JayVon Muhammad and COO Patricia Rodriguez managed an extensive renovation of a two-story medical facility built in 1960 and never modernized, included bringing the entire facility up to current code and ADA requirements.

This year the Center added fundraising staff to allow Melanie Hamburger, Development Director, to focus on capital campaign and project management for pre-development. Lastly, Board Chair Nancy Johnson has spent most of her career working in public assistance, public housing and real estate. She brings extensive knowledge of low-income housing.

Principal Architect Cecelia Quezada has medical construction experience, including designing the new trauma wing of San Francisco General/Zuckerberg Hospital. Project Architect Clare Hyland has designed comprehensive medical facilities for Kaiser Permanent and other healthcare providers.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

We have conducted extensive research on zoning and planning requirements, including Marin Code Article III, Title 22. Included in our project team is a land use attorney experienced in unincorporated Marin County; we are in the process of hiring an entitlement consultant. The new clinic space will also benefit from certain regulations that help fast-track the permitting process (such as California SB35, which applies to affordable housing developments). We anticipate submitting plans by 1/1/18, with approval by March 2019.

Safeguards to keep us on schedule for a June 2020 project completion date include a team of advisors and consultants who are experienced in this type of mixed-use construction, as well as re-assigning the Development Director solely to this project. In addition to permit fees, the project budget includes soft costs at 30%, equipment costs, utility fees, and a 15% contingency. The Center has developed a team and project planning timeline with key milestones to anticipate, plan for, and overcome obstacles in the planning and construction process.

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

**19. For HOME Projects are you a CHDO?**

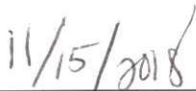
N/A

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	12/31/18
Complete planning & environmental review	2/1/19
Release bid package	1/15/19
Select contractor	3/1/19
Finalize contract	4/1/19
Obtain building permits	5/1/19
Start construction	6/1/19
Complete Construction	6/1/20

21. Please sign and date your application below:

  
 \_\_\_\_\_  
 Signature/Title

  
 \_\_\_\_\_  
 Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

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County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST  
POSTMARKS WILL NOT BE ACCEPTED**

**Project Budget Template**

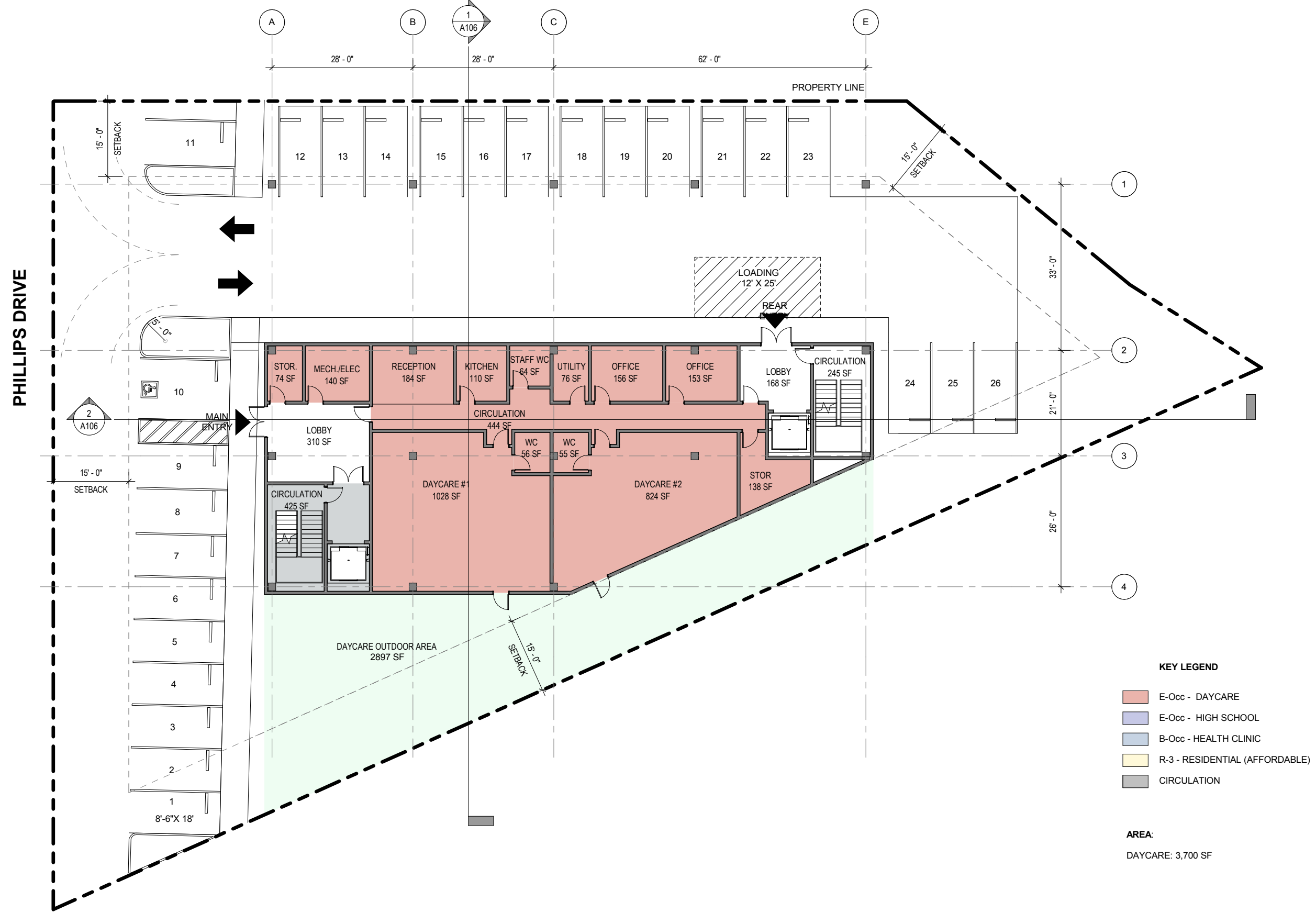
<b>Organization Name:</b> Marin City Health & Wellness Center
<b>Project Title:</b> New Marin City Mixed-Use Health Hub

**Date:** 11/15/18

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
Marin HHS IGT (dental)		\$ 200,000		
<i>(Add rows)</i>				
<b>Corporations:</b>				
Capital Link		\$ 30,000		
Quezada Architects			\$ 40,000	
FTF Engineering			\$ 5,000	
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		<b>\$ 230,000</b>	<b>\$ 45,000</b>	<b>\$ 275,000</b>
<b><u>Uncommitted</u></b>				
<b>Other (specify):</b>				
<b>Federal Grants Request</b>	\$ 150,000			
<b>Other Foundations:</b>		\$ 1,250,000		
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>		\$ 1,250,000		
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>		\$ 878,200	\$ 100,000	

<b>Subtotal, Uncommitted Income</b>	\$ 150,000	\$ 3,378,200	\$ 100,000	\$ 3,628,200
<b>New Markets Tax Credits</b>		\$ 975,800		\$ 975,800
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>		\$ -		\$ -
<b>Grand Total Income</b>	\$ 150,000	\$ 4,584,000	\$ 145,000	\$ 4,879,000

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Direct Project Related Expenses (Clinic portion only)</b>				
<b>Acquisition</b>				
Purchase price				
Title/Recording/Escrow				
<i>(Add rows to list other direct project expenses)</i>				
<b>Pre-development (Clinic portion only)</b>				
Archetecture & engineering Phase 1		\$ 704,000	\$ 145,000	
Market Study				
Entitlements/Zoning		\$ 100,000		
<i>(Add rows to list other direct project expenses)</i>				
<b>General Development (Clinic portion only)</b>				
Utility hook-ups		\$ 100,000		
Parking/landscaping		\$ 750,000		
Construction	\$ 150,000	\$ 2,830,000		
Demolition		\$ 100,000		
<b>Subtotal, Direct Project Related Expenses</b>	\$ 150,000	\$ 4,584,000	\$ 145,000	\$ 4,879,000
<b>Developer Fee (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 150,000	\$ 4,584,000	\$ 145,000	\$ 4,879,000



**KEY LEGEND**

<span style="display:inline-block; width:15px; height:10px; background-color:#e9967a; border:1px solid black;"></span>	E-Occ - DAYCARE
<span style="display:inline-block; width:15px; height:10px; background-color:#a6a6c9; border:1px solid black;"></span>	E-Occ - HIGH SCHOOL
<span style="display:inline-block; width:15px; height:10px; background-color:#a6c9e9; border:1px solid black;"></span>	B-Occ - HEALTH CLINIC
<span style="display:inline-block; width:15px; height:10px; background-color:#fff9c4; border:1px solid black;"></span>	R-3 - RESIDENTIAL (AFFORDABLE)
<span style="display:inline-block; width:15px; height:10px; background-color:#cccccc; border:1px solid black;"></span>	CIRCULATION

**AREA:**  
DAYCARE: 3,700 SF

① LEVEL 1 1-20  
1" = 20'-0"



2018.11.09

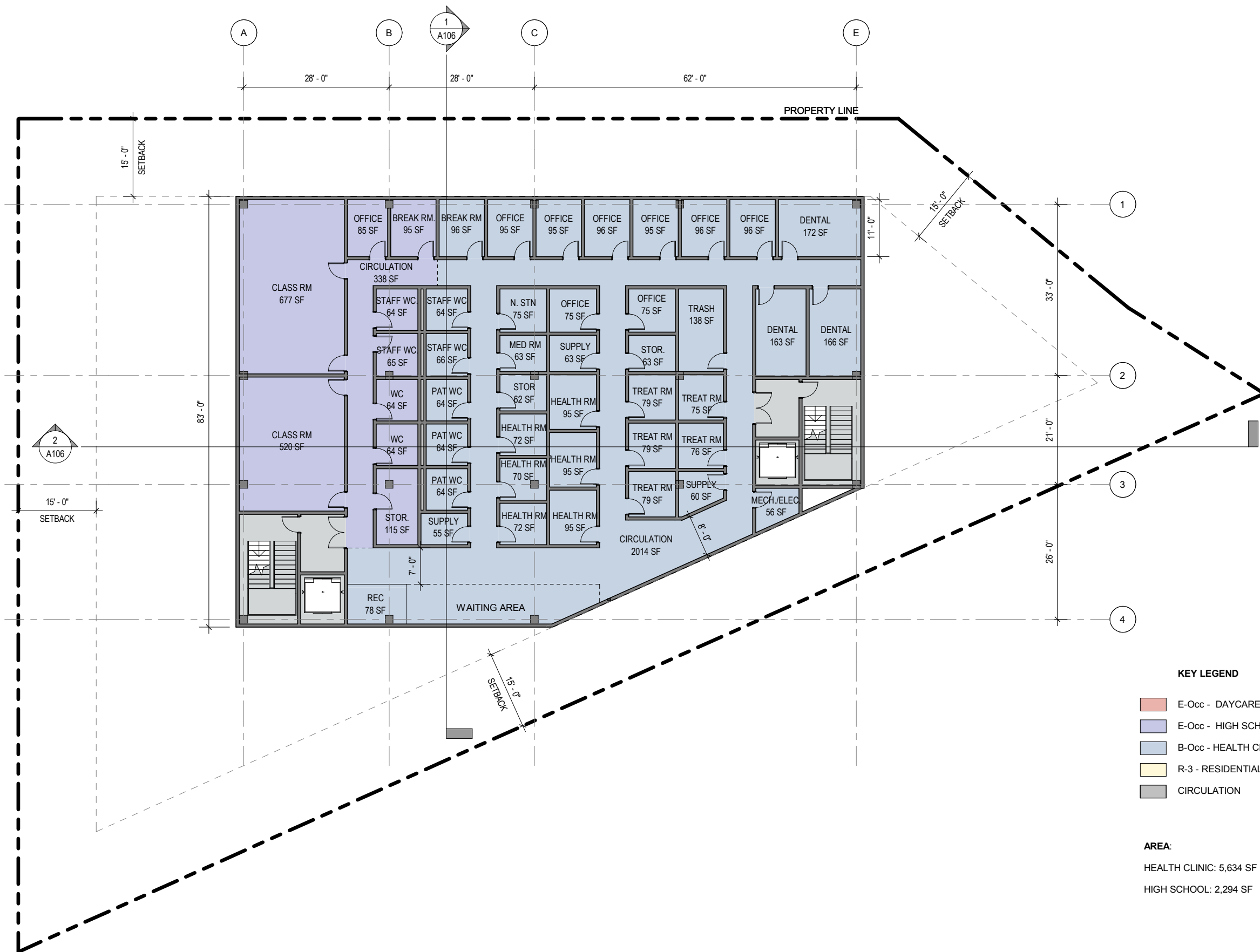
As indicated NOTE: SUBJECT TO DIGITAL SURVEY

# MARIN CITY HEALTH AND WELLNESS

LEVEL 1 FLOOR PLAN

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

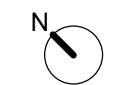
**QUEZADA**architecture



**KEY LEGEND**

<span style="display:inline-block; width:15px; height:10px; background-color:#f08080; border:1px solid black;"></span>	E-Occ - DAYCARE
<span style="display:inline-block; width:15px; height:10px; background-color:#9999ff; border:1px solid black;"></span>	E-Occ - HIGH SCHOOL
<span style="display:inline-block; width:15px; height:10px; background-color:#add8e6; border:1px solid black;"></span>	B-Occ - HEALTH CLINIC
<span style="display:inline-block; width:15px; height:10px; background-color:#ffff99; border:1px solid black;"></span>	R-3 - RESIDENTIAL (AFFORDABLE)
<span style="display:inline-block; width:15px; height:10px; background-color:#cccccc; border:1px solid black;"></span>	CIRCULATION

**AREA:**  
 HEALTH CLINIC: 5,634 SF  
 HIGH SCHOOL: 2,294 SF



2018.11.09

As indicated NOTE: SUBJECT TO DIGITAL SURVEY

# MARIN CITY HEALTH AND WELLNESS

LEVEL 2 FLOOR PLAN

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

**QUEZADA**architecture





**KEY LEGEND**

- E-Occ - DAYCARE
- E-Occ - HIGH SCHOOL
- B-Occ - HEALTH CLINIC
- R-3 - RESIDENTIAL (AFFORDABLE)
- CIRCULATION

**AREA:**

RESIDENTIAL (AFFORDABLE): TBD

2018.11.09

As indicated NOTE: SUBJECT TO DIGITAL SURVEY

# MARIN CITY HEALTH AND WELLNESS



LEVEL 3 FLOOR PLAN

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

**QUEZADA**architecture



**KEY LEGEND**

- E-Occ - DAYCARE
- E-Occ - HIGH SCHOOL
- B-Occ - HEALTH CLINIC
- R-3 - RESIDENTIAL (AFFORDABLE)
- CIRCULATION

**AREA:**

RESIDENTIAL (AFFORDABLE): TBD



2018.11.09

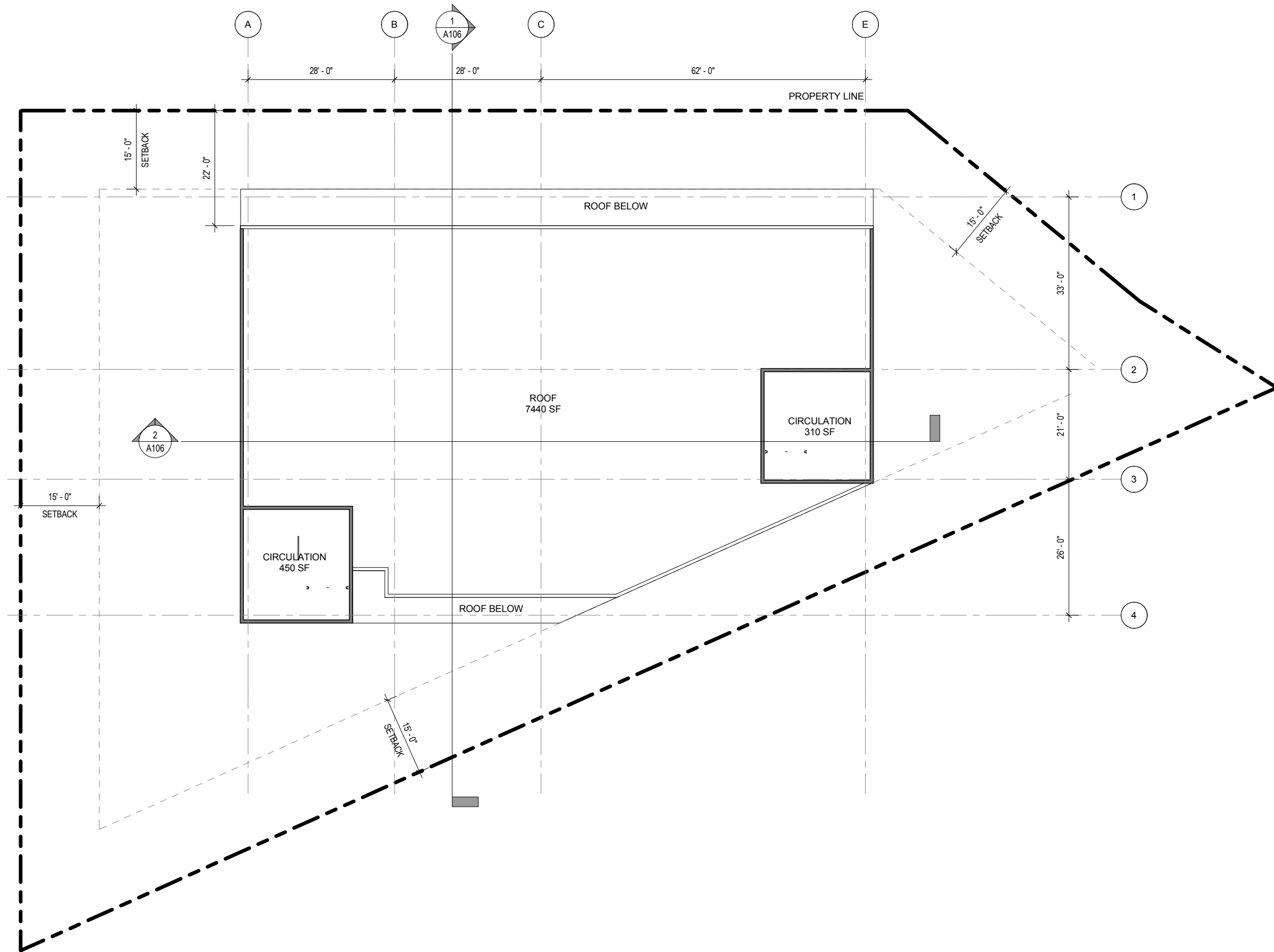
As indicated

# MARIN CITY HEALTH AND WELLNESS

LEVEL 4 FLOOR PLAN

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

**QUEZADA**architecture



2018.11.09

1" = 20'-0"

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

# MARIN CITY HEALTH AND WELLNESS

ROOF PLAN

**QUEZADA**architecture

*PROPOSED*

**Marin City Health and Wellness Center**

**2018 - 2019 Fiscal Year Budget**

**Marin City Health and Wellness Center**  
**2018 - 2019 Fiscal Year Budget**  
**Statement of Activities**

	Actual 2016-17	Budget 2017- 18	Annualized 2017-18	Budget 2018-19	Variance
<b>Patient Revenue:</b>					
Medi-Cal	2,436,942	3,432,889	3,262,262	4,858,160	1,595,898
Medicare	335,399	558,071	269,855	489,053	219,198
Other Public Prog.	-	1,741	-	-	-
Insurance	92,518	220,793	150,964	271,309	120,345
Self Pay & Other	163,192	256,089	144,115	276,843	132,728
Sliding Scale & Other Write-Offs	(47,989)	(128,045)	(21,949)	(46,141)	(24,191)
Cost Report Settlement	(7,255)	-	-	-	-
Estimated Medi-Cal	58,495	-	-	-	-
Provision for Doubtful Accounts	(200,805)	(260,494)	(110,374)	(169,663)	(59,289)
Patient Refunds	(150)	(1,000)	(15,054)	(23,140)	(8,086)
<b>Total Patient Revenue</b>	<b>2,830,346</b>	<b>4,080,045</b>	<b>3,679,818</b>	<b>5,656,421</b>	<b>1,976,603</b>
		-		-	
<b>Total Operating Expenses</b>	<b>(5,314,544)</b>	<b>(6,686,880)</b>	<b>(6,596,639)</b>	<b>(8,424,446)</b>	<b>(1,827,807)</b>
<b>Net Uncompensated Care</b>	<b>(2,484,198)</b>	<b>(2,606,836)</b>	<b>(2,916,821)</b>	<b>(2,768,025)</b>	<b>148,796</b>
<b>Grants &amp; Other Revenue:</b>					
Federal 330 Grant	1,987,722	1,969,417	1,898,931	1,849,935	(48,996)
Federal 330 AIMS	-	-	92,327	99,164	6,837
County of Marin Grant	174,267	100,000	150,461	203,333	52,872
Marin Community Foundation	149,996	100,000	158,672	25,000	(133,672)
Blue Shield	21,125	31,124	21,163	5,250	(15,913)
California Wellness Foundation	150,000	-	66,667	35,000	(31,667)
Other Grants	183,923	268,000	178,914	370,000	191,086
Partnership QIP Incentive	55,105	109,706	271,618	120,000	(151,618)
Meaningful Use Incentive	-	25,500	-	-	-
Donations	91,528	115,000	25,463	35,000	9,537
Donations In-Kind	-	-	10,963	11,000	37
Fundraising Income	10,651	-	9,526	10,000	474
Medical Records	1,536	2,000	303	2,000	1,697
Rental Income	1,800	1,800	42,233	54,000	11,767
Interest & Other Income	23,452	22,000	6,577	7,500	923
					-
<b>Total Grants &amp; Other Revenue</b>	<b>2,851,105</b>	<b>2,744,547</b>	<b>2,933,816</b>	<b>2,827,182</b>	<b>(106,634)</b>
<b>Net Operating Income/(Loss)</b>	<b>366,907</b>	<b>137,712</b>	<b>16,995</b>	<b>59,157</b>	<b>42,162</b>
<b>Extraordinary Revenue &amp; Expenditures:</b>					
Defenders Program	(6,592)	(3,000)	2,905	3,000	95
Capital Grant Federal 330	-	1,000,000	1,000,000	-	(1,000,000)
Capital Grant DHHS	-	-	250,000	-	(250,000)
Birth Center - Sales Income	-	-	222	250	28
<b>Total Capital Revenue &amp; Expenditures</b>	<b>(6,592)</b>	<b>997,000</b>	<b>1,253,127</b>	<b>3,250</b>	<b>(1,249,877)</b>
<b>Net Excess of Revenue Over Expenses</b>	<b>360,316</b>	<b>1,134,712</b>	<b>1,270,122</b>	<b>62,407</b>	<b>(1,249,877)</b>
<b>Visits</b>	16,972	26,203	17,937	29,431	11,494
<b>Cost Per Visit</b>	\$ 313.14	\$ 255.20	\$ 367.76	\$ 286.24	\$ (81.52)
<b>Revenue Per Visit</b>	\$ 166.77	\$ 155.71	\$ 205.15	\$ 192.19	\$ (12.96)

**Marin City Health and Wellness Center  
2018 - 2019 Fiscal Year Budget  
SCHEDULE OF OPERATING EXPENSES**

	Actual 17	2016- 2016-17	Budget 2016-17	Annualized 2017-18	Budget 2018-19	Variance
<b>Staff Costs</b>						
Wages	2,985,047		3,906,901	3,598,038	4,818,406	1,220,369
<b>Benefits</b>						
Payroll Taxes	245,597		324,993	292,523	391,739	99,216
Health Benefits	257,166		334,323	308,374	412,966	104,592
Workers Compensatin	37,743		50,048	44,585	59,705	15,120
Retirement Benefits	46,157		97,672.53	45,643	61,125	15,482
<b>Total Benefits</b>	<b>586,664</b>		<b>807,036</b>	<b>691,125</b>	<b>925,535</b>	<b>234,410</b>
<b>Total Wages &amp; Benefits</b>	<b>3,571,711</b>		<b>4,713,937</b>	<b>4,289,163</b>	<b>5,743,941</b>	<b>1,454,779</b>
Contracted Services	113,683		40,000	114,277	40,000	(74,277)
<b>Total Staff Costs</b>	<b>3,685,394</b>		<b>4,753,937</b>	<b>4,403,439</b>	<b>5,783,941</b>	<b>1,380,502</b>
<b>Facility Costs</b>						
Depreciation - Building	-		-	14,087	22,538	8,451
Depreciation - Leasehold Imp	22,141		22,141	28,992	119,067	90,075
Interest Expense - Mortgage	-		-	38,673	53,200	14,527
Property Taxes	-		-	1,573	1,600	27
Rent	213,256		204,228	281,855	276,180	(5,675)
Repairs & Maintenance - Bldg	33,582		48,200	43,350	48,200	4,850
Utilities	29,370		31,000	52,321	54,600	2,279
<b>Total Facility Costs</b>	<b>298,348</b>		<b>305,569</b>	<b>460,850</b>	<b>575,385</b>	<b>114,535</b>
<b>Other Operating Expenses</b>						
Audit Fees	12,000		12,000	12,360	12,500	140
Bank Charges	3,047		2,900	5,342	6,000	658
Billing Services	149,598		130,000	341,220	396,000	54,780
Cafeteria Expenses (Academy)	-		-	525	1,800	1,275
Computer Supplies & Support	148,231		170,500	162,352	165,000	2,648
Conferences & Meetings	33,217		40,000	46,166	50,000	3,834
Consulting Fees - PW Accounting	173,040		166,000	122,484	130,000	7,516
Consulting Fees - PW Audit Support	-		-	7,895	7,800	(95)
Consulting Fees - PW CFO	27,445		26,400	37,100	40,000	2,900
Consulting Fees - PW Federal Compliance	-		-	38,373	40,000	1,627
Consulting Fees - Grant & Administrative	75,000		75,000	89,692	100,000	10,308
Consulting Fees - Instructors (Academy)	-		-	3,733	5,000	1,267
Consulting Fees - PW State & Local Compliance	-		-	45,061	40,000	(5,061)
Consulting Fees - Other	19,644		132,500	40,528	50,000	9,472
Continuing Education	9,110		10,000	14,596	15,000	404
Contributions/Donations	-		-	3,667	4,000	333
Copier Lease	4,612		5,000	6,058	6,500	442
Depreciation	52,877		53,392	115,743	122,265	6,522
Dues & Memberships	21,593		23,500	26,796	30,000	3,204
Fundraising Expense	9,248		-	6,787	10,000	3,213
Insurance-General	22,615		18,500.00	45,092	50,000	4,908
Insurance-Malpractice	4,328		7,349	10,825	17,762	6,937
Insurance-D&O	1,918		1,500	2,291	2,500	209
Interest Expense	277		300	125	300	175
Lab Fees	32,771		38,477	35,571	61,890	26,319
Legal Fees	18,355		8,000	8,556	10,000	1,444
Licenses & Fees	26,803		15,500	22,584	25,000	2,416
Minor Equipment	98,267		45,000	45,242	50,000	4,758
Outreach Expense	21,726		31,000	486	5,000	4,514
Outside Services	1,830		-	2,685	3,000	315
Parking & Tolls	1,306		1,500	2,882	5,000	2,118
Payroll Processing Fee	8,418		9,000	8,532	9,000	468
Postage	15,374		20,200	7,188	8,000	812
Repairs & Maintenance-Equipment	2,209		6,000	6,315	6,500	185
Repairs & Maintenance-Vehicles	-		-	3,030	3,200	170
Recruiting	10,151		23,200	14,694	20,000	5,306
Supplies-Office	80,754		65,997	75,766	89,697	13,931
Supplies-Dental	74,961		212,588	101,259	162,915	61,656
Supplies-Instructional (Academy)	-		-	443	5,000	4,557
Supplies-Medical	55,471		133,016	55,774	101,170	45,396
Supplies-Pharmaceutical	19,091		29,855	32,954	58,045	25,091
Supplies-Vaccines	-		-	2,518	3,776	1,258
Telephone & Communications	29,079		33,200	45,171	45,500	329
Transportation-Students (Academy)	-		-	305	5,000	4,695
Travel	66,439		80,000	74,670	80,000	5,330
Uniforms (Academy)	-		-	916	5,000	4,084
<b>Total Other Operating Expenses</b>	<b>1,330,802</b>		<b>1,627,374</b>	<b>1,732,350</b>	<b>2,065,120</b>	<b>332,770</b>
<b>Total Direct Expenses</b>	<b>5,314,544</b>		<b>6,686,880</b>	<b>6,596,639</b>	<b>8,424,446</b>	<b>1,827,807</b>
Allocation of Administration	-		-	-	-	-
<b>Total Expenses</b>	<b>5,314,544</b>		<b>6,686,880</b>	<b>6,596,639</b>	<b>8,424,446</b>	<b>1,827,807</b>

**Marin City Health and Wellness Center**  
2018 - 2019 Fiscal Year Budget

**REVENUE PROJECTION**

<b>Marin - Medical</b>					<b>Marin - Behavioral Health</b>					<b>Marin - Substance Abuse</b>					<b>Marin - Dental</b>				
	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	6,212	71.3%	\$ 213.36	1,325,392	Medi-Cal	3,588	75.2%	\$ 213.36	765,536	Medi-Cal	425	84.6%	\$ 213.36	90,678	Medi-Cal	2,860	88.9%	\$ 213.36	610,210
Medicare	1,444	16.6%	\$ 135.65	195,883	Medicare	724	15.2%	\$ 79.85	57,809	Medicare	35	6.9%	\$ 155.70	5,450	Medicare	-	0.0%	\$ 135.65	-
Crossovers	348	4.0%	\$ 213.36	74,249	Crossovers	239	5.0%	\$ 213.36	50,993	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-
Subtotal	8,004	91.9%	\$ 199.34	1,595,525	Subtotal	4,551	95.4%	\$ 192.12	874,337	Subtotal	460	91.5%	\$ 208.97	96,128	Subtotal	2,860	88.9%	\$ 213.36	610,210
Insurance	393	4.5%	\$ 172.39	67,750	Insurance	85	1.8%	\$ 200.93	17,079	Insurance	30	6.0%	\$ 76.23	2,287	Insurance	163	5.1%	\$ 200.93	32,752
Self Pay & Other	306	3.5%	\$ 127.55	39,031	Self Pay & Other	134	2.8%	\$ 87.95	11,786	Self Pay & Other	12	2.4%	\$ 186.65	2,240	Self Pay & Other	195	6.1%	\$ 89.72	17,495
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	8,703	100.0%	\$ 195.60	1,702,306	TOTAL	4,770	100.0%	\$ 189.35	903,203	TOTAL	502	100.0%	\$ 200.51	100,654	TOTAL	3,218	100.0%	\$ 205.24	660,456
<b>Bayview Wellness Center-Medical (Satellite)</b>					<b>Bayview Wellness Center-Behavioral Health (Satellite)</b>					<b>Bayview Wellness Center - Substance Abuse (Satellite)</b>					<b>Bayview Wellness Center-Dental (Satellite)</b>				
	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	2,670	66.0%	\$ 213.36	569,671	Medi-Cal	1,749	83.0%	\$ 213.36	373,167	Medi-Cal	55	87.0%	\$ 213.36	11,735	Medi-Cal	2,903	89.2%	\$ 213.36	619,384
Medicare	491	12.1%	\$ 147.61	72,475	Medicare	169	8.0%	\$ 113.08	19,110	Medicare	-	0.0%	\$ 113.08	-	Medicare	-	0.0%	\$ 135.65	-
Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-
Subtotal	3,161	78.1%	\$ 203.15	642,146	Subtotal	1,918	91.0%	\$ 204.52	392,277	Subtotal	55	87.0%	\$ 213.36	11,735	Subtotal	2,903	89.2%	\$ 213.36	619,384
Insurance	606	15.0%	\$ 81.58	49,439	Insurance	147	7.0%	\$ 199.56	29,335	Insurance	-	0.0%	\$ 199.56	-	Insurance	160	4.9%	\$ 207.72	33,236
Self Pay & Other	279	6.9%	\$ 172.50	48,128	Self Pay & Other	42	2.0%	\$ 545.39	22,906	Self Pay & Other	8	13.0%	\$ 545.39	4,363	Self Pay & Other	190	5.8%	\$ 334.81	63,615
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	4,046	100.0%	\$ 182.83	739,713	TOTAL	2,107	100.0%	\$ 210.97	444,518	TOTAL	63	100.0%	\$ 255.52	16,098	TOTAL	3,253	100.0%	\$ 220.18	716,235
<b>Birth Center (Satellite Non-FQHC)</b>					<b>Suite 2 (Satellite)</b>					<b>Mobile Van Dental</b>									
<b>Births</b>	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	43	72.0%	\$ 266.84	11,474	Medi-Cal	333	79.0%	\$ 213.36	71,049	Medi-Cal	1,087	88.9%	\$ 213.36	231,922					
Medicare	-	0.0%	\$ -	-	Medicare	4	1.0%	\$ 199.65	799	Medicare	-	0.0%	\$ -	-					
Crossovers	-	0.0%	\$ -	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ -	-					
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-					
Subtotal	43	72.0%	\$ 266.84	11,474	Subtotal	337	80.0%	\$ 213.20	71,847	Subtotal	1,087	88.9%	\$ 213.36	231,922					
Insurance	12	20.0%	\$ 1,200.00	14,400	Insurance	63	15.0%	\$ 97.76	6,159	Insurance	62	5.1%	\$ 200.93	12,458					
Self Pay & Other	5	8.0%	\$ 1,200.00	6,000	Self Pay & Other	21	5.0%	\$ 84.18	1,768	Self Pay & Other	74	6.1%	\$ 89.72	6,639					
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	60	100.0%	\$ 531.24	31,874	TOTAL	421	100.0%	\$ 189.49	79,774	TOTAL	1,223	100.0%	\$ 205.25	251,019					
<b>Center Point-Medical (Satellite)</b>					<b>Center Point-Behavioral Health (Satellite)</b>					<b>Center Point-Substance Abuse (Satellite)</b>					<b>GRAND TOTAL</b>				
	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	338	80.3%	\$ 213.36	72,116	Medi-Cal	496	77.0%	\$ 213.36	105,827	Medi-Cal	-	100.0%	\$ 213.36	-	Medi-Cal	22,759	77.3%	\$ 213.46	4,858,160
Medicare	37	8.8%	\$ 135.65	5,019	Medicare	91	14.2%	\$ 79.85	7,266	Medicare	-	0.0%	\$ 79.85	-	Medicare	2,995	10.2%	\$ 121.47	363,810
Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	587	2.0%	\$ 213.36	125,242
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-
Subtotal	375	89.1%	\$ 205.69	77,135	Subtotal	587	91.2%	\$ 192.66	113,093	Subtotal	-	100.0%	\$ -	-	Subtotal	26,341	89.5%	\$ 203.00	5,347,213
Insurance	30	7.0%	\$ 52.30	1,569	Insurance	39	6.1%	\$ 124.25	4,846	Insurance	-	0.0%	\$ 124.25	-	Insurance	1,790	6.1%	\$ 151.57	271,309
Self Pay & Other	17	3.9%	\$ 199.28	3,388	Self Pay & Other	17	2.7%	\$ 196.75	3,345	Self Pay & Other	-	0.0%	\$ 196.75	-	Self Pay & Other	1,300	4.4%	\$ 177.46	230,703
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	422	100.0%	\$ 194.53	82,092	TOTAL	643	100.0%	\$ 188.62	121,283	TOTAL	-	100.0%	\$ -	-	TOTAL	29,431	100.0%	\$ 198.74	5,849,224



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Fair Housing Advocates of Northern California
MAILING ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
WEBSITE	www.fairhousingnorcal.org
ORGANIZATION DUNS#	36-228-1065
EXECUTIVE DIRECTOR/CEO	Caroline Peattie
EMAIL ADDRESS	peattie@fairhousingnorcal.org
PHONE	(415)483-7552

3. Project General Information:

PROGRAM/PROJECT NAME	Fair Housing Counseling and Education
PROGRAM/PROJECT SITE ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 75,000
APPLICATION CONTACT PERSON	Caroline Peattie
E-MAIL ADDRESS	peattie@fairhousingnorcal.org
PHONE	(415)483-7552



4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
27%	38%	35%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	FY2016-17	FY2017-18	FY2018-19
Grant Amount	\$52,500	\$70,000	\$60,000
Amount Expended	\$52,500	\$70,000	\$0* (contract has not yet been executed)

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

See attached.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

Please see description of services listed under #6, above, all of which are offered in Marin County. As the only HUD-certified Housing Counseling Agency in the county, as well the only fair housing agency with a testing program in the county, Fair Housing Advocates of Marin (FHAM) provides free services to residents protected under federal and state fair housing laws. FHAM helps people address discrimination they have experienced, increasing housing access and opportunity through our advocacy as well as requiring housing providers to make changes in discriminatory policies. Historically, FHAM's fair housing services have been especially beneficial to Latinos, African-Americans, people with disabilities, immigrants, families with children, female-headed households (including victims of domestic violence and sexual harassment), and senior citizens; approximately 90% of our clients are low-income. FHAM's education services are also available to members of the housing, lending, and advertising industry. Providing industry professionals with information about their fair housing responsibilities is another means by which FHAM decreases incidences of discrimination and helps to protect the rights of members of protected classes.

**8. HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

See attached.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

Our agency reaches those least likely to apply for services through the following:

- Translating much of our literature into Spanish;
- Continuing to advertise all programs/services in all areas of Marin, including the Canal, Novato and Marin City;
- Maintaining a website with information translated into Spanish and Vietnamese;
- Maintaining bilingual staff: currently we have 4 bilingual Spanish speakers who offer intake, counseling, education and outreach to monolingual Spanish speakers; in addition, we have a staff member who is bilingual in Chinese and another in Portuguese.
- Maintaining a TTY/TDD line to assist in communication with clients who are deaf/hard of hearing
- Offering translation services in other languages when needed;
- Conducting outreach and fair housing and pre-purchase presentations in English and Spanish;
- Collaborating with agencies providing services to all protected classes, providing fair housing education to staff and eliciting help to reach vulnerable populations - e.g. Legal Aid of Marin, the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Sparkpoint, the District Attorney's Office, Office of Education, and the Marin Housing Authority. (See also section under #7 above.)

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

<b>Moderate-Income</b>	6%
<b>Low-Income</b>	32%
<b>Very Low-Income</b>	16%
<b>Extremely Low-Income</b>	62%

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>	.5 %	.3 %
<b>Asian</b>	3 %	0 %
<b>Black or African American</b>	14 %	.3 %
<b>Native Hawaiian or other Pacific Islander</b>	.5 %	0 %
<b>White</b>	74 %	21 %
<b>American Indian <i>and</i> White</b>	1 %	0 %
<b>Asian <i>and</i> White</b>	2 %	.3 %
<b>Black <i>and</i> White</b>	1 %	.3 %
<b>American Indian <i>and</i> Black</b>	0 %	0 %
<b>Multi-Racial</b>	4 %	4 %
<b>TOTAL</b>	<b>100%</b>	
<b>Female-Headed Households (out of above total)</b>	55 %	18 %

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

See attached.

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

Funds from previous years were fully expended. For the current year, we are on track to expend grant funds before the end of the fiscal year 2018-19, though we have not been able to draw down funds because we just received our executed contract last week.

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

FHAM has administered federal grant programs for decades, receiving funding directly from HUD annually, through the Fair Housing Initiatives Program since the 1990's and HUD's Comprehensive Housing Counseling Program since 2009. In addition, we have received funding from Marin County for decades, and more recently CDBG funds from other jurisdictions (Sonoma County, Santa Rosa, Fairfield, Vallejo). We are familiar with HUD requirements on all aspects of grant administration, from personnel matters to billing and financial record-keeping and reporting.

FHAM does not employ construction workers; Davis-Bacon does not apply to FHAM's employees/contractors.

**16. Describe who will supervise and manage the project and their past experience with project management.**

FHAM's Executive Director, Caroline Peattie, with over 30 years fair housing experience and project management in Marin since 2002, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Casey Epp, with 6 years fair housing experience and project manager on CDBG grants, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 24 years fair housing experience and project manager on multiple grants, supervises education and outreach activities and organizes fair housing trainings and events and conducts pre-purchase counseling/education.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

N/A

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

**19. For HOME Projects are you a CHDO?**

N/A

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (*The general tasks for a construction project are provided below; please add tasks as needed*)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	N/A
Complete planning & environmental review	N/A
Release bid package	N/A
Select contractor	N/A
Finalize contract	N/A
Obtain building permits	N/A
Start construction	N/A
Complete Construction	N/A

21. Please sign and date your application below:

Carolyn Peattie Executive Director  
Signature/Title

11/13/18  
Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**2019-20 Community Development Block Grant  
Public Service Application for Funding  
Fair Housing Advocates of Marin  
*A division of Fair Housing Advocates of Northern California***

2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

**1. Indicate type of project. If your project allows, you may apply under multiple categories.**

<b>CDBG Public Services</b>	X	<b>CDBG Public Facilities/Improvements</b>	
<b>CDBG Housing Construction/Acquisition</b>		<b>HOME Housing Construction/Acquisition</b>	
<b>CDBG Housing Rehabilitation</b>		<b>HOME Housing Rehabilitation</b>	

**2. Organization (Fiscal Sponsor) General Information:**

<b>ORGANIZATION/AGENCY NAME</b>	Fair Housing Advocates of Northern California
<b>MAILING ADDRESS</b>	1314 Lincoln Avenue Suite A San Rafael, CA 94901
<b>WEBSITE</b>	www.fairhousingnorcal.org
<b>ORGANIZATION DUNS#</b>	36-228-1065
<b>EXECUTIVE</b>	Caroline Peattie
<b>EMAIL ADDRESS</b>	peattie@fairhousingnorcal.org
<b>PHONE</b>	(415)483-7552

**3. Project General Information:**

<b>PROGRAM/PROJECT NAME</b>	Fair Housing Counseling and Education
<b>PROGRAM/PROJECT SITE ADDRESS</b>	1314 Lincoln Avenue Suite A San Rafael, CA 94901
<b>CDBG/HOME FUNDING AMOUNT</b>	\$ 75,000
<b>APPLICATION CONTACT PERSON</b>	Caroline Peattie
<b>E-MAIL ADDRESS</b>	peattie@fairhousingnorcal.org
<b>PHONE</b>	(415) 483-7552

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato	San Rafael	County Other	Total
27%	38%	35%	100%

**5. What prior years have you been funded by CDBG/HOME**

Year Funded	FY2016-17	FY2017-18	FY2018-19
Grant Amount	\$52,500	\$70,000	\$60,000
Amount Expended	\$52,500	\$70,000	\$0* (contract has not yet been executed)

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.:**

The mission of Fair Housing Advocates of Marin (a division of Fair Housing Advocates of Northern California) is "to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods."

FHAM provides the following services: (1) housing counseling for individual tenants and homeowners; mediations and case investigation; (3) referral of and representation in complaints to state and federal enforcement agencies; (4) intervention for people with disabilities requesting reasonable accommodations and modifications; (5) fair housing training seminars for housing providers, community organizations, and interested individuals; (6) systemic discrimination investigations; (7) monitoring Craigslist for discriminatory advertising; (8) education and outreach activities to members of protected classes on fair housing laws; (9) foreclosure prevention and prepurchase counseling/education for people in protected classes who may be victims of predatory lending; (10) Affirmatively Furthering Fair Housing (AFFH) training and activities to promote fair housing for local jurisdictions and county programs.

In 2017-18, the organization served 1,359 clients (tenants, homeowners, social service providers, and advocates); provided counseling on 469 fair housing cases, intervened for 67 reasonable accommodations granted of 78 requested for people with disabilities; funded 17 reasonable modification requests to improve accessibility for people with disabilities; investigated 71 rental properties for discriminatory practices, filed 13 administrative fair housing complaints and 2 lawsuits; garnered \$38,125 in settlements for clients and the agency; counseled 101 distressed homeowners and assisted homeowners in acquiring \$833,829 through Keep Your Home California programs to prevent foreclosure; educated 264 prospective homebuyers; trained 144 housing providers on fair housing law and practice; reached 418 tenants and staff from service agencies through fair housing presentations and 166 community members through fair housing conferences; distributed 4,739 pieces of literature; had 104 children participate in our annual Fair Housing Poster Contest from 10 local schools and 16 students participate in our first Fair Housing Poetry Contest from 11 local schools; and offered Storytelling shows about diversity and acceptance to 2,630 children attending 16 Storytelling shows.

FHAM provides free services to its clients in all its service areas (Marin County, Sonoma County, Santa Rosa, Fairfield, and Vallejo).



**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

Please see description of services listed under #6, above, all of which are offered in Marin County. As the only HUD-certified Housing Counseling Agency in the county, as well the only fair housing agency with a testing program in the county, Fair Housing Advocates of Marin (FHAM) provides free services to residents protected under federal and state fair housing laws. FHAM helps people address discrimination they have experienced, increasing housing access and opportunity through our advocacy as well as requiring housing providers to make changes in discriminatory policies. Historically, FHAM’s fair housing services have been especially beneficial to Latinos, African-Americans, people with disabilities, immigrants, families with children, female-headed households (including victims of domestic violence and sexual harassment), and senior citizens; approximately 90% of our clients are low-income. FHAM’s education services are also available to members of the housing, lending, and advertising industry. Providing industry professionals with information about their fair housing responsibilities is another means by which FHAM decreases incidences of discrimination and helps to protect the rights of members of protected classes.

**8. HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project affirmatively further fair housing?**

FHAM is committed to affirmatively furthering fair housing and implementing an AFFH plan that works to address and overcome the impediments to fair housing choice that exist in Marin County. Through its proposed project, FHAM will address its obligation to affirmatively further fair housing by operating a full-service fair housing center experienced in fair housing counseling, investigation and enforcement activities, loan modification and mortgage rescue intervention, and fair housing and fair lending education and outreach.

In addition, FHAM has much to offer the county with regard to expertise in matters relating to Marin County’s Voluntary Compliance Agreement and HUD’s existing national mandate that jurisdictions receiving federal funds must Affirmatively Further Fair Housing (AFFH). FHAM can assist policymakers to better understand their obligations under the new community redevelopment initiative aimed at promoting diverse, inclusive communities and overcoming the negative effects of segregation which began with a regulation issued by the Department of Housing and Urban Development (“HUD”) in July 2015 but which may be re-issued under the current administration. FHAM can offer guidance to municipalities and affordable housing providers as policies change; FHAM’s Executive Director is part of a national AFFH Working Group. AFFH has historically been the focus of much of FHAM’s work; FHAM has presented an annual AFFH conference since 2015 to bring together advocates, policymakers, and community members to address how the county can address AFFH, including the nexus between fair housing, affordable housing, health, education, transportation, and employment. FHAM can offer information on the status of AFFH implementation and offer up-to-date guidance on the requirement of the Assessment of Fair Housing, or Analysis of Impediments, whichever is required of

HUD in the coming years. The Executive Director is continuing to serve on the county’s Assessment of Fair Housing Steering Committee during the coming year.

Virtually all of the agency’s clients are among the protected classes, as that is an eligibility requirement to receive fair housing counseling services. Each individual seeking our services goes through intake to determine if they are members of a protected class and whether they have a fair housing issue; their case is assessed for the best approach based on the client’s desired outcome, whether the alleged fair housing violation can be corroborated through testing and other factors. Counselors advise clients of their options for seeking redress, which may include investigations and intervention/mediation, administrative complaints, or lawsuits. Therefore, members of protected classes are informed of their rights under federal, state, and local fair housing law, and agency staff attorneys and housing counselors represent protected class clients as needed throughout mediations, intervention, and/or the administrative complaint process or lawsuits. In some cases, FHAM files an administrative complaint or lawsuit in order to change discriminatory policies of housing providers and effect change for protected classes. In addition, FHAM provides fair housing education to housing providers so they will understand their obligation to follow fair housing law and treat members of protected classes fairly; service providers for better referrals; and the community so that members of protected classes can better assert their fair housing rights and help disseminate this information to others. (Please also see “**ADDENDUM: AFFH Detail,**” below.)

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

Our agency reaches those least likely to apply for services through the following:

- Translating much of our literature into Spanish;
- Continuing to advertise all programs/services in all areas of Marin, including the Canal, Novato and Marin City;
- Maintaining a website with information translated into Spanish and Vietnamese;
- Maintaining bilingual staff: currently we have 4 bilingual Spanish speakers who offer intake, counseling, education and outreach to monolingual Spanish speakers; in addition, we have a staff member who is bilingual in Chinese and another in Portuguese.
- Maintaining a TTY/TDD line to assist in communication with clients who are deaf/hard of hearing
- Offering translation services in other languages when needed;
- Conducting outreach and fair housing and pre-purchase presentations in English and Spanish;
- Collaborating with agencies providing services to all protected classes, providing fair housing education to staff and eliciting help to reach vulnerable populations – e.g. Legal Aid of Marin, the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Sparkpoint, the District Attorney’s Office, Office of Education, and the Marin Housing Authority.

*(See also section under #7 above.)*

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

<b>Moderate-Income</b>	6%
<b>Low-Income</b>	32%
<b>Very Low-Income</b>	16%
<b>Extremely Low-Income</b>	62%

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>	<b>.5%</b>	<b>.3%</b>
<b>Asian</b>	<b>3%</b>	<b>0%</b>
<b>Black or African American</b>	<b>14%</b>	<b>.3%</b>
<b>Native Hawaiian or other Pacific Islander</b>	<b>.5%</b>	<b>0%</b>
<b>White</b>	<b>74%</b>	<b>21%</b>
<b>American Indian <i>and</i> White</b>	<b>1%</b>	<b>0%</b>
<b>Asian <i>and</i> White</b>	<b>2%</b>	<b>.3%</b>
<b>Black <i>and</i> White</b>	<b>1%</b>	<b>.3%</b>
<b>American Indian <i>and</i> Black</b>	<b>0%</b>	<b>0%</b>
<b>Multi-Racial</b>	<b>4%</b>	<b>4%</b>
<b>TOTAL</b>	<b>100%</b>	
<b>Female-Headed Households (out of</b>	<b>55%</b>	<b>18%</b>

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

During FY2017-18, FHANC counseled 453 tenants and homeowners in Marin County, screening clients for fair housing issues and providing appropriate referrals for clients who did not allege discrimination or have a disability-related need in their housing or were out of FHANC’s service area. Of the households counseled, 251 alleged discrimination and were referred to an attorney or bilingual housing counselor for further assistance (e.g. receiving information on fair housing laws, interventions with housing providers requesting relief from discriminatory behavior, making 42 reasonable accommodation requests on behalf of disabled tenants, 8 referrals to HUD/DFEH and representation in administrative complaints). Though the complaints FHANC received were on every federal and protected basis, the fair housing administrative complaints filed with the Dept. of HUD or the California Department of Fair Housing and Equal Opportunity alleged discrimination on the basis of disability, race, national origin, gender, and familial status.

FHANC also conducted systemic race discrimination investigations as well as complaint-based testing, with testing for race, national origin, disability, gender, and familial status discrimination.

FHANC monitored Craigslist for discriminatory advertising, with the additional recently added protection for individuals using housing subsidies in unincorporated parts of Marin. FHANC notified 77 housing providers in Marin during the year regarding discriminatory language in their advertisements.

FHANC engaged in education and outreach efforts to reach individuals most likely to be victims of discrimination and least likely to contact FHANC, through fair housing training to housing providers (including MHA) coordinating with service providers, placing fair housing ads, and distributing literature. FHANC also conducted pre-purchase education events in Spanish and in English in collaboration with Marin Housing Authority to promote homeownership to low-income residents, covering topics such as preparing to buy a home, taking steps to homeownership, obtaining a loan, affordable housing programs, and predatory lending.

FHANC hosted the 2018 School Education Programs that included the Storyteller program (“The Colors of Diversity”), the Fair Housing Poster Contest, and a new program, the Poetry Contest, to celebrate diversity and promote respect in our schools and neighborhoods.

FHANC staff have undertaken advocacy and numerous activities to AFFH such as participating on the County’s AFH Steering Committee, supporting the passage of anti-discrimination ordinances for tenants with housing subsidies in Novato and Fairfax and a Just Cause Eviction ordinance in the county (through letter-writing, presentations, social media, and public comment).

Additionally, FHANC produced and hosted an all-day Fair Housing Conference during Fair Housing Month to commemorate the passage of the Fair Housing Act 50 years ago: “Past Accomplishments, Future Challenges.”

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

Funds from previous years were fully expended. For the current year, we are on track to expend grant funds before the end of the fiscal year 2018-19, though we have not been able to draw down funds because we just received our executed contract last week.

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

FHAM has administered federal grant programs for decades, receiving funding directly from HUD annually, through the Fair Housing Initiatives Program since the 1990's and HUD's Comprehensive Housing Counseling Program since 2009. In addition, we have received funding from Marin County for decades, and more recently CDBG funds from other jurisdictions (Sonoma County, Santa Rosa, Fairfield, Vallejo). We are familiar with HUD requirements on all aspects of grant administration, from personnel matters to billing and financial record-keeping and reporting.

FHAM does not employ construction workers; Davis-Bacon does not apply to FHAM’s employees/contractors.

**16. Describe who will supervise and manage the project and their past experience with project management.**

FHAM’s Executive Director, Caroline Peattie, with over 30 years fair housing experience and project management in Marin since 2002, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Casey Epp, with 6 years fair housing experience and project manager on CDBG grants, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 24 years fair housing experience and project manager on multiple grants, supervises education and

outreach activities and organizes fair housing trainings and events and conducts pre-purchase counseling/education.

**17) For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

N/A

**18) For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

**19) For HOME Projects are you a CHDO?**

N/A

**20) For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them.**

N/A

**21) Please sign and date your application below:**

*Caroline Peattie*

11/13/18

\_\_\_\_\_  
Caroline Peattie, Executive Director

\_\_\_\_\_  
Date

## **ADDENDUM: AFFH Detail**

### **QUESTION #9: Furthering Marin's Fair Housing Goals: AFFH Detail**

FHAM conducted the 2010 Analysis of Impediments to Fair Housing Choice for Marin County. With this project, FHAM plans to address impediments to housing choice by engaging in the following activities:

- FHAM will maintain an accessible office where residents can come to obtain fair housing and equal opportunity materials and participate in fair housing educational activities, as well as report and file complaints of suspected or perceived housing discrimination.
- FHAM will maintain its website and ensure that it details the advocacy, programs, counseling and complaint intake services offered to residents by FHAM.
- FHAM will utilize its Spanish language materials in the provision of all fair housing education/outreach services within the county, and offer interpretative services to non-English speaking individuals who contact FHAM seeking assistance.
- FHAM will advertise, promote, and solicit responses from participants regarding the need for ASL and foreign language interpretation services in the provision of all fair housing education/outreach and enforcement services, and make ASL and foreign language interpretation services available at all events where prospective participants indicate a need for the interpretation services at least five days in advance of the event.
- FHAM will continue to implement its fair housing education and outreach program.
- FHAM will serve as an advocate and educational resource to local elected officials and municipal staff at all levels about the obligations of recipients of federal funds to affirmatively further fair housing.
- FHAM will make its staff available for guest speaker appearances on radio/television talk and feature programs, at conferences and workshops, when requested, and will disseminate fair housing literature through various methods as appropriate.
- FHAM will continue to monitor online housing advertisements and provide education and advocacy that discourages discriminatory advertising and statements practices in all forms.
- FHAM will counsel complainants who have encountered illegal discrimination of options available and provide assistance to complainants in filing administrative complaints as well as lawsuits, as appropriate.
- FHAM will maintain its testing program in the County, doing testing upon complaint and in audits for housing discrimination. FHAM will be an organizational complainant and initiate administrative complaints and/or lawsuits as appropriate, based upon testing evidence obtained.
- FHAM will be a proactive advocate for the effective enforcement and utilization of the federal Fair Housing Amendments Act, the California Fair Employment and Housing Act, and HUD Guidelines and Recommendations that exist to discourage and eliminate housing discrimination based on any protected class.
- FHAM will counsel homeowners and loan applicants who may have experienced lending discrimination in violation of the Fair Housing Amendments Act, and provide foreclosure prevention intervention services to residents at risk of foreclosure or who are facing the loss of their primary residence due to imminent foreclosure when appropriate, as resources allow.

- FHAM will provide pre-purchase counseling/education to homebuyers so they can better identify fair lending violations and avoid predatory loans, as resources allow.

The above activities will help to overcome impediments to fair housing choice by protecting people in protected classes from discrimination in the housing market, increasing housing stability by fair housing advocacy and education for people from protected classes, and expanding housing options available to families by helping to ensure open, diverse, and equitable communities through continued outreach and enforcement.

**Project Budget Template**

<b>Organization Name:</b> Fair Housing Advocates of Northern California
<b>Project Title:</b> Fair Housing Counseling & Education

**Date:** Prepared 11/14/18                      **Grant Period:** 7/1/19 - 6/30/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><i>Committed</i></b>				
<b>Foundations:</b>				-
<b>Government:</b>				-
HUD/Fair Housing Initiatives Program - Enforcement		75,000		75,000
<b>Corporations:</b>				-
<b>Individual Contributions:</b>				-
<b>(list total):</b>				-
<b>Earned Income:</b>				-
<b>Other (specify):</b>				-
<b>Subtotal, Committed Income</b>	-	75,000	-	75,000
<b><i>Uncommitted</i></b>				
Other (specify):				-
<b>Federal Grants Request</b>				-
Marin County CDBG	75,000			75,000
<b>Other Foundations:</b>				-
Marin Community Foundation		50,000		50,000
Wells Fargo Foundation		10,000		10,000
<b>Government:</b>				-
HUD/Fair Housing Initiatives Program - Education		31,250		31,250
HUD/Fair Housing Initiatives Program - Enforcement		25,000		25,000
<b>Corporations:</b>				-
<b>Individual Contributions:</b>				-
<b>Subtotal, Uncommitted Income</b>	75,000	116,250	-	191,250
<b>Other</b>				-
<b>Earned Income:</b>				-
<b>Subtotal, Earned Income</b>		-		-
<b>Grand Total Income</b>	75,000	191,250	-	266,250

EXPENSES	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: <u>  .15  </u> )	14,250	36,340		50,590
Investigations Coordinator/Staff Attorney (% FTE: <u>  .10  </u> )	6,120	15,605		21,725
Intake Coordinator (% FTE: <u>  .12  </u> )	5,770	14,715		20,485
Education Director (% FTE: <u>  .06  </u> )	4,690	11,960		16,650



Staff Attorney (% FTE: .07___)	4,050	10,330		14,380
Staff Attorney (% FTE: .07___)	4,020	10,250		14,270
Investigations Coordinator/Bilingual Housing Counselor (% FTE: .07___)	2,630	6,705		9,335
Supervising Attorney (% FTE: .02___)	1,270	3,235		4,505
Benefits (@ %: .23___)	9,844	25,102		34,946
<b>Subtotal Salaries and Benefits</b>	<b>52,644</b>	<b>134,242</b>	<b>-</b>	<b>186,886</b>
<b>Contracted Services</b>				
Professional Fees (Bookkeeper/I.T. Support)	1,600	4,080		5,680
				-
<b>Subtotal Contracted Services</b>	<b>1,600</b>	<b>4,080</b>	<b>-</b>	<b>5,680</b>
<b>Direct Project Related Expenses</b>				
Occupancy (Rent, Utilities, Maintenance)	5,100	13,010		18,110
Equipment (Telephone / Copier)	650	1,650		2,300
Marketing / Advertising	450	1,150		1,600
Travel	174	443		617
<b>Subtotal, Direct Project Related Expenses</b>	<b>6,374</b>	<b>16,253</b>	<b>-</b>	<b>22,627</b>
<b>Indirect Expense (specify % in column A below)</b>				
<b>ICR = 27.32%</b>	<b>14,382</b>	<b>36,675</b>		<b>51,057</b>
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				-
<b>Grand Total All Expenses</b>	<b>75,000</b>	<b>191,250</b>	<b>-</b>	<b>266,250</b>

Fair Housing Advocates of Northern California

Budget

7-1-18 to 6-30-19

Income

PFI Revenue	#REF!
HUD PEI	#REF!
HUD EOI	#REF!
HUD Housing Counseling	#REF!
Marin Co-Dispute Res	#REF!
Marin Co-CDBG	#REF!
Other Marin Co-Judy Arnold	#REF!
KYHC	#REF!
Fairfield	#REF!
Santa Rosa	#REF!
Contract Revenue-HAP	#REF!
Contract Revenue-CAG/LAM	#REF!
Contract Revenue-Sonoma	#REF!
Contract Revenue-Vallejo	#REF!
Corp Grants-Union Bank	#REF!
Corp Grants-Bank of the West	#REF!
Corp Grants-Marin Comm Found	#REF!
Corp Grants-Wells Fargo	#REF!
Settlement income	#REF!
Seminar income	#REF!
Individ. Contributions	#REF!
Board Contributions	#REF!
Special Event - Sponsorships	#REF!
Interest/Dividend Income	#REF!
	#REF!

<b>Total Income:</b>	<b>#REF!</b>
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Expenses

Advertising	#REF!
Accounting Services	#REF!
Bookkeeping	#REF!
Computer Services	#REF!
Postage Machine Lease	#REF!
Copier Machine Lease	#REF!
Equip Purch/Maint	#REF!
Indep. contractor	#REF!
Insurance	#REF!
Interpreters	#REF!
Merchant fees	#REF!
Misc: Board Meetings	#REF!
Misc: Food and Cards	#REF!
Misc: Other	#REF!
Postage	#REF!
Postering	#REF!
Printing/Photocopies	#REF!
Program subcontractors	#REF!
Property maint/janitorial	#REF!

Rent	#REF!
Seminars	#REF!
Special Event	#REF!
Staff develop; licenses/fees	#REF!
Supplies	#REF!
Telephone/Internet	#REF!
Tester Training	#REF!
Tester Practice Tests	#REF!
Tester Wages	#REF!
Tester P/R Tax	#REF!
Tester Background Cks	#REF!
Tester Travel and Reimb	#REF!
Travel	#REF!
Utilities	#REF!
HUD Spons Training	#REF!
Payroll Taxes	#REF!
Benefits	#REF!
Wages	#REF!
<b>Total Expense</b>	<b>#REF!</b>
<hr/>	
<b>Total Net Income/(Loss):</b>	<b>#REF!</b>
<hr/>	



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Portfolio  
Cost Allocation Services

1301 Young Street, Room 732  
Dallas, TX 75202  
PHONE: (214) 767-3261  
FAX: (214) 767-3264  
EMAIL: CAS-Dallas@psc.hhs.gov

April 12, 2018

Ms. Caroline Peattie, Executive Director  
Fair Housing Advocates of Northern California  
1314 Lincoln Avenue  
San Rafael, CA 94901

Dear Ms. Peattie:

A copy of an Indirect Cost Rate Agreement is being e-mailed to you for signature. This agreement is issued on behalf of your organization's cognizant agency, Department of Housing and Urban Development. It reflects rate (s), as stated in our e-mail to you dated April 12, 2018, that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and e-mail it to me, retaining a copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 6/30/18 is due December 31, 2018 to:

Department of Housing and Urban Development  
Attn: Norweater Mitchell  
451 7<sup>th</sup> Street, SW  
Room 5218  
Washington, DC 20410  
(202) 402-3146  
norweater.a.mitchell@hud.gov

Thank you for your cooperation. Should you have any questions, please contact Pamela Page at (214) 767-6505.

Sincerely,

Darryl W. Mayes

-S

Darryl Mayes  
Deputy Director  
Cost Allocation Services

Digitally signed by Darryl W. Mayes, S  
DN: cn=Darryl W. Mayes, o=U.S. Government, ou=HHS, ou=OSC,  
email=Darryl.W.Mayes@psc.hhs.gov  
Date: 2018.04.12 14:07:00 -0500

Enclosure

**NONPROFIT RATE AGREEMENT**

EIN: DATE:04/12/2018  
ORGANIZATION: FILING REF.: The preceding  
Fair Housing Advocates of Northern agreement was dated  
California 09/07/2017  
(formerly Fair Housing of Marin)  
1314 Lincoln Ave.  
San Rafael, CA 94901

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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**SECTION I: INDIRECT COST RATES**

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RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2016	06/30/2017	27.32	All	All Programs
PROV.	07/01/2017	06/30/2019	27.32	All	All Programs

\*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Fair Housing Advocates of Northern California  
(formerly Fair Housing of Marin)  
AGREEMENT DATE: 4/12/2018

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$750 or more per unit.

The following fringe benefits are treated as direct costs:  
FICA, WORKERS COMPENSATION, UNEMPLOYMENT INSURANCE, AND HEALTH/DENTAL/LIFE INSURANCE.

NEXT PROPOSAL DUE DATE

An indirect cost proposal based on actual costs for fiscal year ending 06/30/18 will be due no later than 12/31/18.

This Rate Agreement is issued in accordance with the Customer Service Agreement (CSA) between DHHS/CAS and HUD.

ORGANIZATION: Fair Housing Advocates of Northern California  
(formerly Fair Housing of Marin)

AGREEMENT DATE: 4/12/2018

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Fair Housing Advocates of Northern California (formerly Fair Housing of Marin)

(INSTITUTION)

*Caroline Peattie*

(SIGNATURE)

*Caroline Peattie*

(NAME)

*Executive Director*

(TITLE)

*6/26/18*

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - S

Digitally signed by Darryl W. Mayes - S  
DN: c=US, ou=U.S. Government, ou=HHS, ou=PSC,  
ou=People, o=92342-19200300.100.1.1=2000131669,  
cn=Darryl W. Mayes - S  
Date: 2018.04.16 09:38:13 -0400

(SIGNATURE)

for *Arif Karim*

(NAME)

Director, Cost Allocation Services

(TITLE)

4/12/2018

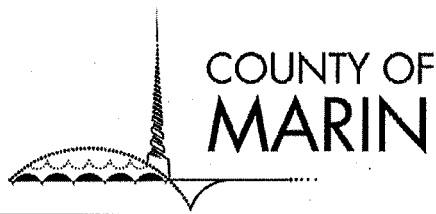
(DATE) 2937

HHS REPRESENTATIVE:

*Pamela Page*

Telephone:

*(214) 767-3261*



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Family & Children's Law Center
MAILING ADDRESS	1401 Los Gamos Drive, Suite 200
WEBSITE	www.faclc.org
ORGANIZATION DUNS#	794012922
EXECUTIVE DIRECTOR/CEO	Kristine Fowler Cirby
EMAIL ADDRESS	kcirby@faclc.org
PHONE	415-492-9230

3. Project General Information:

PROGRAM/PROJECT NAME	Domestic Violence Legal Services for Low Income Families
PROGRAM/PROJECT SITE ADDRESS	1401 Los Gamos Drive, Suite 200, San Rafael, CA 94903
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 12,500
APPLICATION CONTACT PERSON	Shawna Hoch
E-MAIL ADDRESS	shoch@faclc.org
PHONE	415-492-9230



4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
34%	45%	21%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	2017/2018	2015/2016	2014/2015
Grant Amount	\$10,000	\$14,770	\$13,990
Amount Expended	\$10,000	\$14,770	\$13,990

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The Family & Children's Law Center (FACLC) enables children and families to enjoy a more successful future by helping them to navigate the legal system. We provide high-quality, low-cost legal services to children and families on matters ranging from domestic violence to child custody and support. We are advocates for the needs and rights of children and serve all forms of families.

FACLC has a history that mirrors the growth and development of Marin County. It was born from the spirit of our diverse community members and has grown and flourished because of their commitment to our mission.

At the time of its inception, our organization was named the Family Law Center and was our response to the issues presented by the Marin County Women's Commission. In 2003, we reassessed our community and decided to broaden our scope. Because of our dedication to helping low-income families navigate the legal system, and our increasing focus and support of children, we changed our name to The Family & Children's Law Center, which reflects the services we provide today.

We serve low income residents of Marin County who are unable to afford the services of a private attorney. In our 33-year history, we have served thousands of clients. In 2017, FACLC served 1,545 clients, almost 1,000 of whom received full legal representation; in the first half of 2018, FACLC served 800 clients, with 665 receiving full legal representation. Ninety-five percent of clients are very-low or low-income; seventy percent are women. FACLC is the only legal services organization that will help a victim of domestic violence obtain a restraining order, regardless of income or ability to pay. We prepare the paperwork to obtain a temporary restraining order, and will accompany her or him to court for the "permanent" restraining order hearing.

In our thirty three year history in Marin we have helped thousands of low-income families and children navigate the legal system. Our seasoned, full time attorneys provide high-quality, low-cost legal services in matters ranging from divorce and domestic violence to child custody and support. Our 96% satisfaction rate is a testament to the commitment we have to serving the families of the county.

We understand how traumatic a family crisis can be and our approach is designed to make the process simple and clear to give our clients the peace of mind they need.

Over the past three years, in partnership with Canal Alliance, FACLC has provided specialized family law services required for pursuit of Special Immigrant Juvenile Status (SIJS) to 175 unaccompanied minors, and expects to serve 75 more SIJS-eligible youth in 2018. FACLC is one of four local organizations that has elected to participate in MCF's new strategy to expand the provision of immigration legal resources in Marin, and has been designated DOJ Recognized Organization for immigration legal services. FACLC also has two DOJ Accredited Representatives to complement the services it offers to immigrant clients.

7. **Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

CDBG funding is intended to help FACLC support 60 very low-income women in our county as they go public with a very private matter, Domestic Violence. The support of CDBG will allow us to assist these vulnerable clients in obtaining Domestic Violence Restraining orders providing protection for victims who have been threatened or harmed. Also protected are the children of these victims, many of whom are victims of violence themselves. To paraphrase a recent client, it is not an overstatement to say that your grant will directly help save our clients lives.

8. **HUD National Objective to be served (check at least one):**

<input checked="" type="checkbox"/>	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
<input type="checkbox"/>	<i>Activities benefiting low and moderate area. (LMA)</i>
<input type="checkbox"/>	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

9. **How will this project Affirmatively Further Fair Housing?**

This project does not directly resolve fair housing issues.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

The Domestic Violence Legal Services for Low Income Marin County Families Project is critical to the well-being stability and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children's Law Center, low income individuals will be left to navigate a complex and overwhelming legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self-represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation for many years to come. A report on our services prepared by the Marin Community Foundation indicates that our services had an economic impact of \$1.8 million reduction in domestic violence and its associated costs.

We will be conducting affirmative marketing to members of protected classes through our strategic partnerships with the Marin County Courts, the Center for Domestic Peace, The Marin County District Attorney, North Marin Community Services and Canal Alliance.

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	
Low-Income	3
Very Low-Income	9
Extremely Low-Income	38

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	1 %	%
Asian	3 %	%
Black or African American	3 %	%
Native Hawaiian or other Pacific Islander	0 %	%
White	86 %	50 %
American Indian <i>and</i> White	UNKNOWN %	%
Asian <i>and</i> White	UNKNOWN %	%
Black <i>and</i> White	UNKNOWN %	%
American Indian <i>and</i> Black	UNKNOWN %	%
Multi-Racial	7 %	%
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	70 %	%

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

CDBG Funding has allowed victims of Domestic Violence to receive high quality, low cost legal services. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community, provides stability to families and children and safety for victims of Domestic Violence.

Our goal for 2017-18 was to provide 1500 low-income families with the legal support and advocacy they needed to obtain family law and domestic violence restraining orders. We far exceeded that goal. By the end of the fiscal year, 95% of our clients reported feeling they were better prepared for court, and 96% of clients reported satisfaction with the results they received in their cases.

"I would have died at the hands of my ex-husband, and to say that I wouldn't be here without FACLC is not an overstatement." –Gina

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

There are no funds remaining

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

We have successfully administered CDBG and other federal grant funds in the past and are familiar with the data collection and reporting associated with said funding.

16. Describe who will supervise and manage the project and their past experience with project management.

This program is supervised and managed by our Executive Director, Kristine Fowler Cirby who is also a practicing attorney. Ms. Cirby is capable manager who has run our organization successfully for several years.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

Not Applicable

18. For HOME projects: Please describe how you will meet the 25% match requirement?

Not Applicable

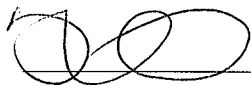
19. For HOME Projects are you a CHDO?

Not Applicable

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

Task	Date of Completion
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:


 Administrative Director \_\_\_\_\_ 11-13-18  
 Signature/Title Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

Federalgrants@marincounty.org

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**Project Budget Template**

**Organization Name:** Family & Children's Law Center

**Project Title:** Domestic Violence Services for Low Income Families

**Date:** 11/14/2018

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
<b><i>Committed</i></b>			
<b>Foundations:</b>			
Marin Community Foundation		5000	
<i>(Add rows)</i>			
<b>Government:</b>			
Marin DA Contract -OJP		28,275	
<b>Corporations:</b>			
<i>(Add rows)</i>			
<b>Individual Contributions: (list total):</b>			
<b>Earned Income:</b>			
<i>(Add rows)</i>			
<b>Other (specify):</b>			
<b>Volunteer Attorneys</b>			
75 hours @ \$100			
		33275	0
<b>Subtotal, Committed Income</b>			
<b><i>Uncommitted</i></b>			
<b>Other (specify):</b>			
<b>Federal Grants Request</b>	12,500		
<b>Other Foundations:</b>			
<i>(Add rows to list other Foundations)</i>			
<b>Government:</b>			
<i>(Add rows to list other Government agencies)</i>			
<b>Corporations:</b>			
<i>(Add rows to list other corporations)</i>			
<b>Individual Contributions:</b>		2000	
<b>Subtotal, Uncommitted Income</b>		2000	0
<b>Other</b>			
<b>Earned Income:</b>			
Attorney Fee Awards		2500	

<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>			2500	
<b>Grand Total Income</b>	12500		37775	0

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
<b>Personnel Expenses</b>			
Executive Director 1.0%FTE		7500	
Administrative Director 1.0%FTE		2000	
Senior Attorney 1.0%FTE	7,650	2000	
Bilingual Attorney 0.50% FTE	2,600	2500	
DOJ rep/Legal Assistant 1.0% FTE	2,000	2500	
Receptionist 1.0% FTE		1500	
Payroll Taxes		2,945	
Benefits (@ %: _____)			
<b>Subtotal Salaries and Benefits</b>	12,250	20945	0
<b>Contracted Services</b>			
Professional Fees			
Project Consultant			
<i>(Add rows to list other contracted expenses)</i>			
<b>Subtotal Contracted Services</b>	0	0	0
<b>Direct Project Related Expenses</b>			
Accounting		950	
Bank Charges		510	
Conferences/MCLE		400	
Dues/Subscriptions		1200	
Fundraising		800	
Insurance	150	1500	
Miscellaneous		60	
Office Equipment		600	
Postage		560	
Printing/copying	100	1000	
Rent		7,500	
phone/Internet		550	
Supplies		1200	
<b>Subtotal, Direct Project Related Expenses</b>	250	16830	0
<b>Indirect Expense (specify % in column A below)</b>			
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>			



<i>Grand Total All Expenses</i>	12,500	22145	0
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Family Children's Law Center  
Agency Budget 2019

<b>INCOME</b>		<b>EXPENSES</b>	
<b>Government</b>		<b>Personnel Expenses</b>	
Marin DA Contract -OJP	\$28,275	Executive Director 1.0%FTE	\$97,439
CDBG	\$10,000	Administrative Director 1.0%FTE	\$55,968
Marin County	\$20,000	Senior Attorney 1.0%FTE	\$76,587
<b>Earned Income - Fees for Service</b>		Bilingual Attorney 0.50% FTE	\$36,400
Client fees – Immigration	\$165,000	DOJ rep/Legal Assistant 1.0% FTE	\$42,900
Client Fees immigration	\$30,000	Receptionist 1.0% FTE	\$39,000
Attorney fee Awards	\$10,000	Payroll Taxes	\$27,600
<b>Grants - Foundation</b>		Fringe Benefits @ 18%	\$69,000
MCF	\$100,000	Grant Writer \$75/hr	\$2,500
MCF Immigration	\$16,250	Accounting	\$9,500
ACFLS	\$10,000	Bank Charges	\$5,100
Van Loben Sels	\$15,000	Conferences/MCLE	\$300
New Americans Campaign-Marin	\$16,000	Dues/Subscriptions	\$7,570
Get Ready Bay Area	\$1,500	Fundraising	\$8,000
AAML	\$1,500	Insurance	\$7,500
Maisin	\$15,000	Office Equipment	\$4,800
other new grants	\$57,350	Postage	\$5,600
Wells Fargo	\$5,000	Printing/copying	\$4,900
<b>Private Support</b>		Rent	\$64,068
Individual Contributions	\$40,000	phone/Internet	\$4,800
Private Support - Events	\$40,000	Supplies	\$9,400
<b>TOTAL INCOME</b>	<b>\$580,875</b>	<b>TOTAL EXPENSES</b>	<b>\$578,932</b>



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Legal Aid of Marin
MAILING ADDRESS	1401 Los Gamos Drive, Suite 101, San Rafael CA 94903
WEBSITE	www.legalaidmarin.org, www.marinprobononetwork.org
ORGANIZATION DUNS#	94-1419330
EXECUTIVE DIRECTOR/CEO	Stephanie Haffner, Executive Director
EMAIL ADDRESS	shaffner@legalaidmarin.org
PHONE	415 492-0230, ext 108

3. Project General Information:

PROGRAM/PROJECT NAME	Legal Aid of Marin Eviction Defense Program
PROGRAM/PROJECT SITE ADDRESS	1401 Los Gamos Drive, Suite 101, San Rafael CA 94903
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 30,000
APPLICATION CONTACT PERSON	Stephanie Haffner
E-MAIL ADDRESS	shaffner@legalaidmarin.org
PHONE	415 492-0230, ext. 108

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
20%	50%	30%	100%

5. **What prior years have you been funded by CDBG/HOME**

<b>Year Funded</b>	n/a (in recent memory)		
<b>Grant Amount</b>			
<b>Amount Expended</b>			

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

Legal Aid of Marin's mission is to provide access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County. We strive for practical solutions to client problems through quality legal service. Formed in 1958, Legal Aid of Marin provides low income residents in Marin County with direct representation, pro per assistance, pro bono services, outreach, policy advocacy and serves their interests through impact litigation. Our work with Marin County seniors and low-income residents improves social justice, economic equity and opportunity, assures due process and equal protection of the law, and assists in resolving legal disputes. We provide intakes and services in Spanish. Language accessible services are available in additional languages through our network of pro bono volunteers.

Our core programs include: Housing – eviction defense, habitability complaints, tenant education and organizing, security deposit recovery, homelessness prevention. Employment – minimum wage, overtime and break enforcement, employment discrimination, wrongful termination, retaliation, improper payroll deductions. Senior Legal Services – legal services targeted toward seniors, including housing, employment, wills and estates, consumer protection, and protection from financial elder abuse. Pro Bono Network – an innovative collaborative founded by Canal Alliance and Legal Aid of Marin that shares resources and staff in order to provide high-quality volunteer opportunities to pro bono lawyers, and in turn increase the amount of legal services representation available to low-income clients in Marin. Marin Community Court – a restorative justice court that allows Marin residents to eliminate fees for poverty-related civil infractions such as camping, jaywalking, and parking tickets. Consumer/Debt Law – unfair debt collection, consumer fraud, unfair business practices, insurance claims, claims of exemption, financial elder abuse.

In 2018, Legal Aid of Marin will close an estimated 1,100 cases representing over 2,000 household members. The estimated share of major subject areas for our closed cases will include: housing (35%); employment (10%); individual rights (community court) cases (31%); wills and estates (8%); family law (3%); consumer law (4%); torts, health care, income maintenance, and other areas (10%).

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

Marin County's rental crisis has continued to escalate. Housing cases, primarily, if not exclusively, involving landlord-tenant disputes, represent approximately 35% of the case work LAM staff members handle. Among other matters, LAM staff assist clients with preserving Marin's scarce supply of low-cost housing, addressing management problems in low-cost housing, securing needed repairs to poor housing conditions, and heading off unlawful and retaliatory rent increases and evictions. Each time someone loses the struggle against eviction and becomes homeless or is forced to leave Marin County, the community loses the dignity and diversity that gives it its spirit. By providing eviction defense services, LAM helps ensure that low-income people in the community meet this most basic need and are able to stay in Marin County.

The housing crisis in Marin and the need to keep families in their homes continues to be a highest priority. Over a third of the cases accepted last year were landlord/tenant and housing matters. Each Tuesday and Thursday morning at 9:00 a.m. LAM holds walk-in clinics to assist those facing eviction. Every other Thursday afternoon LAM coordinates a "Mandatory Settlement Conference" for the Marin Superior Court to assist Tenants and Landlords with the opportunity to work out a settlement just before they would go to trial. With limited (though recently improved) renter protections in Marin and the lack of affordable housing, most times the best option is to negotiate keeping the family in their current location, or ensuring sufficient time to move and protect the family's credit. This program is staffed by pro bono volunteers and part-time LAM staff. In FY2019, we will handle approximately 350 clients through our walk-in clinics and 95 individuals through our Mandatory Settlement Conference clinics.

Additionally, through our partnership with Canal Alliance, LAM conducts bilingual housing outreach efforts three days per month, where we counsel immigrant tenants and often take them on as clients for eviction defense and habitability work. As of January 2019 we will conduct monthly bilingual housing intake at North Marin Community Services in Novato as well. In FY2019, we will handle approximately 50 clients through our outreach efforts at Canal Alliance and North Marin Community Services.

Finally, the project also will serve Marin seniors. Historically, 40% of Legal Aid of Marin housing clients are seniors who, like our Black and immigrant clients (many of whom also are seniors), struggle to stay in the County that they call home.

**8. HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
X	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

The project will affirmatively further fair housing by improving and protecting housing access for members of protected classes in Marin, including immigrants, African-American residents, persons with disabilities, and families with children. It will affirmatively help diverse individuals to live in Marin. Approximately one third of housing clients served will be Latino, and approximately one quarter of clients served will be monolingual Spanish speakers. Approximately 10% or more of clients served will be African American. County-wide, 16% of the County's population are Latino, and 3% are African American. (Source: U.S. Census, QuickFacts, Marin County, California). Black and Latino Marin residents are far more likely to be renters than homeowners. Marin's Black and Latino populations are disproportionately poor. Marin County's Black population experiences poverty at a rate of 28%, and its Latino population experiences poverty at a rate of 21% - whereas just 5.5% of its White population experiences poverty. (Source: racecounts.org). 72% and 74% of Black and Latino households rent, respectively, versus just 33% of White households. (Source: County of Marin, Assessment of Fair Housing Update to the Board of Supervisors, June 12, 2018.) Protecting low-income tenants protects Marin's diversity and thereby affirmatively furthers fair housing. The project also will affirmatively further fair housing by protecting families with children and persons with disabilities living in Marin – 36% and 29% of housing clients served historically.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

LAM reaches over 1000 individual clients each year and conducts outreach at various locations throughout the County, including through reaching out to conduct intake in the predominately Latino immigrant Canal neighborhood of San Rafael, through reaching out to meet regularly with public housing tenants in Marin City, home to many County African American residents, and through regularly scheduled intake sessions at North Marin Community Services in Novato, a location that many low-income families turn to for support. We will conduct approximately 50 community-based, bilingual housing intake sessions at Canal Alliance and North Marin Community services in Novato, and at least five community-based meetings with tenants in Marin City. We also make regular community presentations at locations throughout the County, and expect to reach at least 200 low-income renters, seniors, families with children, immigrants, and persons with disabilities, through these activities. Three quarters of Legal Aid of Marin staff speak Spanish at least proficiently, and half of our staff are bilingual/bicultural in English and Spanish. These outreach activities and capacities allow Legal Aid of Marin to advertise the project's services and reach out directly to the communities in need of services.

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

<b>Moderate-Income</b>	minimal
<b>Low-Income</b>	minimal
<b>Very Low-Income</b>	500
<b>Extremely Low-Income</b>	1,500

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>	1 %	%
<b>Asian</b>	2 %	%
<b>Black or African American</b>	14 %	3 %
<b>Native Hawaiian or other Pacific Islander</b>	%	%
<b>White</b>	79 %	30 %
<b>American Indian <i>and</i> White</b>	%	%
<b>Asian <i>and</i> White</b>	%	%
<b>Black <i>and</i> White</b>	%	%
<b>American Indian <i>and</i> Black</b>	%	%
<b>Multi-Racial</b>	4 %	%
<b>TOTAL</b>	<b>100%</b>	
<b>Female-Headed Households (out of above total)</b>	62 %	62 %

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

Not applicable

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

Not applicable

**15. Describe your organizations experience with administering federal grant programs?  
For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

LAM annually receives and manages \$25,000 in federal Area Agency on Aging funds, administered by the County of Marin, for legal services to Marin seniors. We report expenditures and services delivered monthly.

**16. Describe who will supervise and manage the project and their past experience with project management.**

The project will be overseen by David Levin, Managing Attorney, and Stephanie Haffner, Executive Director.

David Levin oversees all legal work for Legal Aid of Marin and is also LAM's lead housing attorney, and has overseen all LAM legal projects for the past four years. Prior to joining LAM, he oversaw the federally funded FHIP fair housing program at Bay Area Legal Aid. He began his law practice at the law firm of Morrison and Foerster, and has over 20 years of legal experience.

Stephanie Haffner has a 15-plus year background in housing law advocacy, and as Executive Director is responsible for all aspects of Legal Aid of Marin's operations. She is a graduate of UC Berkeley Law School and possesses over 20 years of progressively responsible experience in California civil legal services. Her project management experience includes directing major cases and impact litigation at Western Center on Law & Poverty (1 year as litigation director, 6 years as senior litigator for major cases and impact litigation); and supervising all housing and consumer advocacy, with a staff of 5 to 15 people at various times, at Neighborhood Legal Services of Los Angeles County (5 years).

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

**19. For HOME Projects are you a CHDO?**



20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:


Executive Director
11/16/2018  
 Signature/Title Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**Legal Aid of Marin**  
**DRAFT 2019 Budget Approved 9/27/2018 by LAM Finance Committee**

	<b>2018 Budget</b>	<b>2018 Status</b>	<b>2019 Budget (DRAFT)</b>	<b>2019 Status</b>	<b>Increase / (Decrease)</b>	<b>Notes</b>
<b>Unrestricted Income</b>						
Individual contributions	\$ 125,000	Pending	\$ 140,000	Pending	\$ 15,000	Board target for fall appeal, to be kicked off with open house
Client/Other Donations	15,000	Pending	15,000		-	
Division of Aging	25,000	Committed	25,000	Committed	-	
Attorney Fees/Referral Fees	25,000	Committed	25,000	Pending	-	- As of August 2018, \$38,050 was raised in attorney and referral fees
Cy Pres	0		-		-	- Windfall if received (and will direct to reserve). Nothing expected.
Events	120,000	Committed	140,000	Pending	20,000	\$112,100 gross for Jam; \$10,000 gross for Pro Bono Luncheon
Misc. Income	0		-		-	- Zeroed out as no there's no other known source
<b>Subtotal Unrestricted Income</b>	<b>\$ 310,000</b>		<b>\$ 345,000</b>		<b>\$ 35,000</b>	
<b>Grant &amp; Contract Income</b>						
State Bar of CA: IOLTA	\$ 22,810	Committed	\$ 43,610	Committed	\$ 20,800	
State Bar of CA: EAF	37,690	Committed	36,400	Committed	(1,290)	
State Bar: Comm Stabilization	71,437	Committed	71,437	Committed	-	- 3-year grant ends 2019
State Bar: Parnership Grant			80,000	Committed	80,000	
MCF - Op. Support	260,000	Committed	200,000	Pending	(60,000)	
MCF - Marin Pro Bono Network	0		110,000	Pending	110,000	
MCF - Strategic planning/Capacity	0		25,000	Pending	25,000	
Bank of Marin	5,000	Pending	5,000		-	
Lockhart Bequest	0		10,000		10,000	10,000 remains in fund
George Lucas Family Fund	0		5,000		5,000	To explore for 2019
Maisin Foundation	15,000	Committed	-		(15,000)	Awarded 9/2018 for 2018-2019
Bigglesworth Family Foundation	0		15,000		15,000	To explore for 2019. Previously funded us.
San Francisco Foundation	0		15,000		15,000	To explore for 2019. In discussion.
Peter E. Haas Jr. Family Fund	35,000	Committed	35,000	Pending	-	
Peter E. Haas Jr. Family Fund Matching	21,000	Committed			(21,000)	Match for new donors from 2017 fall campaign
Van Loben Sels	25,000	Committed	25,000	Committed	-	- Sept 2018-Aug 2019 grant period
SVB Foundation	5,000	Committed	10,000	Pending	5,000	
VW Lackey Fund	5,000	Committed	5,000		-	- \$15K 3- year donation from MCF donor advised fund
CA Community Foundation	11,591	Committed	-		(11,591)	Balance of funds to be expended through 10/2018
County of Marin	100,000	Pending	30,000	Pending	(70,000)	Presented 8/2018
First 5 Marin	25,000	Pending	25,000	Pending	-	- Estimate. Discussed 9/2018. First 5 does not accept proposals
California Office of Emerg. Svcs*			200,000	Pending	200,000	Proposal in development, due 10/17/2018.
Additional applications TBD			200,000	Pending	200,000	Grant writer has been retained
<b>Subtotal Grant &amp; Contract Income</b>	<b>\$ 639,528</b>		<b>\$ 1,146,447</b>		<b>\$ 506,919</b>	
<i>Less Discount for Uncertainty (25% on Pending Items)</i>	\$ -		\$ (292,500)			25% discount on funds that are not committed
<b>Total Income</b>	<b>\$ 949,528</b>		<b>\$ 1,198,947</b>		<b>\$ 541,919</b>	
<b>Expenses</b>						
Salaries, Taxes and Benefits	\$ 705,232		\$ 864,111		\$ 158,879	If CalOES is granted, budget \$864,111 (two legal staff). If CalOES is not granted, figure is \$719,781.
Audit fees	17,000		19,000		2,000	Lisa Doran CPA, audit and 990 preparation

Consultant (includes accountant)	28,400	47,000	18,600	2019: \$1000/month for accounting, 10,000 for development consultants, 25,000 for strategic planning consultant. 2018: \$700 a month for accounting, development consultant for Jam. Includes contract grant-writing and direct solicitation support. Litigation costs are here; will separate out in 2019.
Litigation costs		5,000	5,000	Recommend a separate line item for litigation expense
Rent	115,372	73,000	(42,372)	
Supplies	5,000	5,000	-	
Telephone	8,500	8,500	-	- Revised figure based on actual to date.
Postage and delivery	5,000	5,000	-	Jam, Annual Report, Fall Appeal - last year \$3000; YTD on track for \$3000)
Printing and copying	8,500	8,500	-	Pro Bono booklet - \$1,166; JAM - \$3,300; Fall Appeal - \$3,000;
Equipment Rent/Maintenance	13,000	30,000	17,000	- Business cards - \$500; LAM and MCC brochures - \$1,000; Stationary - \$1,000
Advertising/Marketing/Web	10,000	10,000	-	Copier lease \$6,360 a yr.; toner and maintenance \$2,212 a yr.;
Local travel	5,000	8,000	3,000	computer upgrades \$5,000; office equip. \$2,000; Pitney Bose \$350 a yr. IT maintenance 1300/mo. in 2019 (previously was in rent)
Meetings	4,000	5,000	1,000	Web maintenance-\$2,500; \$6,000 Software upgrades. Includes Office 365 (70/mo)
Conferences/prof. dev.	5,000	8,000	3,000	Staff/board retreat; intern events
Books & publications	6,000	6,000	-	Trainings for staff
Payroll Processing	4,000	5,000	1,000	
Insurance	9,200	10,000	800	NLADA - Lawyers Prof. Liab.; Management Liab & Omis.; and
Bank Charges	4,000	5,000	1,000	Employment Prac. Liab. \$5,935; General Liability Ins. \$2,587; Bond \$617; Copier Ins. \$25
Online Credit Card Fees	-	-	-	Includes credit card charges
Interest Expense/On-line Fees	-	-	-	- Included in Bank Charges
Membership & Fees	7,000	7,000	-	- Included in Bank Charges
Taxes and Other Expenses	7,500	7,500	-	CA Bar dues, DL, LJ, CV - \$380ea.=\$1,140; Marin Bar dues - \$95x4=\$380; NLADA \$1,850; LAAC \$1,000; Found. Center \$399;
Event Expenses	45,000	45,000	-	Filing Fees \$50; Greater Giving \$800; Tenants Together \$100; CA Employ. Lawyers \$300; \$500 Chamber of Commerce
Contingency	50,000	15,000	(35,000)	- Based on YTD and last year's expenses in this category
<b>Total Expenses</b>	<b>\$ 1,062,704</b>	<b>\$ 1,196,611</b>	<b>\$ 133,907</b>	- Jam, Pro Bono luncheon, Open House (\$5000)
<b>Surplus/(Deficit)</b>	<b>\$ (113,176)</b>	<b>\$ 2,336</b>	<b>\$ 115,512</b>	Projected moving expense of \$40K

Surplus to replenish reserve

Ratio of personnel to total expenses  
(Target = 70%)

66%

72%

Project Budget Template

Organization Name: Legal Aid of Marin

Project Title: Protecting Marin Tenants

Date: November 16, 2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<b>Committed</b>			
Foundations:			
(Add rows)			
Government:			
State Bar of California		71437	
(Add rows)			
Corporations:			
(Add rows)			
Individual Contributions: (list total):			
Earned Income:			
(Add rows)			
Other (specify):			
(Add rows)			
<b>Subtotal, Committed Income</b>		71437	0
<b>Uncommitted</b>			
Other (specify):			
Federal Grants Request	30000		
Other Foundations:			
Marin Community Foundation		100000	
(Add rows to list other Foundations)			
Government:			
(Add rows to list other Government agencies)			
Corporations:			
(Add rows to list other corporations)			
Individual Contributions:		19068	55000
<b>Subtotal, Uncommitted Income</b>		119068	55000
Other			
Earned Income:			
(Add rows)			
<b>Subtotal, Earned Income</b>		0	
<b>Grand Total Income</b>	<b>30000</b>	<b>190505</b>	<b>55000</b>

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
<b>Personnel Expenses</b>			
Executive Director (% FTE: 5%)	5000	13750	
Program Director (Managing Attorney) (% FTE: 10%)	5000	28094	
Staff Attorneys (% FTE: 25%)	10000	25750	
Receptionist (% FTE: 10%)	1000	7000	
Pro Bono Attorneys (140 hours 9% FTE)			55000
<b>Salary Subtotal</b>	<b>21000</b>	<b>74594</b>	
Benefits (@ %: 23%)	4830	17157	
<b>Subtotal Salaries and Benefits</b>	<b>25830</b>	<b>166345</b>	<b>55000</b>
<b>Contracted Services</b>			
Professional Fees - Accounting & Audit	1568	8232	
Project Consultant			
(Add rows to list other contracted expenses)			
<b>Subtotal Contracted Services</b>	<b>1568</b>	<b>8232</b>	<b>0</b>
<b>Direct Project Related Expenses</b>			
Rent	1428	8772	
Utilities	166	1024	
Supplies	100	600	
Equipment	392	2408	
Travel	160	960	
Professional Development	160	960	
Marketing	196	1204	
(Add rows to list other direct project expenses)	0		
<b>Subtotal, Direct Project Related Expenses</b>	<b>2602</b>	<b>15928</b>	<b>0</b>
<b>Indirect Expense (specify % in column A below)</b>			
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>			
<b>Grand Total All Expenses</b>	<b>30000</b>	<b>190505</b>	<b>55000</b>



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	
MAILING ADDRESS	
WEBSITE	
ORGANIZATION DUNS#	
EXECUTIVE DIRECTOR/CEO	
EMAIL ADDRESS	
PHONE	

3. Project General Information:

PROGRAM/PROJECT NAME	
PROGRAM/PROJECT SITE ADDRESS	
CDBG/HOME FUNDING AMOUNT REQUESTED	\$
APPLICATION CONTACT PERSON	
E-MAIL ADDRESS	
PHONE	

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
			100%

5. **What prior years have you been funded by CDBG/HOME**

<b>Year Funded</b>			
<b>Grant Amount</b>			
<b>Amount Expended</b>			

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

**8. HUD National Objective to be served (check at least one):**

	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

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**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low-Income	

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	%	%
Asian	%	%
Black or African American	%	%
Native Hawaiian or other Pacific Islander	%	%
White	%	%
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	%	%
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	%	%



**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

**15. Describe your organizations experience with administering federal grant programs?  
For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

**16. Describe who will supervise and manage the project and their past experience with project management.**

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

**19. For HOME Projects are you a CHDO?**

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (*The general tasks for a construction project are provided below; please add tasks as needed*)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:

\_\_\_\_\_

Signature/Title

\_\_\_\_\_

Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**Project Budget Template**

Senior Access
Senior Access Financial Aid for 2019-2020

11.6.2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><i>Committed</i></b>				
<b>Foundations:</b>				
Tamalpais Foundation		12,000		12,000
Others: AFA, Darcy Betts, etc.		10000		10,000
<b>Government:</b>				
County of Marin		5,000		5,000
CDBG	33,350			33,350
Santa Rosa Junior College		26,000		26,000
<b>Corporations:</b>		10,000		10,000
<b>Individual Contributions: (list total):</b>		90,000		90,000
<b>Earned Income:</b>				
Participant fees		540,000		540,000
<b>Other (specify):</b>				
		693000	0	726350
<b><i>Subtotal, Committed Income</i></b>				
<b><i>Uncommitted</i></b>				
<b>Other (specify):</b>				
Federal Grants Request	33,350			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<b><i>Subtotal, Uncommitted Income</i></b>		0	0	0
<b>Other</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b><i>Subtotal, Earned Income</i></b>		0		0
<b><i>Grand Total Income</i></b>	<b>33350</b>	<b>693000</b>	<b>0</b>	<b>726350</b>

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Staff: CGO, Program Director, Admin, Activity Director, Outing Coordinator, Program	20,000			361,000
Benefits (payroll and fringe(@20 %)	4,000			72,200
<b>Subtotal Salaries and Benefits</b>	24,000	0	0	433,200
<b>Contracted Services</b>				
Professional Fees (bookkeeping, tech, admin)				34,000
<b>Subtotal Contracted Services</b>	0	0	0	34,000
<b>Direct Project Related Expenses</b>				
Rent				41,783
Utilities (telephone)				8,500
Supplies				5,500
Program Expenses	5,000			200,000
Travel				
Professional Development				
Marketing				12,000
Insurance				8,000
<b>Subtotal, Direct Project Related Expenses</b>	5000	0	0	275,783
<b>Indirect Expense (specify % in column A below)</b>				
<b>15.00%</b>	<b>4,350</b>			4350
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				0
<b>Grand Total All Expenses</b>	<b>33350</b>	<b>0</b>	<b>0</b>	<b>747,333</b>

	Annual
Support	
Government Grants	
Grants - Government	5,000
County of Marin-CDBG	18,000
Santa Rosa Jr. College	26,000
Government Grants	<u>49,000</u>
Contributed Revenue-Foundations	
Contributions- Foundations (Tamalpais, etc.)	25,000
Contributions-Alzheimer Foundation of America	10,000
Contributed Revenue-Foundations	<u>35,000</u>
Contributed Revenue-Other	
Contributions- Individual Donations	90,000
Contributions- Corporations	10,000
Contributions-Churches	500
Contributed Revenue-Other	<u>100,500</u>
	In-kind contributions
	<u>0</u>
Total Support	<u>184,500</u>
Earned Revenue-Participant Fees	
Fees-Skyview on Site	300,000
Fees - Excursion Program	216,000
Tam on The Go!	48,000
Financial Assistance Discount	(25,000)
Fees-Extended Care	1,000
Total Earned Revenue-Participant Fees	<u>540,000</u>
	Interest income
	100
	Miscellaneous
	0

	<u>540,100</u>
Total Income	<u>724,600</u>

Salaries Expense

Sal - Marketing Director	10,000
Sal-Outreach/Admin Asst.	35,000
Sal - Program Director	80,000
Sal - Activity Director	40,000
Sal - Lead Program Assistant/Outing Coordinator	36,000
Sal - Reg. Program Assists; Lead subs	130,000

Salaries Expense	<u>331,000</u>
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Payroll Taxes & Fringe Benefits

Payroll Taxes	36,000
Fringe Benefits	23,000
Vacation Expense	850

Payroll Taxes & Fringe Benefits	<u>59,850</u>
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Total Staff	<u>390,850</u>
-------------	----------------

Bookkeeping, Accounting & Bank Fees	23,000
Consultants plus CGO	30,000
Insurance	8,000
Legal fees	0
Program expense	200,000
Fundraising	500
Dues & subscriptions	600
Licenses & permits	600
Advertising	4,000
Office expenses	5,000
Postage & Shipping	500
Printing	7,500
Rent & utilities	41,783
Telephone	8,500
Travel & Meetings	0

	Miscellaneous	0
	Depreciation	1,600
Total Expenses		<u>722,433</u>
Net surplus		<u>2,167</u>



ccess 2018-2019 Approved budget - 08/24/2018

County of Marin

10 per service day

9 per service day

8 per service day

Part time

Full time

Limited time









**2019-2020**

**Community Development Block  
Grants (CDBG)**

**San Rafael**

**Funding Applications**

**2019-2020 County of Marin  
Community Development Block Grant (CDBG) and HOME Project Proposal List**

APP. #	PROJECT NAME	PROJECT SPONSOR	PROJECT ADDRESS	DESCRIPTION	CDBG REQUEST	HOME REQUEST
<b>San Rafael Planning Area</b>					<b>\$636,499</b>	
<b>Housing</b>						
SH-1	AWD Affordable Housing Electrical Upgrade	Art Works Downtown, Inc.	1337 4th Street, San Rafael	Upgrade electrical system in affordable units and main switch	\$450,000	
	<b>Housing subtotal</b>				<b>\$450,000</b>	
<b>Capital</b>						
SC-1	Pickleweed Park and Playground Improvements	City of San Rafael DPW	50 Canal St, San Rafael	Replacing play structure and equipment at Pickleweed Park	\$138,000	
	<b>Capital subtotal</b>				<b>\$138,000</b>	
<b>Public Services</b>						
SS-1	University Prep (UP!)	Canal Alliance	86 Larkspur St, San Rafael	Support middle school, high school and college students including homework assistance and academic workshops	\$15,000	
SS-2	Pickleweed Preschool	City of San Rafael	50 Canal St, San Rafael	Support instructor salary at Pickleweed Preschool	\$33,499	
	<b>Public Services subtotal</b>				<b>\$48,499</b>	



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation	X	HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Art Works Downtown, Inc.
MAILING ADDRESS	1337 Fourth Street, San Rafael, CA 94901
WEBSITE	www.artworksdowntown.org
ORGANIZATION DUNS#	68-0387761
EXECUTIVE DIRECTOR/CEO	Elisabeth Setten
EMAIL ADDRESS	elisabeth@artworksdowntown.org
PHONE	415/451-8119 X702

3. Project General Information:

PROGRAM/PROJECT NAME	AWD Affordable Housing Electrical Upgrade
PROGRAM/PROJECT SITE ADDRESS	1337 Fourth Street, San Rafael,
CDBG/HOME FUNDING AMOUNT REQUESTED	5 450,000 total project cost
APPLICATION CONTACT PERSON	Elisabeth Setten
E-MAIL ADDRESS	elisabeth@artworksdowntown.org
PHONE	415/451-8119 x702



4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
	100%		100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	2017/8		
Grant Amount	\$42,000 Plumbing		
Amount Expended	0		

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

Established in 1997, Art Works Downtown (AWD) is located in the historic Gordon's Opera House at 1325-1337 Fourth Street in downtown San Rafael, CA 94901. We provide studio spaces for artists, gallery spaces, arts-related commercial spaces, affordable housing, and multi-purpose spaces.

AWD is a 501(c)(3) Charitable Nonprofit Organization that is governed by a Board of Directors consisting of diverse community leaders.

Mission: AWD's mission is to broaden our community's engagement with art. We work to connect artists and the public by providing affordable studio, housing, and exhibit space; business opportunities and professional support for artists and arts organizations; education and outreach. Everything we do strengthens the creative fabric of our community and promotes art as a vital part of public life in San Rafael, Marin County, and beyond.

We serve 22 affordable housing (very low income) who earn 50% or less of the area media income tenants and thousands of artist/community members.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

The electrical service to the building is a 400 amp, 120/240 volt single phase system and is at least sixty (or more) years old. For a 40,000 square foot building this is grossly inadequate. As a rule of thumb, 400 amps is about the standard size of electrical service for a restaurant.

At AWD, the old main switch is connected via a gutter to many subpanels and meters. Some of these panels serve equipment across retail spaces or are mixed with studio loads. A one hundred amp panel provides power to residential unit 17 and another 100 amp panel provides power to 16 separate units. This does not provide adequate power to units one through 16. The entire system is old and is need of replacement. Safety would be only one concern. In this project, we plan to provide and install a 1200 amp, 120/208 volt, three phase four wire service and a 400 amp meter/main will supply power to the residential units upstairs. We feel that this upgrade is vital for the safety of the residents. We plan on doing this upgrade in portions as much as possible. The end result will be an electrical service that provides safe, adequate power for all the users in the building, with a bit of wiggle room for future electrical needs.

An underground transformer under the sidewalk in front of the building will be required, as well as trenching down Fourth Street. This is a complex and vital part of extending the life of this historic building.

**8. HUD National Objective to be served (check at least one):**

<input checked="" type="checkbox"/>	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
<input type="checkbox"/>	<i>Activities benefiting low and moderate area. (LMA)</i>
<input type="checkbox"/>	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

AWD actively participates in outreach efforts to underserved communities to inform potential tenants of AWD's affordable housing units. The project will affirmatively further fair housing as the upgrade will allow the housing units to be safely maintained and to continue as habitable space. The leasing agent (Executive Director) understands fair housing practices and actively pursues collaborative relationships and other marketing efforts to further fair housing in all AWD retail units.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

The leasing agent (Executive Director) conducts marketing outreach through a variety of collaborative relationships (Marin Housing, Canal Welcome Center, Whistlestop and more) to ensure that members of Protected Classes are well informed about AWD's below market rate housing units. In addition, when an apartment vacancy occurs, AWD actively posts vacancy notices/flyers in underserved communities where no housing resources are available (Marin City).

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	
Low-Income	
Very Low-Income	22
Extremely Low-Income	

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	%	%
Asian	%	%
Black or African American	20 %	10 %
Native Hawaiian or other Pacific Islander	%	%
White	50 %	%
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	30 %	30 %
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	80 %	40 %

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

AWD has been previously awarded funds for outdated plumbing that exists within the apartment building. Due to the challenges with the North Bay fires, AWD was unable to identify a plumbing contractor (to date) that can complete the scope of work and that fulfills the Davis-Bacon requirements.

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

AWD has hired a Project Manager to create an RFP and to work with the County of Marin to identify a plumbing contractor that will complete the work and comply with the Davis-Bacon requirements. AWD recently initiated a relationship with Marin Builder's Association to identify qualified plumbing contractors by June 2019.

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

Art Works Downtown is experienced with the challenges of finding contractors who abide by the Davis-Bacon requirements. Fortunately, Artistic Lighting the company currently working on the project pays prevailing wages and works with all four local electrical unions - IBEW local 551 Marin, local 6 San Francisco, local 180. Ms. Mirm Steele, Artistic Lighting's CFO has agreed to assist with all compliance issues.

**16. Describe who will supervise and manage the project and their past experience with project management.**

Elisabeth Setten, is the primary contact for the project and will work with the County to ensure proper reporting. Ms. Setten will oversee Susanna VanLeuven, LEED AP Electrical Engineer with 31 years of electrical engineering design.  
www.susannavanleuvenpe.com  
Ms. VanLeuven tasks will be overseeing the project, acting as liaison with the contractors, and making sure they make a coordinated effort. The entities she would work with are Art Works Downtown, PG&E, undergrounding contractor and electrical contractor. She will over see John Dallara, Electrical Contractor/Construction Project Manager of Artistic Lighting. Mr. Dallara has 20 years of past experience managing projects and will be primarily involved (along with the CFO) with ensuring his employees comply with the Davis Bacon Act.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

**19. For HOME Projects are you a CHDO?**

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

Task	Date of Completion
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:

Elizabeth Aetner, Executive Director      11/15/18  
 Signature/Title      Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

Applications may be submitted via email, mail, or in person to one of the addressed below.

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST  
POSTMARKS WILL NOT BE ACCEPTED**

## Art Works Downtown Electrical Upgrade Project Budget

- i. Artistic Lighting: 200 k (this number is actually precise)
- ii. PG&E 130k (rough)
- iii. Underground trenching and vault \$ 120 k (rough)

B. Organizational Budget for Art Works Downtown 2018

Total Expenses

\$583,158.00

NET OPERATING INCOME

\$16,712.00

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Of





**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	X
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	City of San Rafael - Department of Public Works
MAILING ADDRESS	111 Morphew St, San Rafael, 94901
WEBSITE	www.cityofsanrafael.org
ORGANIZATION DUNS#	08-244-7459
EXECUTIVE DIRECTOR/CEO	Jim Schutz, City Manager
EMAIL ADDRESS	jim.schutz@cityofsanrafael.org
PHONE	415-485-3070

3. Project General Information:

PROGRAM/PROJECT NAME	Pickleweed Park and Playground Improvements
PROGRAM/PROJECT SITE ADDRESS	50 Canal St, San Rafael, 94901
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 138,000
APPLICATION CONTACT PERSON	Thomas Wong
E-MAIL ADDRESS	thomas.wong@cityofsanrafael.org
PHONE	415-458-5360

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
	X		100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	FY 2018-19	FY 2017-18	FY 2016-17
Grant Amount	\$200,000	\$127,750.00	\$95,937.00
Amount Expended	\$0	\$127,750.00	\$95,937.00

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The City of San Rafael Department of Public Works is responsible for improving and maintaining public property, infrastructure, and buildings. These responsibilities include but are not limited to maintenance of parks and opens spaces, roads, bicycle and pedestrian facilities, stormwater systems including pump stations, and community buildings including fire stations, community centers, and child care facilities. The organization is composed of teams, consisting of traffic and land development engineers, capital improvement project engineers, administration/public outreach, parks maintenance, streets maintenance, and fleet maintenance.

Working within the budget approved by City Council, the Department of Public Works strives to most efficiently and effectively allocate these resources throughout the City. Through a shared common goal and a strong organization structure, these teams work hand in hand to ensure the City of San Rafael is safe and well maintained for all residents, businesses, and visitors.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

This project would include replacing play structures and equipment at Pickleweed Park, adjacent to the Albert J. Boro Community Center in the Canal Neighborhood. Existing structures for toddlers and the main play structure will be replaced with similar equipment. These new structures are necessary as the existing structures, constructed nearly 15 years ago now require extensive maintenance and repairs on a regular basis.

Replacing the structures and equipment has been requested by the Canal community for many years. Replacing the equipment is important as it provides the only public play equipment in the neighborhood. This is particularly important as more than 25% of the Canal population is under the age of 18. These upgrades will provide an improved and safe environment for kids to exercise and play within walking distance of their residence. The City will replace both the toddler and main play structures to ensure that there is area for a wide range of age groups to safely play in. More than 12,000 residents live in the entire East San Rafael area (Canal, Baypoint, Spinnaker neighborhoods).

**8. HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
X	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

Physical and visual improvements to public spaces such as parks, play a vital role in efforts to Affirmatively Furthering Fair Housing. Reducing blight in our public spaces encourages increased usage of the parks and surrounding areas by all area residents. Though the Canal neighborhood has a median income well below the average for San Rafael and Marin County, surrounding and adjacent neighborhoods Baypoint and Spinnaker are single family home developments with typically significantly higher household incomes and lower percentages of minority residents. Improving the playground areas at Pickleweed Park (located in the heart of the Canal neighborhood) will encourage residents and families of the Baypoint and Spinnaker neighborhoods (and other parts of San Rafael) to visit and recreate in the Canal neighborhood, thereby directly reducing existing patterns of segregation in east San Rafael. When the state of the art Albert J. Boro Community Center was completed, the area saw a high increase in usage and visitation of the neighborhood and area by non-Canal residents. A new play structure will continue this effort.

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

The City recently finished the process of upgrading two other playgrounds: Albert park and Victor Jones park. Both park improvements involved community meetings and meetings with the respective neighborhood associations and homeowners groups. The City will do a similar high level of outreach for the improvements planned at Pickleweed Park. Community meetings will be held at the Boro Center to discuss possible park improvements and get feedback directly from residents. As has been standard with other Canal-area outreach, the City will actively promote these meetings in English and Spanish (and have translators at the meetings). The City will also reach out to community organizations such as Canal Alliance to ensure the neighborhood is adequately represented and given the opportunity to participate in the public process.

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	1439
Low-Income	2050
Very Low-Income	1580
Extremely Low-Income	3565

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	.9 %	%
Asian	3.6 %	%
Black or African American	1.0 %	%
Native Hawaiian or other Pacific Islander	0 %	%
White	90.6 %	59 %
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	2.8 %	%
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	%	%

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

Our past goal was to make San Rafael's public right-of-way accessible to individuals with disabilities. Since 2005 the City has constructed 445 of the 765 curb ramps identified in our Settlement Agreement with the federal Department of Justice, primarily paid for with CDBG funds. This goal was met as funding provided by CDBG were used to successfully construct new curb ramps.

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

Last year's funds were requested for the same playground project that is being requesting this year. These funds have not been used as full funding was not established for the project. The City is hopeful that potential funding from this year CDBG, combined with last year's will allow the City to complete the project as designed.

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

The San Rafael Department of Public Works regularly receives Federal funding for our construction projects. From projects as small as \$25,000 to as large as \$10 million, DPW staff are well-experienced and qualified in the requirements related to receiving federal funds -- including full compliance with prevailing wages.

**16. Describe who will supervise and manage the project and their past experience with project management.**

Through the City's Department of Public Works, the City Engineer will supervise and manage the project. Additionally, Associate Engineers with experience from two recent playground renovations will assist in developing and implementing the project. These engineers are experienced in seeing projects from design and conceptual phase to completion.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

The project would need to go through the City's Park and Recreations Commission as well as get City Council approval for accepting any potential grant and for awarding a contract to complete the projects as designed.

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

**19. For HOME Projects are you a CHDO?**

N/A

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (*The general tasks for a construction project are provided below; please add tasks as needed*)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	August 2019
Complete planning & environmental review	Categorically Exempt
Release bid package	October 2019
Select contractor	November 2019
Finalize contract	November 2019
Obtain building permits	N/A
Start construction	March 2020
Complete Construction	April 2020

21. Please sign and date your application below:



Junior Civil Engineer

11/15/18

Signature/Title

Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**Project Budget Template**

Organization Name: City of San Rafael - Department of Public Works

Project Title: Pickleweed Park and Playground Improvements

Date: November 15, 2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<b>Committed</b>			
<b>Foundations:</b>			
Government:			
CDBG FY2018-19		200,000	
Corporations:			
Individual Contributions: (list total):			
Earned Income:			
Other (specify):			
<b>Subtotal, Committed Income</b>		200,000	0
<b>Uncommitted</b>			
Other (specify):			
<b>Federal Grants Request</b>	138,000		
<b>Other Foundations:</b>			
(Add rows to list other Foundations)			
Government:			
(Add rows to list other Government agencies)			
Corporations:			
(Add rows to list other corporations)			
Individual Contributions:			
<b>Subtotal, Uncommitted Income</b>		0	0
Other			
Earned Income:			
(Add rows)			
<b>Subtotal, Earned Income</b>		0	
<b>Grand Total Income</b>	<b>138,000</b>	<b>200,000</b>	<b>0</b>

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
<b>Direct Project Related Expenses</b>			
<b>Acquisition</b>			
Purchase price			
Title/Recording/Escrow			
(Add rows to list other direct project expenses)			
<b>Pre-development</b>			
Architecture & Engineering		43,000	
Phase 1			
Market Study			
Entitlements/Zoning			
(Add rows to list other direct project expenses)			
<b>General Development</b>			
Demolition/Removal		10,000	
Utility hook-ups			
Materials		110,000	
Construction of Structures	13,000	37,000	
Additional Improvements	92,000		
Contingency	33,000		
(Add rows to list other specific project expenses)			
<b>Subtotal, Direct Project Related Expenses</b>	<b>138,000</b>	<b>200,000</b>	<b>0</b>
<b>Related Expenses</b>			
<i>Developer Fee (specify % in column A below)</i>			
<i>Fiscal Sponsorship Fee (specify % in column A below)</i>			
<b>Grand Total All Expenses</b>	<b>138,000</b>	<b>200,000</b>	<b>0</b>



**GENERAL FUND  
PROPOSED BUDGET FY 2018-2019**

EXHIBIT I

**REVENUES & OTHER OPERATIONAL SOURCES**

**Taxes**

Property Tax and related	\$	20,152,000
Sales Tax		21,194,000
Sales Tax -Measure E		12,027,000
Franchise Tax		3,839,000
Business Tax		2,833,000
Transient Occupancy Tax		3,193,000
Cannabis		250,000

**Other Agencies**

CSA #19 Fire Service		2,022,000
VLF Backfill		5,650,000
Other Agencies (Prop 172, Owner Prop Tax, State Mandate, Other agencies)		1,207,000

**Other Revenues**

Permits & Licenses (building, electrical, encroachment, use, alarm)		2,937,000
Fine & Forfeitures (traffic, vehicle, etc.)		375,000
Interest & Rents (investment earnings, rents, etc.)		235,000
Charges for Services (includes dev't fees and plan review)		2,084,000
Other Revenue (damage reimbursements, misc income)		505,000

**Sub-total: Revenues** \$ 78,503,000

**TRANSFERS IN**

from Gas Tax		400,000
from Development Fund-ED Initiatives		100,000
from Parking Services Fund - Admin. cost		508,698
from Employee Retirement Fund - POB debt payment		678,213

**Sub-total: Transfers In** \$ 1,686,911

**TOTAL SOURCES**

**\$ 80,189,911**

**EXPENDITURES AND OTHER OPERATIONAL USES**

**Expenditures by Department**

Finance		2,448,084
Non-Departmental		3,098,621
City Manager/City Council		2,889,282
City Clerk		502,718
Mgt Serv: Adm,HR		959,480
City Attorney		1,199,858
Community Development		4,307,733
Police		24,983,044
Fire		18,667,817
Public Works		11,793,326
Library		3,327,559
Economic Development		1,011,114

**Sub-total: Expenditures** \$ 75,188,636

**OPERATIONAL TRANSFERS OUT**

to Pre-School Fund - Operating support		50,000
to Recreation Fund - Operating support		1,800,000

**Sub-total: Transfers Out** \$ 1,850,000

Non-Operating Transfers (Measure E / San Rafael Essential Facilities) 4,025,000

Allocation to Emergency and Cash Flow Reserve (260,000)

**TOTAL USES**

**\$ 81,323,636**

**NET RESULTS**

**\$ (1,133,725)**



**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	
MAILING ADDRESS	
WEBSITE	
ORGANIZATION DUNS#	
EXECUTIVE DIRECTOR/CEO	
EMAIL ADDRESS	
PHONE	

3. Project General Information:

PROGRAM/PROJECT NAME	
PROGRAM/PROJECT SITE ADDRESS	
CDBG/HOME FUNDING AMOUNT REQUESTED	\$
APPLICATION CONTACT PERSON	
E-MAIL ADDRESS	
PHONE	

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
			100%

5. **What prior years have you been funded by CDBG/HOME**

<b>Year Funded</b>			
<b>Grant Amount</b>			
<b>Amount Expended</b>			

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

**8. HUD National Objective to be served (check at least one):**

	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

**10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

--

**11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):**

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low-Income	

**12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:**

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	%	%
Asian	%	%
Black or African American	%	%
Native Hawaiian or other Pacific Islander	%	%
White	%	%
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	%	%
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	%	%

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

**15. Describe your organizations experience with administering federal grant programs?  
For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

**16. Describe who will supervise and manage the project and their past experience with project management.**

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

**19. For HOME Projects are you a CHDO?**

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (*The general tasks for a construction project are provided below; please add tasks as needed*)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:

\_\_\_\_\_

Signature/Title

\_\_\_\_\_

Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**



Organization Name: Canal Alliance

Project Title: Marin County Community Development Block Grant

Date: 11/9/2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
Marin Community Foundation		\$ 150,000		
Kimball Foundation		\$ 40,000		
Kaiser		\$ 25,000		
Morris Stulsaft		\$ 25,000		
Margoes Foundation		\$ 20,000		
Jonas Family Foundation		\$ 15,000		
Bank of America Foundation		\$ 5,000		
William Simon Foundation		\$ 5,000		
(Add rows)				
<b>Government:</b>				
MCOE		\$ 15,000		
Marin County		\$ 27,420		
(Add rows)				
<b>Corporations:</b>				
Dodge and Cox		\$ 10,000		
(Add rows)				
<b>Individual Contributions:</b>		\$ 436,281		
<b>(list total):</b>				
<b>Earned Income:</b>				
Program Fees		\$ 2,940		
(Add rows)				
<b>Other (specify):</b>				
In-Kind			\$ 15,722	\$ 15,722
(Add rows)				
<b>Subtotal, Committed Income</b>		\$ 776,641	\$ 15,722	\$ 792,363
<b><u>Uncommitted</u></b>				
<b>Other (specify):</b>				
Federal Grants Request	\$ 15,000			
<b>Other Foundations:</b>				
Simon Straus Foundation		\$ 2,500		
Rotasa Foundation		\$ 2,000		
(Add rows to list other Foundations)				
<b>Government:</b>				
(Add rows to list other Government agencies)				
<b>Corporations:</b>				
(Add rows to list other corporations)				
<b>Individual Contributions:</b>		\$ 4,500	\$ -	\$ 4,500
<b>Subtotal, Uncommitted Income</b>		\$ 4,500	\$ -	\$ 4,500
<b>Other</b>				
<b>Earned Income:</b>				
Program Fees		\$ 2,060		
(Add rows)				
<b>Subtotal, Earned Income</b>		\$ 2,060		\$ 2,060
<b>Grand Total Income</b>	\$ 15,000	\$ 783,201	\$ 15,722	\$ 813,923

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Education Director (% FTE: 50)	\$ 1,000	\$ 56,750		\$ 57,750
UPI Manager (% FTE: 40)	\$ 2,250	\$ 56,703		\$ 58,953
UPI HS Program Supervisor (% FTE: 100)		\$ 50,250		\$ 50,250
UPI MS Program Supervisor (% FTE: 100)	\$ 6,000	\$ 43,250		\$ 49,250
UPI College Coordinator (% FTE: 100)		\$ 27,900		\$ 27,900
UPI Program Assistant (% FTE: 42)	\$ 1,000	\$ 19,030		\$ 20,030
UPI Admin Assistant (% FTE: 28)	\$ 1,000	\$ 18,718		\$ 19,718
UPI HS English Tutor (% FTE: 23)		\$ 15,847		\$ 15,847
UPI HS English Tutor (% FTE: 23)		\$ 15,659		\$ 15,659
UPI HS Math Tutor (% FTE: 23)		\$ 14,589		\$ 14,589
UPI HS Math Tutor (% FTE: 23)		\$ 16,478		\$ 16,478
UPI MS Math Tutor (% FTE: 23)	\$ 250	\$ 17,470		\$ 17,720
UPI MS Math Tutor (% FTE: 23)	\$ 250	\$ 13,270		\$ 13,520
UPI MS Math Tutor (% FTE: 23)	\$ 250	\$ 12,922		\$ 13,172
UPI MS Math Tutor (% FTE: 23)	\$ 250	\$ 11,318		\$ 11,568
(Add rows)				
Benefits (@ %: 23)	\$ 2,750	\$ 80,800		\$ 83,550
<b>Subtotal Salaries and Benefits</b>	\$ 15,000	\$ 470,954	\$ -	\$ 485,954
<b>Contracted Services</b>				
Instructors		\$ 12,501		\$ 12,501
In-Kind Instructions			\$ 8,000	\$ 8,000
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ 12,501	\$ 8,000	\$ 20,501
<b>Direct Project Related Expenses</b>				
Occupancy		\$ 130,534		\$ 130,534
Materials & Supplies		\$ 1,697		\$ 1,697
Scholarships		\$ 63,500		\$ 63,500
Program Equipment & Supplies		\$ 2,999		\$ 2,999
Program Snacks & Meals		\$ 2,963		\$ 2,963
Client Support		\$ 823		\$ 823
Travel		\$ 10,845		\$ 10,845
Staff Development		\$ 3,955		\$ 3,955
In-Kind Donations			\$ 7,722	\$ 7,722
Hiring Costs		\$ 10,639		\$ 10,639
Furniture & Equipment		\$ 2,500		\$ 2,500
IT Support		\$ 36,016		\$ 36,016
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ -	\$ 266,471	\$ 7,722	\$ 274,193
<b>Indirect Expense (specify % in column A below)</b>				
17.00%		\$ 33,275		\$ 33,275
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 15,000	\$ 783,201	\$ 15,722	\$ 813,923

**CANAL ALLIANCE  
FY2018-2019 BUDGET**

INCOME	Total Agency Income (2018-19)
Individual Support	1,380,713
Foundation Grants	1,425,266
MCF - Marin Community Foundation	1,302,535
Corporate Support	53,234
In-Kind Donations	1,390,396
Government Contracts	832,379
Program Fees	111,195
Housing Rental Fees	214,320
Interest/Dividend Income	7,997
<b>TOTAL INCOME</b>	<b>6,718,034</b>

EXPENSES	Total Agency Expenses (2018-19)
<b>Personnel Expenses</b>	
Salaries	2,853,288
Sub-total Salaries	2,853,288
<b>Fringe Benefits</b>	459,322
Sub-total Personnel Costs	3,312,610
<b>Non-Personnel/Operating Expenses</b>	
Occupancy & Facilities	419,212
Professional Services	472,026
Materials & Supplies	163,901
Travel & Meetings Expense	59,990
In-Kind donations	1,391,596
Client Support	52,026
Program snacks & meals	8,793
Program equipment and supplies	10,201
Program Books	23,856
Stipends	24,691
Scholarships	63,500
Staff Development	25,523
Furniture, equipment, & leasehold Improvements	17,173
General & Administrative Allocation	124,936
Tech Support Allocation	248,617
Sub-total Non-Personnel/Operating Expenses	3,106,041
<b>TOTAL EXPENSES</b>	<b>6,418,651</b>

<b>NET SURPLUS/(LOSS)</b>	<b>299,383</b>
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**2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	City of San Rafael/Pickleweed Preschool
MAILING ADDRESS	P.O. Box 151560, San Rafael CA 94915-1560
WEBSITE	www.cityofsanrafael.org
ORGANIZATION DUNS#	946000424
EXECUTIVE DIRECTOR/CEO	Susan Andrade-Wax, Community Services Director
EMAIL ADDRESS	susan.andrade-wax@cityofsanrafael.org
PHONE	415-485-3340

3. Project General Information:

PROGRAM/PROJECT NAME	Preschool/Pickleweed Preschool
PROGRAM/PROJECT SITE ADDRESS	Preschool/50 Canal Street, San Rafael CA 94901
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 33,499
APPLICATION CONTACT PERSON	Kelly Albrecht
E-MAIL ADDRESS	kelly.albrecht@cityofsanrafael.org
PHONE	415-485-3386

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
	100%		100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	2015-2016	2016-2017	2017-2018
Grant Amount	\$16,552	\$20,000	\$20,000
Amount Expended	\$16,552	\$20,000	\$20,000

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The City of San Rafael, Community Services Department, provides state-licensed child care programming at six school age sites and two preschools. Our school age programming serves Dixie school District and San Rafael City Schools operating on-site on school campuses and one off campus program located in Central San Rafael in Albert Park. Our preschool programs are Parkside and Pickleweed preschool. Parkside Preschool program is located in Albert Park serving central San Rafael and families pay a monthly tuition to attend the program. Pickleweed Preschool is a State-funded program and families qualify for the program based on income eligibility.

The Child Care Division serves 1125 families each year. Our mission is to offer a program focused on the whole child. We offer developmentally, age-appropriate curriculum providing the opportunity for cognitive, social, emotional, physical, and linguistic growth. We provide a balance of child-initiated and teacher directed activities. The core of our philosophy is that time spent in our program will be quality time. Each child will be given every opportunity to mature and develop at his or her own pace. We'll offer opportunities to meet challenges, experience success, and develop confidence within a safe and nurturing environment.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The program provides developmental and age appropriate curriculum building cognitive, social emotional, physical and linguistic growth. Pickleweed Preschool continues their work with various collaborations aimed at program quality improvement and alignment efforts with neighboring schools. Pickleweed has been in partnership with Marin County Office of Education for the last five years receiving continuous professional development, on site coaching and classroom assessments that provide valuable program feedback.

The need for quality preschool programming is essential in all communities. Not only do we provide a wonderful opportunity for families to have their child attend preschool, but give them the tools to be their child's best advocate in moving forward in the Elementary school system. We educate the families with several parent evenings that highlight different topics like the importance of reading to your child, healthy eating and extending classroom activities to the home.

We feel so fortunate to provide this valuable service to the community of San Rafael.

**8. HUD National Objective to be served (check at least one):**

<input checked="" type="checkbox"/>	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
<input checked="" type="checkbox"/>	<i>Activities benefiting low and moderate area. (LMA)</i>
<input type="checkbox"/>	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**9. How will this project Affirmatively Further Fair Housing?**

The project supports Canal Neighborhood residents with preschool curriculum that prepare their students along with parents to participate fully upon entering San Rafael City Schools elementary programs. The Pickleweed Preschool contributes to the stabilization of families in the neighborhood, most of whom are low income, so that they can remain in the community.

10. Describe how this project will conduct affirmative marketing to members of the Protected Classes?

Pickleweed Preschool primarily serves Latino families. our affirmative marketing plan consists of reaching out to Marin Child Care Council, a resource and referral program, and advertise through their organization. In addition, during our application period we will reach out to local congregations in San Rafael that primarily have populations of the protected classes that we are not serving at Pickleweed. Boro Community Center is an excellent resource as well and serves a diverse population. We will distribute flyers at Boro Community Center and reach out to individual classes to discuss our preschool programming during our application period starting.

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low-Income	100%

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	%	%
Asian	7 %	%
Black or African American	%	%
Native Hawaiian or other Pacific Islander	%	%
White	93 %	93 %
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	%	%
TOTAL	100%	
Female-Headed Households (out of above total)	4 %	%

**PROJECT MANAGEMENT & FINANCIAL DATA**

**13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

Pickleweed continues their participation in various collaborations aimed at program quality improvement and alignment efforts with neighboring schools. This year, the teachers have received their highest CLASS score ever. The teachers worked hard this year to develop a cohesive curriculum that is hands-on, relatable to children's lives, and developed based on the students interests. They also implemented the ages, stages questionnaire (ASQ) to serve as a means of tracking children's development and establish relationships with incoming families. Pickleweed hopes to grow through continued resources provided by Marin County Office of Education with focus on the teaching pyramid and fostering healthy social-emotional relationships.

**14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:**

No remaining funds.

**15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

The City of San Rafael, Child Care Division, has been part of the CDBG program for more than 20 years and has been administering the grant internally through the Child Care Division since the beginning. In addition to CDBG funding Pickleweed Preschool receives funding through First 5 of Marin and California Department of Education.



**16. Describe who will supervise and manage the project and their past experience with project management.**

Kelly Albrecht, Senior Recreation Supervisor, manages the program and Isobel Shaw, Center Director, supervises the preschool program.

Approvals and authorizations are required by the City Manager, Jim Schutz, California Department of Education and Community Care Licensing.

**17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.**

N/A

**18. For HOME projects: Please describe how you will meet the 25% match requirement?**

N/A

**19. For HOME Projects are you a CHDO?**

N/A

20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (*The general tasks for a construction project are provided below; please add tasks as needed*)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

21. Please sign and date your application below:

Kerry Albert  
Signature/Title

11/15/18  
Date

**Required Attachments:**

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

**Applications may be submitted via email, mail, or in person to one of the addressed below.**

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

**Mailing Address/Physical Address (if dropping off application):**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Federal Grants

**Application submittal deadline is Friday, November 16, 2018 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**Project Budget Template**

**Organization Name:** City of San Rafael

**Project Title:** Pickleweed Preschool

**Date:** 11/15/2018

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
----------------	-------------------------------	------------------------------	----------------

***Committed***

<b>Foundations:</b>			
<i>(Add rows)</i>			
<b>Government:</b>			
<i>(Add rows)</i>			
<b>Corporations:</b>			
<i>(Add rows)</i>			
<b>Individual Contributions: (list total):</b>			
<b>Earned Income:</b>			
<i>(Add rows)</i>			
<b>Other (specify):</b>			
<b>Department of Education</b>		232,864	
<b>First 5 of Marin</b>		95,000	
<b>Subtotal, Committed Income</b>		327864	0

***Uncommitted***

<b>Other (specify):</b>			
<b>Federal Grants Request</b>	33,499		
<b>Other Foundations:</b>			
<i>(Add rows to list other Foundations)</i>			
<b>Government:</b>			
<i>(Add rows to list other Government agencies)</i>			
<b>Corporations:</b>			
<i>(Add rows to list other corporations)</i>			
<b>Individual Contributions:</b>			
<b>Subtotal, Uncommitted Income</b>		0	0
<b>Other</b>			
<b>Earned Income:</b>			

<i>(Add rows)</i>			
<b>Subtotal, Earned Income</b>		0	
<b>Grand Total Income</b>	<b>33499</b>	<b>327864</b>	<b>0</b>

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
<b>Personnel Expenses</b>			
Director (% FTE: ____)		51,000	
Instructor II (% FTE: 100 )	33,499		
Instructor II		33,499	
Instructor I Temp		23,383	
Instructor I		23,383	
Instructor I		29,056	
<i>(Add rows)</i>			
Benefits (@ %: _____)		140,356	
<b>Subtotal Salaries and Benefits</b>	33499	300677	0
<b>Contracted Services</b>			
Professional Fees			
Project Consultant			
<i>(Add rows to list other contracted expenses)</i>			
<b>Subtotal Contracted Services</b>	0	0	0
<b>Direct Project Related Expenses</b>			
Rent			
Utilities			3400
Supplies			13770
Services		22745	
Travel			
Professional Development			2544
Marketing			1500
<i>(Add rows to list other direct project expenses)</i>			

<b>Subtotal, Direct Project Related Expenses</b>	0		22745		21214
<b>Indirect Expense (specify % in column A below)</b>					
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
<b>Grand Total All Expenses</b>	<b>33499</b>		<b>323422</b>		<b>21214</b>

**Expenditure Group Budget Report**

CITY OF SAN RAFAEL  
 7/1/2018 through 6/30/2019

260 Childcare Preschool Grant Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72000 Child Care-Facilities Onsite Section						
260-66-72012 Pickleweed Preschool Grant Program						
260-66-72012-8000 Personnel Services						
260-66-72012-8100 Salaries & Wages						
260-66-72012-8111 Classified Personnel	132,872.01	43,062.53	43,062.53	0.00	89,809.48	32.41
260-66-72012-8113 Overtime Pay	1,261.00	1,999.65	1,999.65	0.00	-738.65	158.58
260-66-72012-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Salaries &amp; Wages</b>	<b>134,133.01</b>	<b>45,062.18</b>	<b>45,062.18</b>	<b>0.00</b>	<b>89,070.83</b>	<b>33.60</b>
260-66-72012-8300 Fringe Benefits						
260-66-72012-8321 Group Life/Health Insurance	36,624.96	12,208.26	12,208.26	0.00	24,416.70	33.33
260-66-72012-8324 Medicare Tax	1,745.54	598.56	598.56	0.00	1,146.98	34.29
260-66-72012-8325 Internal Service Chgs-Workers Comp	1,508.16	487.89	487.89	0.00	1,020.27	32.35
260-66-72012-8326 Retirement	65,636.76	21,286.63	21,286.63	0.00	44,350.13	32.43
260-66-72012-8328 Internal Service Chgs-Dental Insurance	4,474.80	1,491.61	1,491.61	0.00	2,983.19	33.33
260-66-72012-8331 Internal Service-Chgs-Leave Payout	13,695.39	4,389.32	4,389.32	0.00	9,306.07	32.05
260-66-72012-8332 Vision Plan	143.88	47.92	47.92	0.00	95.96	33.31
<b>Total Fringe Benefits</b>	<b>123,829.49</b>	<b>40,510.19</b>	<b>40,510.19</b>	<b>0.00</b>	<b>83,319.30</b>	<b>32.71</b>
<b>Total Personnel Services</b>	<b>257,962.50</b>	<b>85,572.37</b>	<b>85,572.37</b>	<b>0.00</b>	<b>172,390.13</b>	<b>33.17</b>
260-66-72012-9000 Non-Personnel Services						
260-66-72012-9200 Services						
260-66-72012-9210 Maintenance of Parks & Grounds	1,200.00	1,050.00	1,050.00	0.00	150.00	87.50

Expenditure Group Budget Report

CITY OF SAN RAFAEL  
 7/1/2018 through 6/30/2019

260 Childcare Preschool Grant Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-9220 Building Maintenance Contracts	3,500.00	2,784.01	2,784.01	0.00	715.99	79.54
260-66-72012-9230 Maintenance & Repair; Equip & Machinery	290.00	1,494.63	1,494.63	0.00	-1,204.63	515.39
260-66-72012-9270 Contractual Services	8,275.00	2,524.96	2,524.96	0.00	5,750.04	30.51
260-66-72012-9290 Insurance & Surety Bonds	290.00	0.00	0.00	0.00	290.00	0.00
260-66-72012-9292 Internal Service Chgs-Liability Ins.	1,990.00	663.28	663.28	0.00	1,326.72	33.33
<b>TotalServices</b>	<b>15,545.00</b>	<b>8,516.88</b>	<b>8,516.88</b>	<b>0.00</b>	<b>7,028.12</b>	<b>54.79</b>
260-66-72012-9300 Supplies						
260-66-72012-9320 Recreation Supplies	10,000.00	1,320.81	1,320.81	0.00	8,679.19	13.21
<b>TotalSupplies</b>	<b>10,000.00</b>	<b>1,320.81</b>	<b>1,320.81</b>	<b>0.00</b>	<b>8,679.19</b>	<b>13.21</b>
260-66-72012-9400 Utilities/Communication						
260-66-72012-9434 Utilities - Electricity	2,400.00	1,064.95	1,064.95	0.00	1,335.05	44.37
<b>TotalUtilities/Communication</b>	<b>2,400.00</b>	<b>1,064.95</b>	<b>1,064.95</b>	<b>0.00</b>	<b>1,335.05</b>	<b>44.37</b>
<b>Total Non-Personnel Services</b>	<b>27,945.00</b>	<b>10,902.64</b>	<b>10,902.64</b>	<b>0.00</b>	<b>17,042.36</b>	<b>39.01</b>
<b>Total Childcare Preschool Grant Fund</b>	<b>285,907.50</b>	<b>96,475.01</b>	<b>96,475.01</b>	<b>0.00</b>	<b>189,432.49</b>	<b>33.74</b>
<b>Grand Total</b>	<b>285,907.50</b>	<b>96,475.01</b>	<b>96,475.01</b>	<b>0.00</b>	<b>189,432.49</b>	<b>33.74</b>

Expenditure Group Budget Report

CITY OF SAN RAFAEL  
 7/1/2018 through 6/30/2019

208 Childcare Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72000 Child Care-Facilities Onsite Section						
208-66-72003 Pickleweed Childcare Program						
208-66-72003-8000 Personnel Services						
208-66-72003-8100 Salaries & Wages						
208-66-72003-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8111 Classified Personnel	15,779.52	5,808.34	5,808.34	0.00	9,971.18	36.81
208-66-72003-8112 Temporary Help	0.00	6,801.07	6,801.07	0.00	-6,801.07	0.00
208-66-72003-8113 Overtime Pay	0.00	281.14	281.14	0.00	-281.14	0.00
208-66-72003-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8159 Fixed Term-Non Compensable	46,766.32	8,630.15	8,630.15	0.00	38,136.17	18.45
<b>TotalSalaries &amp; Waqes</b>	<b>62,545.84</b>	<b>21,520.70</b>	<b>21,520.70</b>	<b>0.00</b>	<b>41,025.14</b>	<b>34.41</b>
208-66-72003-8300 Fringe Benefits						
208-66-72003-8321 Group Life/Health Insurance	2,706.96	902.35	902.35	0.00	1,804.61	33.33
208-66-72003-8323 P.A.R.S	920.16	606.73	606.73	0.00	313.43	65.94
208-66-72003-8324 Medicare Tax	583.80	316.99	316.99	0.00	266.81	54.30
208-66-72003-8325 Internal Service Chgs-Workers Comp	1,791.23	357.33	357.33	0.00	1,433.90	19.95
208-66-72003-8326 Retirement	7,162.35	2,326.60	2,326.60	0.00	4,835.75	32.48
208-66-72003-8328 Internal Service Chgs-Dental Insurance	406.80	135.60	135.60	0.00	271.20	33.33
208-66-72003-8331 Internal Service-Chgs-Leave Payout	4,116.42	1,369.69	1,369.69	0.00	2,746.73	33.27
208-66-72003-8332 Vision Plan	25.32	8.48	8.48	0.00	16.84	33.49
<b>TotalFringe Benefits</b>	<b>17,713.04</b>	<b>6,023.77</b>	<b>6,023.77</b>	<b>0.00</b>	<b>11,689.27</b>	<b>34.01</b>
<b>Total Personnel Services</b>	<b>80,258.88</b>	<b>27,544.47</b>	<b>27,544.47</b>	<b>0.00</b>	<b>52,714.41</b>	<b>34.32</b>



Expenditure Group Budget Report

CITY OF SAN RAFAEL  
 7/1/2018 through 6/30/2019

208 Childcare Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72003-9000 Non-Personnel Services						
208-66-72003-9200 Services						
208-66-72003-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9216 Professional Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9220 Building Maintenance Contracts	4,750.00	2,230.01	2,230.01	0.00	2,519.99	46.95
208-66-72003-9222 Maintenance Buildings & Improvements	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9230 Maintenance & Repair;Equip & Machinery	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9270 Contractual Services	2,000.00	697.15	697.15	0.00	1,302.85	34.86
208-66-72003-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9290 Insurance & Surety Bonds	450.00	0.00	0.00	0.00	450.00	0.00
208-66-72003-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	7,200.00	2,927.16	2,927.16	0.00	4,272.84	40.66
208-66-72003-9300 Supplies						
208-66-72003-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9320 Recreation Supplies	3,770.00	865.83	865.83	0.00	2,904.17	22.97
TotalSupplies	3,770.00	865.83	865.83	0.00	2,904.17	22.97
208-66-72003-9400 Utilities/Communication						
208-66-72003-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9434 Utilities - Electricity	1,000.00	0.00	0.00	0.00	1,000.00	0.00

**Expenditure Group Budget Report**

CITY OF SAN RAFAEL  
 7/1/2018 through 6/30/2019

208 Childcare Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
TotalUtilities/Communication	1,000.00	0.00	0.00			
208-66-72003-9500 Other						
208-66-72003-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9700 Assets-Purchase/Cost						
208-66-72003-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Personnel Services	11,970.00	3,792.99	3,792.99	0.00	8,177.01	31.69
Total Childcare Fund	92,228.88	31,337.46	31,337.46	0.00	60,891.42	33.98
<b>Grand Total</b>	<b>92,228.88</b>	<b>31,337.46</b>	<b>31,337.46</b>	<b>0.00</b>	<b>60,891.42</b>	<b>33.98</b>



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Fire Department

Prepared by: Christopher Gray,  
Fire Chief

City Manager Approval: 

**TOPIC: WILDFIRE PREVENTION AND PROTECTION ACTION PLAN**

**SUBJECT: WILDFIRE PREVENTION AND PROTECTION ACTION PLAN REPORT**

**RECOMMENDATION:**

Adopt resolution accepting the San Rafael Wildfire Prevention and Protection Action Plan as a master plan/framework for wildfire mitigation moving forward.

**EXECUTIVE SUMMARY:**

The attached Wildfire Prevention and Protection Action Plan (the "Plan") outlines various goals relating to wildfire prevention, which includes, but is not limited to, the following: recommended future changes to the City's municipal code, defined projects, and a series of programs, all of which are designed to help San Rafael proactively and aggressively address the growing risks associated with wildfire. The first draft of the Plan was presented to City Council on January 22<sup>nd</sup>, 2019 for input and public comment. The Plan was created per City Council direction at the August 20, 2018 meeting, following [an informational report that was presented to the City Council](#) relating to wildfire prevention efforts. Following the January 22, 2019 City Council meeting, staff compiled and integrated feedback from the City Council and the public to produce the Wildfire Prevention and Protection Action Plan. At this time, City staff seeks to present the Plan to the City Council for formal adoption via a resolution. Updates to the plan, ordinance changes and other items requiring City Council action will be brought forward at future dates as they are developed.

**BACKGROUND:**

Climate change and growing hazardous fuel loads are creating an increased wildfire risk across California. In the past few years, wildfires have shattered notorious records, including size, property damage, and loss of life. These devastating fires have also provided new insight into how fires behave in the changing environment and expanding wildland urban interface. Recently, in June 2018, 11.6 acres on San Rafael Hill burned. The fire was quickly contained by a strong response, including over 80 personnel and air support, and favorable fuel and weather conditions.

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**FOR CITY CLERK ONLY**

File No.: \_\_\_\_\_

Council Meeting: \_\_\_\_\_

Disposition: \_\_\_\_\_

In 2007, the City Council adopted a model ordinance, entitled Wildland-Urban Interface—Vegetation Management Standards, for vegetation management to proactively reduce the risk of wildfires ([S.R.M.C. 4.12](#)). This ordinance specifically codifies required vegetation management standards for parcels located in designated Wildland-Urban Interface (“WUI”) areas, with the goal of creating defensible space around structures that will minimize the spread of fires from wildlands to structures, from structures to wildlands, and from structures to structures. Also, the Marin County Fire Chiefs continue to discuss and review ways to better address the growing risk and public concern posed by wildfire risk in our communities. In November 2017, the Marin County Board of Supervisors created a sub-committee to study lessons learned from recent wildfires. In response, on September 11, 2018, the Marin County Fire Department presented [a report to the Board of Supervisors relating to the sub-committee’s findings](#), which includes a list of proposed areas for improvement in managing local wildfire risk. This report includes recommendations to fire, law enforcement, and land management agencies, in addition to emergency services and cities and towns.

Annually, San Rafael proactively addresses wildfire risk in numerous ways. These measures include actions such as:

- Providing free vegetation inspections for residents
- Supporting and coordinating free community chipper days
- Engaging and supporting communities seeking Firewise certification
- Regularly patrolling the open space with two Police Department Rangers
- Providing ongoing public outreach and education at community events, homeowners associations meetings, and City events.

In August 2018, staff presented an [informational report to the City Council relating to the City’s wildfire prevention efforts](#). As part of the presentation, the City Council provided direction to staff to draft a bold and comprehensive plan to further address wildfire risk in San Rafael. In response to direction from the City Council, along with public comment, staff developed a draft Plan. Many of the recommendations set forth in the [September 11, 2018 Lesson’s Learned report](#) from the Marin County Board of Supervisors sub-committee were incorporated into the Plan. In addition, the City is working in collaboration with the County, the Marin County Fire Chief’s Association, and all cities in Marin on countywide coordination regarding wildfire prevention and protection efforts.

The first draft of the Plan was presented to City Council on January 22<sup>nd</sup>, 2019 for input and public comment. In response to stakeholder feedback in the following several weeks, the Plan was revised and reorganized (see section below “Plan Updates”).

**ANALYSIS:**

Lessons learned from recent fires, as well as new research relating to fire safety and a changing climate, have prompted San Rafael to take additional steps to prevent a wildfire tragedy. The Plan lists a series of prescriptions, programs, and proposed ordinance changes needed to make San Rafael more fire and disaster-resistant. These action items reflect the need for a comprehensive approach to reducing wildfire risk. Removing dangerous vegetation, using fire-resistant building materials, and avoiding risky activities all are vital for protecting the community.

To be consistent with the Marin County Fire Department’s “Lessons Learned from the 2017 North Bay Fire Siege” and other reports, the Plan is organized into three overarching areas: 1) Vegetation Management, 2) Wildfire Prevention and Protection, and 3) Emergency Notifications and Evacuations.

The Plan contains 38 objectives, followed by a proposed action to take in order to meet each objective. The Plan proposes numerous future changes to the City’s municipal code. Most significantly, staff

recommends updating the City's municipal code to apply existing vegetation standards citywide, instead of only within the WUI, areas where homes are built near lands that are prone to wildland fire. Staff believes that these changes to the City's municipal code are essential to reducing the wildfire risk in San Rafael. These expanded standards are directly reflected in items 1, 2, 3, 13, 28, and 33, in addition to being components of other ongoing and planned projects. If the Plan is approved by the City Council, staff will prepare draft ordinances which will propose amending the City's municipal code to create citywide vegetation standards and codify those regulations in Chapter 4 of the Municipal Code to accompany the existing vegetation management standards. Chapter 4.12 of the City's municipal code, which establishes the vegetation management standards for the WUI, will be updated to include only standards unique to the WUI. Extensive community engagement will occur as the ordinances are drafted and there will be many opportunities for feedback and input in the coming months.

If approved, City staff will work to achieve the objectives outlined in the Plan. New and expanded programs identified in the Plan will require additional staff time and funding before they can be implemented. Staff will provide bi-annual update reports to City Council on the status of the 38 objectives.

The Plan includes the following 38 objectives:

1. Eliminate highly flammable vegetation near structures and roadways throughout San Rafael
2. Apply vegetation management and defensible space standards citywide
3. Reduce ember ignitions within immediate zones to prevent structure ignitions through enhanced standards and support
4. Expand goat grazing for vegetation maintenance
5. Establish additional fuel interruption zones
6. Improve public education regarding fire-safe landscaping and living with wildfire
7. Establish more Firewise communities in San Rafael
8. Reduce hazardous fuels through an abatement process on privately owned unimproved lots and within 200 feet of a structure or 20 feet of roadway
9. Effectively coordinate the removal of vegetative debris from public and private property
10. Engage Community Emergency Response Team (CERT) members, Neighborhood Response Groups (NRGs) and other volunteers in fire prevention
11. Reengage volunteer "Broom Pull Days"
12. Review and update WUI map
13. Consider adoption of Public Resource Code 4290 and 4291
14. Develop new efforts, solutions, and resources dedicated to wildfire prevention and protection
15. Immediately seize ignition sources at encampments and remove encampments as quickly as possible
16. Reduce likelihood of ignition in undeveloped land
17. Explore opportunities in Fire and Building Code updates to increase use of fire-resistant materials and application of CA Fire Code 7A
18. Eliminate fire hazard associated with shake and wooden roofs
19. Develop comprehensive San Rafael hazardous vegetation study and mitigation measures
20. Complete an analysis of fire roads and strategic fuel breaks
21. Increase the number of hardened homes in San Rafael
22. Improve development and implementation of Vegetation Management Plans (VMPs) and create new Resilient Landscape Templates (RLTs)
23. Increase the number of completed Vegetation Management Plans (VMPs) and Resilient Landscape Templates (RLTs)
24. Improve the public's fire risk awareness with sign improvements and installation
25. Reduce fire risk and keep visitors using short-term rentals safe

26. Hire additional staff dedicated to vegetation management and disaster mitigation
27. Increase Police Ranger staffing
28. Reduce fuels along roadways
29. Establish a residential hillside “parking box” program
30. Improve public emergency alerting capabilities and policies
31. Increase capability for early fire warnings and detection
32. Review and expand evacuation plans, incorporating areas of refuge, and support neighborhood evacuation drills
33. Assure safe and resilient critical infrastructure
34. Assure that appropriate staff can send and receive emergency alerts
35. Assure that City staff can communicate during an emergency
36. Assure that residents can evacuate through garage doors if power is out
37. Prevent potential entrapments by requiring 2 gates in any fence in designated areas
38. Maintain and expand coordination of wildfire prevention and response planning with Marin County, other Marin jurisdictions, Marin County Fire, FIRESafe MARIN, and neighboring landowning partners

### Plan Updates

Following the City Council meeting on January 22, 2019, staff conducted a series of community meetings to solicit feedback. As a result, the Plan has been revised and a summary of the updates made to the Plan are listed below:

- Updates to the Plan introduction to include the addition of an executive summary, intent, and methodology sections, in addition to additional information about fire science
- Numerous updates to Plan organization and format. Plan now includes sections dedicated to 1) vegetation management, 2) wildfire prevention and protection, and 3) emergency notification and evacuation. A crosswalk listing the final numbering with the draft numbers is provided.
- Adds ‘outcome’ section to each item to clarify intent and goal
- Includes total estimated cost ranges for each item when applicable/possible
- Increased inclusion and acknowledgement of unique needs of renters, low-income property owners, and people with access and functional needs
- Clarification on next steps, including the intent of the plan to serve as a master document and requirement for ordinance changes to follow separately
- Removal of property resale and transfer for implementing new regulations for all items except wooden or shake roof replacement
- Includes additional public-private cost share opportunities, including NOAA weather radios
- RLT- Resilient Landscape Template concept introduced and incorporated as a tool for residents
- Clarifications on the collaboration and connection with other plans, including the Local Hazard Mitigation Plan, Marin County Wildfire Protection Plan, and Climate Change Action Plan
- Includes maintenance and fuel reduction in open space parking lots
- Coordination with and outreach to plant nurseries and landscapers is included
- Expanded information on potential partnership with Downtown Streets Team
- Numerous updates to the stakeholders listed on multiple items to include Marin County, FIRESafe MARIN, nurseries, landscapers, and other groups
- Additional considerations to equitable application of public safety goals and regulations
- Support of neighborhood evacuation drills and associated staffing needs
- Efforts to incorporate technology providers into education and planning efforts including Waze, Google, Airbnb, VRBO, and others

- Clarification of intent to apply vegetation standards within distances of structures and roadways with exemption and individual prescriptions established to achieve beautiful defensible space
- Additional information on the intent to manage Eucalyptus groves
- Recognition of challenges in outreach and education to reach absent property owners who either rent property or live in the area part time
- Additional language expressing the connection between wildfire and climate change and the recognition that fuel reduction efforts must consider environmental impacts
- Includes possibility of using on duty engine staff for inspections with concerns about response time and fatigue
- Acknowledges need to deconflict existing hill side ordinance limiting impacts to natural state and need for defensible space
- Replaces draft item #27, which would have required VMPs for resale, with an objective specific to helping residents harden their homes
- Addition of item #38 to clarify the intent to coordinate and collaborate with Marin County, FIRESafe MARIN, and other engaged parties

For more information, including the proposed actions to accomplish each objective, as well as detailed analysis and cost estimates, please see the attached Wildfire Prevention and Protection Action Plan.

**COMMUNITY OUTREACH:** Feedback from the public has been incorporated into the proposed Plan, including the proposed changes to the City's municipal code. Feedback will continue to be welcomed and considered throughout the ordinance drafting, public hearing, and adoption process.

Since presenting the draft Plan on January 22<sup>nd</sup> staff has gathered public feedback and additional input from many community partners. These efforts included but were not limited to a community meeting at City Hall on February 11<sup>th</sup>, and meetings with the Marin County Fire Chiefs, Marin Association of Realtors, Marin County Fire Prevention Officers, San Rafael Fire Commission, San Rafael Neighborhoods Association, and Friends of China Camp. Presentations, including time for questions and feedback, were made to the Gerstle Park Neighborhood Association, Lincoln-San Rafael Hill Neighborhood Association, Rotary Club of San Rafael, San Pedro Road Coalition, Villa Real HOA and Marinwood Community Services District. In addition, the Plan was presented, and feedback received at meetings with San Rafael CERT, attendees of 1 Hour 2 Get Ready, and the County Public Disaster Education and Preparedness Committee (PDEP).

Additional outreach has been conducted using various online tools, including social media and the City of San Rafael website. The City website was updated shortly after the January 22<sup>nd</sup> meeting to include a copy of the draft Plan, supporting documentation, and an online feedback form. Short videos describing aspects of the Plan and encouraging feedback later were added to the website. As of March 8<sup>th</sup>, the dedicated webpage and feedback form had 3,736 views and 84 submissions, many with multiple comments, representing a conversion rate of 2.2%. Two Nextdoor poll questions had over 325 total responses.

Staff will continue to host community workshops, meetings and continue social media outreach and digital updates to engage and inform the public. Following adoption of the Plan, staff will prepare a selection of draft ordinance updates for public review and input. Coordination will be ongoing between staff, management, and elected officials of the City of San Rafael and our partners from the County and other jurisdictions. This will include ongoing efforts in working groups, associations, and committees to better protect from and prepare for wildfire in Marin County.

**FISCAL IMPACT:**

Multiple items in the Plan will require additional staff, resources, and funding to complete. Staff will continue wildfire mitigation efforts with existing resources and continually work to identify cost-saving measures, partnerships, and new sources of funding. Adoption of the Plan does not obligate the City to spend any specific additional dollar amount on wildfire prevention and protection activities. The estimated costs listed below to fully implement the Wildfire Action Plan will require additional funding sources which have not yet been established. Until additional funding sources are established, staff will focus on objectives supported with existing funding.

The cost estimates included in the Plan and below are based on previous work completed and current bids, and do not account for inflation. To remove heavy fuel loads and support residents' fuel reduction efforts, the initial cost of implementation will be greater than sustainment costs. Once safe levels of fuels are achieved, efforts will shift to maintenance and costs will be reduced. However, the nature of vegetation regrowth requires ongoing efforts to prevent additional hazardous fuel build up in the future.

Estimated costs to the City to fully implement the Wildfire Action Plan and effectively mitigate against wildfire are below:

- Public Property Fuel Reduction: \$900,000 (3 years annually and then decreasing)
- Private Property Fuel Reduction: \$125,000 (2 years annually and then decreasing)
- Outreach and Education: \$50,000 annually
- Additional Staff: \$500,000-\$750,000 annually
- Planning and Equipment: \$100,000 initial, decreasing to \$5,000 annually
- Evacuation and Notification: \$40,000 initial, decreasing to \$10,000 annually
- Fire road grading and vegetation clearance: \$750,000-\$1 million every 5 years

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution approving the Wildfire Prevention and Protection Action Plan
2. Adopt the resolution pending minor edits to the Plan
3. Direct staff to make extensive changes and return at a later date
4. Do not adopt the resolution

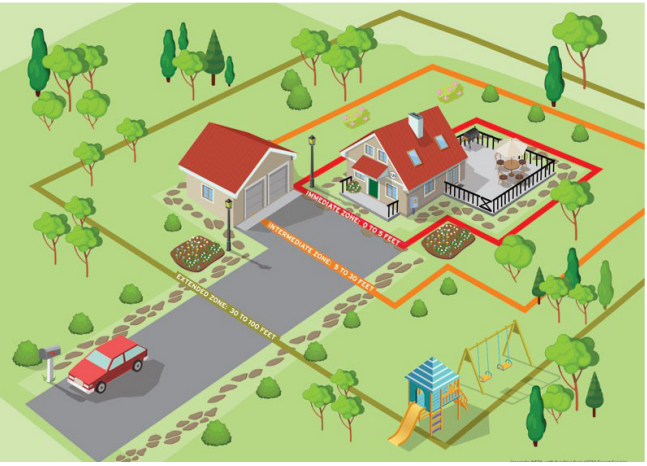
**RECOMMENDED ACTION:**

Adopt the resolution approving the Wildfire Prevention and Protection Action Plan as a framework for Wildfire mitigation, prevention and protection in San Rafael.

**ATTACHMENT:**

1. San Rafael Wildfire Prevention and Protection Action Plan
2. Communications and Public Feedback
3. Resolution of the San Rafael City Council Approving the Wildfire Prevention and Protection Action Plan





# Wildfire Prevention and Protection Action Plan

DRAFTED MARCH 2019



**SAN RAFAEL**  
THE CITY WITH A MISSION



# San Rafael Wildfire Prevention and Protection Action Plan



## **Executive Summary:**

At the direction of the San Rafael City Council, staff have produced the San Rafael Wildfire Prevention and Protection Action Plan. This document is intended as a master planning document to guide continual efforts to reduce the wildfire risk in San Rafael. It does not provide specific program details for every objective. All items that require additional detail will return to the City Council at a subsequent date for consideration either by Resolution or Ordinance, following a community engagement process. This master plan incorporates lessons learned from recent wildfires, ongoing local and County efforts, existing plans, and public input. This document is intended as a guide to overall approach and lays out the City of San Rafael's plans for Wildfire Prevention and Preparedness. The plan will be executed in partnership with other city, county and community efforts.



## **Background:**

In 2007, the City of San Rafael adopted a model ordinance for vegetation management. As we experience continued fire risk and activity associated with climate change, the City of San Rafael has been actively evaluating methods to further reduce our community's susceptibility to devastating wildfires. Wildfire risks will persist under extreme conditions; however, we can significantly mitigate those risk factors through enhanced regulations, education and enforcement. Public policy and programs provide a framework for a more resilient San Rafael but will require public support, compliance, effective implementation, and individual effort.

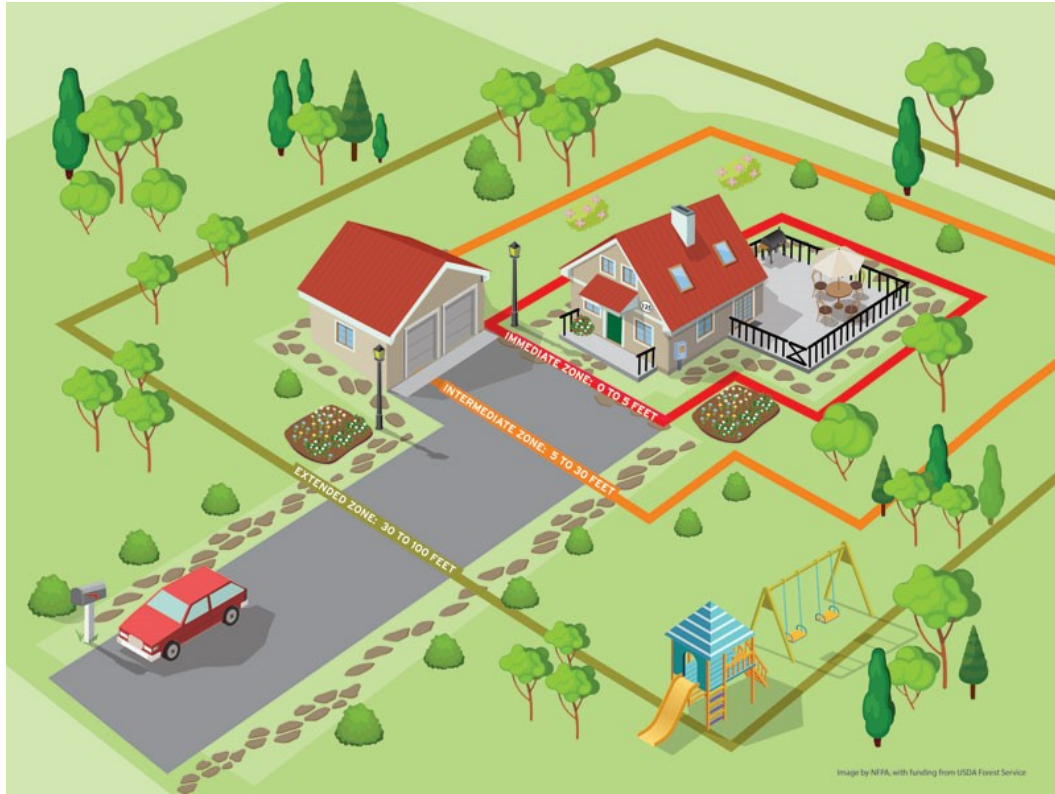
Currently, the City's wildfire prevention efforts focus on our Wildland Urban Interface (WUI) areas, which were established to identify areas thought to be most at risk for being impacted by a wildfire. Specific vegetation standards, including those adopted by San Rafael in 2007, apply only to property in the WUI. However, as climate change and increased fuel build-up contribute to more devastating fires, these boundaries no longer are sufficient or effective. Ember storms, explained in more detail below, can spread fire miles ahead of the flame front, regardless of WUI or jurisdictional boundaries. To adequately protect communities, more universal standards and approaches are necessary. Each structure burned in a fire is a risk to life, a personal and communal loss, and contributes to additional fire spread.

The Fire Department has one full-time, fixed-term Vegetation Management Specialist position and one part-time Vegetation Management Inspector. Together, the Department conducted more than 1,200 WUI home inspections in the first half of Fiscal Year 2018/19 and assisted the Department of Public Works with removal of flammable vegetation on approximately 125 acres of City-owned

public space. Monthly chipper days – providing residents with free juniper and bamboo chipping services – are also overseen by the Fire Department. Altogether, more than 1,500 tons of vegetation has been removed this fiscal year as a result of the Fire Department’s vegetation management efforts. The City also works closely with Marin County Fire, FIRESafe MARIN, and other local and regional agencies on wildfire prevention and fuel reduction strategies.

Additionally, the Police Department employs two part-time open-space rangers who patrol City open space for fire hazards and violations of City ordinances during the fire season (generally considered to be May through November). These rangers are empowered to remove dangerous items from encampments if they pose an immediate fire risk, and assist in removing abandoned campsites, garbage and other fire risks from the area. Note, enforcement of anti-camping ordinances is limited by the law and a recent U.S. 9<sup>th</sup> Circuit court ruling and the City is currently working to update its ordinances to be in compliance with the law.

Despite the City’s ongoing efforts, wildfire risk and community concern require more action. Continual and expanded efforts to address wildfire prevention and safety will protect lives, property, businesses, as well as our natural resources, including forests, watersheds, and endangered species habitats.



## Fire Science:

A basic understanding of fire science and behavior is needed to best understand how the items proposed in this plan will reduce the wildfire risk in San Rafael. Fire requires heat, oxygen, and fuel to burn. Wildfire behavior is impacted by weather, topography, and fuel. Fuel is the consistent feature in fire ignition and behavior that we can do the most to control.

Wildfire prevention focuses on reducing ignition sources, such as heat and easily ignitable fuel. Wildfire mitigation focuses on reducing fuel to reduce the ability of a wildfire to spread and impact lives and property. Types of fuel are generally defined by the time it takes to respond to changing weather conditions or dry out. 1 hour, or flash fuels, like tall grass, ignite and burn very quickly. 10, 100, and 1,000-hour fuels take increasingly more heat and time to ignite but burn for longer. Similar to the way one would build a camp fire, fire mitigation work should start with the easily ignitable fuels and progressively remove the others from areas of protection.

When referring to fuel structures, or the way the fuels exist in the environment, the three common in San Rafael are surface, ladder, and aerial fuel. Surface fuel includes dead and dying vegetation material on the ground's surface. Fire that only impacts ground fuels is much easier to contain and extinguish. Ladder fuels connect separate fuel sources and contribute to fire spread. Reducing ladder fuels helps keep fire on the ground and reduces the rate of spread. Ladder fuels allow

ground fire to spread into canopies and aerial fuels. Aerial fuels exist above the ground, and include the tree canopy, branches and high brush. Fires consuming large amounts of aerial fuels are difficult to contain.

The three primary methods of wildfire spread are described below:

*Embers:* According to recent research, embers are the most prolific cause of home ignition at a rate of two out of every three homes destroyed. Embers are glowing or burning pieces of vegetation or construction debris that are lofted during the wildfire. Embers can move up to a mile ahead of a firestorm. These small embers or sparks may fall on the vegetation near your home – on dry leaves, needles or twigs on the roof– and then subsequently ignite and burn down the home. The concentration of embers that land on the roof and roll off makes the removal of all flammable materials close to the house critical. Ember storms place all structures without fire resistant landscaping and construction within miles of the fire at potential risk.

*Direct flame contact:* Direct flame impingement refers to the transfer of heat by direct flame exposure. Direct contact will heat the building materials of the home; if the time and intensity of exposure is severe enough, windows will break, and materials will ignite.

*Radiant heat:* A house can catch on fire from the heat that is transferred to it from nearby burning objects, even in the absence of direct flames or embers. By creating defensible space around homes, we can significantly reduce the risk from radiant heat. A home with 100 feet of clearance from forest or shrubs will usually have minimal impact from radiant heat or direct flame.

Establishing strong guidelines for defensible space and fire-resistant building materials helps prevent ignition from radiant heat and embers. Limiting fuel and available vegetation reduces the possibility of direct flame contact igniting structures or other vegetation. Conditions are increasingly making ember storms, created by winds and highly combustible vegetation, the primary method of wildfire spread.

NFPA and [Firewise USA](#) recognize three zones surrounding a structure.:

*Immediate Zone* (within 5 feet of a structure): This zone is most vulnerable to embers and should be clear of all dead and flammable vegetation.

*Intermediate Zone* (5 to 30 feet from a structure): This area should be carefully landscaped to act as a fire break.

*Extended Zone* (30 to 100 feet – or, in some cases, up to 200 feet – from a structure): This zone should act to interrupt the path of fire and keep embers from becoming airborne.



### **Methodology:**

This document lists a series of prescriptions, programs, and ordinance changes needed to make San Rafael more fire and disaster-resistant. These action items reflect the need for a comprehensive approach to reducing wildfire risk. Removing dangerous vegetation, using fire-resistant building materials, and avoiding risky activities all are vital for protecting the community.

This plan is written with regards to the City and County of Marin Local Hazard Mitigation Plans (LHMP); Marin County Community Wildfire Protection Plan (CWPP); Marin County Lessons Learned 2017 North Bay Fire Siege, September 2018 (*2017 Lessons Learned report*); San Rafael Climate Change Action Plan, and the San Rafael General Plan.

The draft plan was presented to City Council on January 22, 2019. Feedback from the public, elected officials, and City staff has been incorporated into this version. Public input was gathered through public meetings, Homeowners Association and Neighborhood Association meetings, online feedback forms, social media, Nextdoor polls and direct contacts.

The final version of the plan has been re-organized and renumbered from the initial draft. A cross walk of the final draft numbers and draft numbering system is included at the end of this plan.



**Intent:**

The San Rafael Wildfire Prevention and Protection Action Plan is designed to serve as a master plan and framework to the ongoing work to reduce wildfire risk in San Rafael. This plan considers and incorporates local, county, regional, and national findings and best practices, including those incorporated into the Marin County Wildfire Prevention and Protection Plan and the 2017 Lesson’s Learned report.

The plan is designed to address all the phases of disaster response (mitigation, preparedness, response, and recovery) while engaging the whole community. Creative and innovative solutions are considered to help achieve these goals. As a community member summarized via the feedback form “if ever there was a situation where you should not let ‘the perfect be the enemy of the good’, this is it.” This plan is presented as a framework to move efforts forward, establish benchmarks, and provide opportunities for evaluation and improvement.

The following were the guiding principles and intent of this plan:

- Public safety and risk reduction
- Coordination and collaboration
- Environmental protection and sustainability
- Equity
- Cost effectiveness
- Incentivize voluntary compliance before fines and penalties



## Structure:

The action items are organized into three categories in alignment with the Marin County 2017 *Lessons Learned* report: 1) Vegetation Management 2) Wildfire Prevention and Protection and 3) Emergency Notifications and Evacuation. Each action item includes the objective, rationale, required actions, concerns, costs, potential stakeholders, a proposed timeline, and anticipated outcomes in the following format:

## OBJECTIVE

Action	This section includes a description of the proposed action.
<i>What this means</i>	This section should explain in more detail what this action would mean to those impacted by it.
<i>Rationale</i>	This section includes a discussion of why we recommend this, including the scale of impact we believe it will have.
<i>Concerns</i>	This section includes a discussion of political, legal, or cost feasibility concerns that we've identified. It lists any identified trade-offs, such as the dedication of existing staffing resources away from other projects to do this work.
<i>Costs</i>	This section includes estimated one-time and on-going costs to the City, as well as any costs the community may incur. The standards for evaluation are listed below. When possible, it concludes with the total estimated cost of implementing the item.
<i>Stakeholders</i>	This section includes a list of stakeholders.
<i>Timeline</i>	This section says if the action is underway and if not, why. For example, it is noted here if the action requires further or extensive legal review, future City Council action, community outreach, program design work, etc.
<i>Outcomes</i>	This section outlines the anticipated result of the item implementation.



### **Impacts on Budget and Staff Time:**

A full, year-by-year budget estimating the cost to implement the plan is attached at the end of the plan. This includes contract work for open space fuel reduction projects, staff time to implement and maintain the plan, support for residents through cost share programs and chipper days, outreach and education, as well as supplies and funding for specific projects. As possible, the total estimated cost to implement the objective is included in the cost box. The cost ranges are based on current rates and do not account for inflation. Some projects will be ongoing, while others will have peak periods and then reduced costs as vegetation work shifts into maintenance.

Some cost recovery may be attained through enforcement fines which will be in alignment with the City master fee schedule. The City hopes to achieve voluntary compliance before implementing fines or fees for dangerous non-compliance.

The funding, required staff time, and proposed timelines for each objective have been individually evaluated. If action is requested on the entire action plan, timelines may need to be extended and additional staff may be required. Financial costs have been evaluated and are identified using the following standard:

\$ Efforts are supported by current program budget

\$\$ Efforts could be supported with reprogramming of current budget

\$\$\$ Efforts require additional funding

Staff time required to achieve each objective has been estimated and identified using the following standard:

@ Efforts are supported with currently allocated staff time. No significant impact on other programming is anticipated.

@@ Efforts can be accomplished with existing staff reallocating time. Other projects will be deprioritized.

@@@ Efforts will require more staff time than is currently available. Requires additional staff or increasing hours of part-time staff.

### **Definitions:**

For the purposes of this document, the following words are defined:

**“Fuel”** means any combustible vegetation, including grass, leaves, ground litter, plants, shrubs and trees, that can feed a fire.

**“Prescription”** means a set of standards, regulations, or recommendations that consider the unique aspects of a particular issue including vegetation, slope, aspect, nearby construction materials, and surrounding area.

**“Vegetation Management Plan”** means a site-specific written plan for a property to mitigate the risk of wildfire through strategic reduction of combustible vegetation.

**“Wildfire”** means a fire that originates in an area of combustible vegetation, as opposed to a structure fire, which originates in or adjacent to a building.

**“Wildland-Urban Interface”** is an area where human development (e.g., houses) abut or intermingle with undeveloped vegetation and where the risk of wildfire is high.

A table of acronyms is provided below:

Table 1 – Acronyms

<b>ACRONYM</b>	<b>DESCRIPTION</b>
<b>AFN</b>	Access and Functional Needs
<b>CERT</b>	Community Emergency Response Team
<b>CSA</b>	Community Service Agreement
<b>CSD</b>	Community Service District
<b>CWPP</b>	Community Wildfire Protection Plan
<b>DPW</b>	Department of Public Works
<b>EOC</b>	Emergency Operations Center
<b>GETS</b>	Government Emergency Telecommunications Service
<b>HEAT</b>	Homeless Emergency Action Team
<b>LHMP</b>	Local Hazard Mitigation Plan
<b>MCSO</b>	Marin County Sheriff's Office
<b>MMWD</b>	Marin Municipal Water District
<b>NCCC</b>	National Civilian Conservation Corps, An AmeriCorps Program
<b>NFPA</b>	National Fire Protection Association
<b>NRG</b>	Neighborhood Response Group
<b>OES</b>	Office of Emergency Services
<b>PG&amp;E</b>	Pacific Gas and Electric
<b>PRC</b>	Public Resource Code
<b>RLT</b>	Resilient Landscape Template
<b>SRA</b>	State Responsibility Area
<b>SRFD</b>	San Rafael Fire Department
<b>SRMC</b>	San Rafael Municipal Code
<b>SRPD</b>	San Rafael Police Department
<b>VMP</b>	Vegetation Management Plan
<b>WEA</b>	Wireless Emergency Alerts
<b>WPS</b>	Wireless Priority Services
<b>WUI</b>	Wildland-Urban Interface

# VEGETATION MANAGEMENT

## 1. Eliminate highly flammable vegetation near structures and roadways throughout San Rafael

<b>ACTION</b>	Propose revising the existing provisions that prohibit Juniper and Bamboo to include Acacia and Italian Cypress, and universally apply these regulations to all properties in San Rafael.
<b>WHAT THIS MEANS</b>	All property owners in San Rafael, both public and private, would be required to remove all Juniper ( <i>Juniperus spp.</i> ), Bamboo ( <i>Bambusa spp.</i> ), Acacia ( <i>Acacia spp.</i> ), and Italian Cypress ( <i>Cupressis sempervirens</i> ) within a set distance of a structure or roadway by July 1, 2020. Support for property owners to meet this deadline may include an enhanced Chipper Day program and the ability to apply for the City to fund additional green waste carts for a limited time. Outreach to nurseries and landscaping companies would be included to help prevent the sale and planting of highly flammable vegetation. Fire prone, non-native and invasive species would also be removed from public spaces as possible. Consider ordinance banning the sale of prohibited plants or requiring “high fire risk” warning labels within San Rafael.
<b>RATIONALE</b>	These species are known to propagate fire at a high rate of spread and create unnecessary risks to the property owners, first responders, and community at large. The ordinance update would help reduce fire ignition, the spread of wildfire, and improve responder safety throughout the entire community by eliminating highly combustible vegetation. Establishing and maintaining citywide vegetation standards simplify education and enforcement efforts. To address aesthetics and erosion, outreach and education efforts would include information about fire resistant plants recommended as replacements.
<b>CONCERNS</b>	Staff time would be required to proactively encourage voluntarily compliance and enforce as necessary.  Costs to residents and City to remove and dispose of hazardous fuel loads. Cost to City to meet vegetation standards on City property. Ability to assure equitable wildfire protection with assistance programs. Need and want to replace the removed species for erosion protection, carbon sequestration, habitat, and beautification.
<b>COSTS</b>	\$ Ordinance change can be accomplished with current funding and staffing levels.  @@@ Implementation and enforcement of the updated ordinance would require significant staff time.  \$\$\$ Program support to help property owners meet the requirements would require additional funding. Implementation would include an increased number of ‘Free Chipper Days’ at a rate of roughly \$1,800 per day to support community efforts. The City would consider supporting residents requesting the \$2.20-per-month charge per parcel for an additional green waste cart for a set period. Grant applications have been submitted to help cover the cost of the increased ‘Chipper Days’. To encourage

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compliance, an additional 40 chipper days would be offered prior to the July 1, 2020 deadline, for a total cost of \$64,000.

Property owners not in compliance by the July 1, 2020 deadline would incur costs to remove vegetation to meet updated vegetation standards.

**Total: Staff time and equipment costs to implement are estimated between \$75,000-125,000 annually.**

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**STAKEHOLDERS** All property owners in San Rafael, both public and private. Fire Department. Public Works. Nurseries and Landscapers.

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**TIMELINE** Ordinance changes would be internally drafted, reviewed and presented at public meetings in the future. Staff hopes to have an initial round of proposed draft ordinances ready for public and City Council input within 90 days. Education, outreach, and assistance with vegetation removal for property owners would begin within 30 days of the ordinance adoption.

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**OUTCOMES** Voluntary compliance and enforcement would result in less highly flammable fuels in San Rafael resulting in reduced likelihood of ignition and less fire spread within the immediate and intermediate zones. The data reviewed to consider the success of implementation would include tons of vegetative debris removed, results of inspections.

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## 2. Apply vegetation management and defensible space standards citywide

**ACTION** Propose revising the municipal code to apply vegetation standards, building codes and wildfire related ordinances citywide. No boundary would limit where these provisions are applied in the future.

**WHAT THIS MEANS** Requirements that are currently applied only to parcels in the WUI would be applicable to all parcels within the City of San Rafael. Proposed ordinances would outline new citywide vegetation, building, and ground covering standards. A set of revised ordinances would establish citywide vegetation standards. A section unique to WUI ordinances would be maintained for any unique standards. Outreach and education would provide property owners with suggestions for species to plant with consideration to fire resistance, drought tolerance, and carbon sequestration. Application of vegetation standards may include considerations for building material, topography, surrounding fuel and infrastructure, or other impacts to fire behavior. An internal policy would guide the interpretation and enforcement of the ordinances. A permit process allowing homeowners to remove specific vegetation on public land to achieve defensible space for their home would be considered in coordination with City efforts to reduce hazardous fuels in open space. Guidelines would also include standards for planting, maintaining and removing Eucalyptus (*Eucalyptus globulus*)

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	trees.
<b>RATIONALE</b>	Wildfires do not respect WUI boundaries, and can easily spread to urban areas, outside the WUI as painfully demonstrated in the 2017 Wine County fires. This improvement is included in the <i>2017 Lessons Learned</i> report. Uniform application of all vegetation management and fire prevention related codes and ordinances would improve wildfire resilience throughout the community. Uniform standards would provide clarity and simplify enforcement. The removal of highly flammable and dense vegetation stands would also promote healthy vegetation growth.
<b>CONCERNS</b>	Public would have varying costs to meet new vegetation management standards. Would require staff training on updated Municipal Code. High cost burden for properties not currently up to the new code. High cost to obtain compliance with new code; could trigger substantial rehab/ or tax reassessment, and possible new insurance costs. Could disincentivize development. The City hillside ordinance would need reviewed and updated to allow new construction to alter landscaping to achieve defensible space. Replacement of removed species for erosion protection and carbon sequestration. Challenges educating property owners not residing in San Rafael of new ordinances.
<b>COSTS</b>	<p>\$\$\$ Costs to support residents meeting updated standards and assuring City property meets standards would require additional funding.</p> <p>@ Ordinance updates can be updated with existing staff</p> <p>@@@ Outreach, education, and enforcement would require additional staffing.</p> <p><b>Total cost to City: Initial staff time and equipment costs to implement are estimated between \$100,000-150,000 annually.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Building Department, residents, businesses, landowners, Marin Builders Association.
<b>TIMELINE</b>	Ordinance changes would be internally drafted, reviewed and presented at public meetings in the future. Staff hopes to have an initial round of ordinance updates ready for public and City Council input within 90 days. Building Code updates would be incorporated into the reoccurring review cycle towards the end of 2019.
<b>OUTCOMES</b>	Reduces hazardous fuels and wildfire risk throughout the Immediate, Intermediate, and Extended zones. Reducing likelihood of ember storms to create new ignitions in or outside of the WUI boundaries. Community wide resilience.

### 3. Reduce ember ignitions within immediate zones to prevent structure ignitions through enhanced standards and support

#### **ACTION**

Propose revising the municipal code Title 4 (“Fire”) to include a series of standards to be selectively applied within the immediate zone, generally to mean five feet, of a structure with consideration to unique construction materials, slope, aspect, surrounding vegetation, and fire risk of each property. A policy would be drafted to define the approach to the enforcement.

The perimeter around a structure would need to meet a set of standards designed to reduce the likelihood of embers creating spot fires and igniting structures, on or before July 1, 2020. Individual prescriptions may be established considering unique attributes of the property, a VMP or RLT, and requiring approval of the Fire Chief or designee. These standards may include a selection of the proposed components:

- a) No vegetation in the immediate zone shall make direct contact with the structure.
- b) Hardwood trees are permitted within the zone provided they are well-irrigated, limbed five feet or one-third of the tree height, and have five feet between other tree canopies.
- c) Any vegetation within the immediate zone shall not grow under a window, stairs, decks, or combustible structures or encroach within two feet thereof.
- d) Vines and ivy shall be well-irrigated and maintained to eliminate any dead or dying material build-up.
- e) No ladder or continuous fuels posing a risk to a structure shall be present.
- f) Mulch or similar ground covering is only permitted when no contact is made with combustible exterior walls or plants.
- g) No vegetation except for 3-inch grass, blooming flowers, succulent plants, or established trees shall be present. Exemptions may be considered for erosion control.

#### **WHAT THIS MEANS**

All properties requesting an exemption from vegetation standards would be subject to a vegetation inspection and asked to complete a VMP or RLT, for approval by the Fire Chief or designee.

#### **RATIONALE**

Through voluntary compliance and proactive enforcement, a series of vegetation and other fuel standards should reduce structure ignitions during an active wildfire by reducing the combustible fuel needed to develop embers into flames. Recent case studies show that urban fire conflagrations are not spreading as a wall of fire, but rather as embers starting hundreds of new fires. Reducing structural ignitability reduces property loss and creates less fuel to continue spreading the fire. This requirement accounts for embers falling from roofs and eaves onto the ground. Focusing on the “house out” concept empowers all property owners, regardless of lot



	size to reduce wildfire risk for themselves and their neighbors. The public's responsibility to decrease structure ignitability and maintain defensible space was included as an area of improvement in the 2017 <i>Lessons Learned</i> report.
<b>CONCERNS</b>	Cost to private and public property owners. Ability to enforce. Erosion control. Ability to notify all property owners of updated regulations.
<b>COSTS</b>	<p>@ Ordinance change can be implemented with current staff.</p> <p>@@@ Increased inspections and enforcement could not be accomplished with current staffing levels. Increased public education and outreach.</p> <p>\$\$\$ Additional funding would be needed to support community vegetation removal, such as free chipper days and assistance to low income property owners.</p> <p><b>Total cost to City: Initial staff time and equipment costs to support homeowner implementation is estimated between \$50,000-100,000 annually.</b></p>
<b>STAKEHOLDERS</b>	All property owners in San Rafael, both public and private. Fire Department. Code Enforcement. Nurseries, Landscapers.
<b>TIMELINE</b>	The requirement, modeled in part after Mill Valley ordinance updates, can be incorporated into the new citywide vegetation standards and presented for public and Councilmember comment within 90 days. Staff propose July 1, 2020 as the date of compliance.
<b>OUTCOMES</b>	Reduced likelihood of structure ignitions. Removal of hazardous fuel near structures.

#### 4. Expand goat grazing for vegetation maintenance

<b>ACTION</b>	<b>SRFD program update. Increase the use of goat grazing through cooperative relationships with contractors, FIREsafe MARIN, Marin County and other land-owning agencies.</b>
<b>WHAT THIS MEANS</b>	San Rafael currently leases goats from private industry for specific times throughout the year. The City is working to gain access to the County's new goat resources for open-space vegetation clearance. In addition, new contractors are being considered to help meet the demand and reduce per acre cost. Coordination would also occur between various public and private landowners. Staff would work with property owners to link project sites to create continuous fuel breaks and reduce transportation costs.
<b>RATIONALE</b>	Coordinated grazing reduces the costs associated with transporting the goats to new sites and creates more continuous fuel breaks. Goats are an effective way to manage reoccurring fuels, such as grasses and French Broom ( <i>genista monspessulanus</i> ). Reducing mechanical removal of fuels, such as mowers and weed eaters, also reducing carbon

	emissions.
<b>CONCERNS</b>	Goats and vegetation management contractors are in high demand. Goats are most cost effective on larger treatment areas. In 2018, over \$80,000 was spent on goat grazing. Moving and securing goats can be challenging. Coordinating the timing of grazing with rain, vegetation growth, and high fire danger is challenging.
<b>COSTS</b>	<p>\$\$\$ Additional funding is needed to expand the goat grazing program and maintain fuel reduction work. Cost saving associated with reduced transport would support increased acreage.</p> <p>@ Goat grazing coordination can be accomplished with current staff.</p> <p>A recent grazing estimate was \$900 an acre and \$2,500 per transport. At least 61.5 acres need annual treatment, which with transport costs could total close to \$80,000 annually in 2019 dollars.</p> <p><b>Initial Costs to the City are estimated at \$80,000 annually and would increase as more fuel reduction work transitions to goat maintenance.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, FIREsafe MARIN, Marin County Fire.
<b>TIMELINE</b>	In progress. Contract negotiations are underway. Goats would be available in late winter/early spring 2019. The majority of goat grazing is completed before July 1st and peak fire season. Grazing is needed annually. The timing of grazing is impacted by rainfall, plant growth and seeding, and extreme fire conditions.
<b>OUTCOMES</b>	Goat grazing serves as a low carbon emitting fuel reduction and maintenance tool throughout San Rafael.

## 5. Establish additional fuel interruption zones

<b>ACTION</b>	<b>SRFD and DPW program. Remove hazardous fuels on public land within 100 feet of structures. Strategically remove hazardous fuels within 30-50 feet of private, improved property to create fuel interruption zones. Efforts would focus on shaded fuel breaks and removal of ground and ladder fuels.</b>
<b>WHAT THIS MEANS</b>	San Rafael would take on the cost and burden of clearing vegetation on San Rafael owned and maintained land that abuts privately owned and developed land. Fuel interruption zones consist of low-cut grasses, removal of dead vegetation and ladder fuels, and shaded fuel breaks.
<b>RATIONALE</b>	San Rafael must do its part to reduce fuels, particularly in areas bordering other property to assure efforts of one parcel are not negated by another's. This would

	reduce fuels to limit fire ignition and spread in San Rafael Open Spaces and help reduce the potential for a fire to spread from undeveloped to developed land. Aligns with <i>Marin CWPP</i> transition zone strategy.
<b>CONCERNS</b>	Cooperation and coordination with other public agencies and landowners may be difficult. Costs.
<b>COSTS</b>	<p>\$\$\$ Efforts require extensive additional funding to achieve necessary results.</p> <p>Fire prevention and mitigation grants may help mitigate the cost. Measure A funding cannot cover all the necessary fuel reduction work. Measure A funding may be used to support maintenance work once the significant fuel reduction is completed. Additional funding is needed to fully fund maintenance and prevent additional fuel build ups.</p> <p>@@@ Substantial staff time is needed to strategically manage projects, contractors and conservation crews while continuing vegetation inspections and educational programming.</p> <p><b>Based on past costs, the current list of fuel reduction projects for 2019 is over \$500,000. The staff time to implement is included in the staffing request costs.</b></p>
<b>STAKEHOLDERS</b>	Fire, Public Works, landowners, Marin County, State Parks, MMWD
<b>TIMELINE</b>	In progress. Fuel reduction work is ongoing but reliant on available funding. A funding request to the Cal Fire, Fire Prevention Grant submitted December 19 <sup>th</sup> , 2018 requests \$922,000 to support fuel reduction in 2019 and 2020. Notifications of awards will be in April of 2019.
<b>OUTCOMES</b>	Reduction in hazardous fuels near structures and more pre-established fuel breaks to slow fire spread.

## 6. Improve public education regarding fire-safe landscaping and living with wildfire

<b>ACTION</b>	<b>SRFD program. Outreach and education efforts, including information about areas of refuge, emergency alerts, defensible space, and reducing structure ignitability would be conducted citywide.</b>
<b>WHAT THIS MEANS</b>	Additional outreach and online resources would be created to support firesafe landscaping and strategies to effectively harden homes. Outreach would target residents, nurseries, and community groups with an emphasis on gardening and landscaping. Current outreach is focused on WUI areas, but this expanded program would target all areas in San Rafael. This item includes an expansion of outreach and improved online resources, in collaboration and support of FIRESafe Marin efforts. In addition, education and outreach materials would be updated to reflect lessons learned from recent wildfires, including helping residents understand wildfire evacuations and

	<p>areas of refuge. Outreach and education would provide property owners with suggested ground coverings and species of plants with consideration to fire resistance, drought tolerance, and carbon sequestration. Efforts would also include point of sale locations such as nurseries and landscapers. Property owners would also be better informed on the best ways to dispose of different vegetative debris.</p>
<b>RATIONALE</b>	<p>Education and outreach efforts need to be expanded to adequately reach the entire community. Residents want to maintain a beautiful community while increasing fire safety. Additional education and outreach are needed to assure residents are landscaping with wildfire risks in mind. Residents are concerned about wildfire evacuations and need to be better informed to make quick decisions. San Rafael needs to incorporate lessons learned from other devastating fires in our wildfire prevention and preparedness efforts.</p>
<b>CONCERNS</b>	<p>Multiple outreach strategies are needed to reach various demographics. Volunteer coordination can be time consuming and unreliable. Mailers and outreach materials may not reach property owners, but rather occupants. Need additional strategies to make property owners aware of wildfire safety, new requirements, and actions they can take or empower their renters to take.</p>
<b>COSTS</b>	<p>@@ Updating online materials, developing new outreach materials, and contacts with residents can be completed with current staff reallocating time and the support of volunteers.</p> <p>\$\$\$ Additional funding is needed to expand outreach, including printing additional materials, citywide.</p> <p><b>Total Costs to the City include the request for additional staffing and outreach materials for an annual cost estimate between \$50,000 to \$100,000. Annual outreach material costs alone are estimated as being between \$20,000 and \$40,000.</b></p>
<b>STAKEHOLDERS</b>	<p>Fire Department, Community organizations, property owners, Open Government and Digital Services, nurseries and landscapers, FIREsafe Marin, Marin County</p>
<b>TIMELINE</b>	<p>Outreach and education regarding updated ordinances would begin immediately following adoption. Updates and lessons learned from recent wildfires would be incorporated into future community presentations. Extensive outreach campaign would occur in the Spring of 2019 to align with fire season and vegetation inspections pending available staff and resources.</p>
<b>OUTCOMES</b>	<p>Property owners, residents, and businesses would have a better understanding of how to achieve and maintain defensible landscaping, resulting in more voluntary compliance. Better community preparedness and resiliency.</p>

## 7. Establish more Firewise communities in San Rafael

<b>ACTION</b>	SRFD program. Conduct outreach to identify communities interested in becoming “Firewise” and support them throughout the process. Coordinate efforts with FIRESafe MARIN and NFPA.
<b>WHAT THIS MEANS</b>	SRFD would dedicate time and effort to help additional communities meet “Firewise” standards, earn and maintain Firewise recognition. This would include increased education, disaster preparedness, and fuel reduction. There are currently three Firewise communities within the SRFD response area. City staff would also communicate the benefits of Firewise communities with insurance companies and support FIRESafe MARIN’s efforts. Currently, only one insurance company offers discounts for policy holders in Firewise communities.
<b>RATIONALE</b>	Firewise is a National Fire Protection Association (NFPA) program that “teaches people how to adapt to living with wildfire and encourages neighbors to work together and take action now to prevent losses.” The program provides valuable educational information and a roadmap to help make San Rafael neighborhoods more resilient. Reducing fire risk takes neighborhood coordination as hazardous fuels on nearby property can negatively impact a well mitigated property. Firewise provided a mechanism for a few motivated neighbors to help their neighborhood become more fire resistant. Increasing the number of Firewise communities is a priority of the 2017 <i>Lessons Learned</i> report.
<b>CONCERNS</b>	Staff time. Currently, only one insurance company offers discounts for policy holders in Firewise communities. Increasing insurance company support of the program would help encourage more neighborhoods to work together to achieve Firewise recognition.
<b>COSTS</b>	<p>\$ There is minimal additional cost associated with the Firewise program. Programs of cost, such as community chipper days, are aligned with the overall City fuel reduction initiative, therefore do not represent new costs.</p> <p>@@ Firewise communities can be supported with current staff reallocating time.</p> <p><b>Total Costs would include staff time and sponsored chipper days, costing about \$2,000-\$7,000 for each community becoming Firewise.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Homeowners Associations and Neighborhood groups, property owners, FIRESafe Marin
<b>TIMELINE</b>	In progress. Two new Firewise communities were recognized for the first time in 2018 and more are expected in 2019.
<b>OUTCOMES</b>	San Rafael would have more Firewise, and therefore more resilient neighborhoods.

## 8. Reduce hazardous fuels through an abatement process on privately owned unimproved lots and within 200 feet of a structure or 20 feet of roadway

<b>ACTION</b>	City Program. Develop program and policy to reduce hazardous fuels through increased vegetation removal mandates and abatement on property with noncompliant and unresponsive owners. City and County ordinance and policy changes may be required.
<b>WHAT THIS MEANS</b>	After establishing a vacant parcel list, parcels would be inspected and noticed if they do not comply with the updated vegetation management standards. The abatement process would also be used to enforce vegetation standards on improved lots with unresponsive owners. A public hearing would be conducted giving any property owner the opportunity to commit to compliance within a set period. If property owners do not mitigate the issue themselves, they would be fined and/or have the cost of the City clearing the hazardous fuels charged to the them. A policy would be developed to guide the abatement process.
<b>RATIONALE</b>	Many privately owned parcels do not comply with vegetation management standards and create safety risks for the entire community. Establishing a consistent notification process, timeline for compliance, and cost recovery process would help address these risks.
<b>CONCERNS</b>	Potential challenges with recouping costs of abatement. Fines would need to be substantial to encourage compliance.
<b>COSTS</b>	<p>\$\$\$ The City would have to cover the additional costs of clearing unimproved hazardous property. Until costs are recouped this would require additional funding.</p> <p>@@ Staff would need to establish a vacant parcel and noncompliant list, inspect, notice and re-inspect. Coordinating contractor work as necessary would require additional staff time.</p> <p><b>TOTAL: Temporary costs, to be repaid by property owners, are estimated between \$50,000-\$150,000 per year.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, Code Enforcement, Marin County, landowners
<b>TIMELINE</b>	Program can be developed and brought to the City Council for approval within 90 days. Coordination with the County may delay this process.
<b>OUTCOMES</b>	Reduce hazardous fuels and recover associated costs from absentee and noncompliant property owners.

## 9. Effectively coordinate the removal of vegetative debris from public and private property

<b>ACTION</b>	City program. Work with Marin Sanitary Service to develop a plan to support removal of increased vegetative debris. Consider identifying a City drop off site for removed hazardous fuels. Consider utilizing a scheduled bulk pick up day for vegetation.
<b>WHAT THIS MEANS</b>	Research and stakeholder input are needed to determine if a vegetation debris removal site is necessary or beneficial to helping reduce hazardous fuels. Additional discussions would help determine if a drop-off site should be always public, public on select days, or for City staff and contractors only. Other considerations include increasing green waste carts, chipper days, bulk removal days, large containers (BioBox) or a combination thereof. Responsible disposal would also take into consideration proper disposal and composting to reduce additional greenhouse gas releases. Encourage homeowners to fully utilize their green carts on a weekly basis, reducing the need for bulk removal.
<b>RATIONALE</b>	Stronger vegetation regulations would result in an increased amount of woody biomass and vegetative debris. A coordinated, multi-faceted approach would be needed to effectively and responsibly remove biomass from San Rafael. Goals would include reducing the costs associated with City sponsored chipper days, diverting woody biomass from landfills to biomass markets, and supporting property owners' fuel reduction efforts.
<b>CONCERNS</b>	Cost. Security. Assuring appropriate use of space. Large piles of vegetative debris could pose additional fire risk if not properly protected. Fuel reduction in areas around drop-off sites would be required.
<b>COSTS</b>	<p>\$\$\$ Unless an existing, unused site is identified, costs for implementation and maintenance would be extensive. Additional funding is also needed to support increased green waste carts and/or community chipper days.</p> <p>@@ Coordination can be accomplished with current staff reallocating time. @@@ If a full-time drop-off site is established, additional staff may be necessary.</p> <p><b>Total annual Costs to the City are estimated as between \$15,000 and \$30,000.</b></p>
<b>STAKEHOLDERS</b>	Fire Dept, Public Works, Sustainability Program, Residents, Marin Sanitary Service.
<b>TIMELINE</b>	Short and long-term recommendations would be drafted within 120 days. The timeline considers the vegetation removal requirement deadlines placed on residents. Implementation would be impacted by funding.
<b>OUTCOMES</b>	Hazardous fuel debris is removed from public and private property and diverted from landfills.

## 10. Engage Community Emergency Response Team (CERT) members, Neighborhood Response Groups (NRGs) and other volunteers in fire prevention

<b>ACTION</b>	SRFD program. Develop program and training to enable San Rafael CERT, NRGs and other disaster volunteer groups to support fuel reduction efforts through education, outreach, data gathering, and direct service.
<b>WHAT THIS MEANS</b>	Utilize existing volunteers and recruit additional volunteers to supplement the outreach, education, and hazard identification work of SRFD.
<b>RATIONALE</b>	San Rafael has almost 500 trained CERT members, many anxious for ways to be more involved in disaster preparedness. Training and engaging CERT and NRG volunteers would help increase public outreach and education and help inform SRFD's vegetation inspection priorities. CERT and NRG members would utilize local knowledge and willpower while building more resiliency through education and relationship building. Volunteer hours dedicated to fuel reduction may be used as match dollars for fire grants.
<b>CONCERNS</b>	Volunteer safety and assuring the accurate distribution of information and data collection.
<b>COSTS</b>	<p>\$ The program can be implemented with minimal cost and existing funds.</p> <p>@@ The program can be implemented with existing staff. Initially, some time would need to be reallocated, but once active, CERT members would help save inspectors time.</p>
<b>STAKEHOLDERS</b>	Fire Department, CERT members, NRGs, Marin County CERT
<b>TIMELINE</b>	In progress. San Rafael CERT steering committee is re-engaged and looking for ways to stay involved in disaster preparedness and response during 'blue skies. Training needs to be developed and presented by fire prevention staff. A pilot program in a limited geographic area can be rolled out within three months.
<b>OUTCOMES</b>	Increase capacity of volunteers to support mitigation efforts. Expanded reach and impact with minimal cost implications.



## 11. Reengage volunteer “Broom Pull Days”

<b>ACTION</b>	City program. Work with the volunteer program to reestablish an ongoing volunteer program to pull invasive Scotch and French broom ( <i>Cytisus scoparius</i> and <i>Genista monspessulanus</i> ) from public open space and high fire risk areas.
<b>WHAT THIS MEANS</b>	A previous program saw a great deal of success removing and eliminating French Broom in parts of San Rafael. Education and best practice materials exist and can be re-used to support a reinvigoration of this effort. City staff would be needed to support the effort and City staff may be required at the start of projects to assure work areas are clear of debris and threats. With approval, work may include areas in the hundred-foot easement onto state owned lands to establish an effective fuel break.
<b>RATIONALE</b>	The focus of this project would be to engage community will and volunteer labor to work on eliminating French and Scotch broom from high fire risk areas of San Rafael. Volunteer programs provide a path for residents to directly reduce wildfire risks. Volunteers would help reduce the need for contractors and support maintenance in previously cleared areas.
<b>CONCERNS</b>	Safety of volunteers. Time and effort needed to coordinate project sites, registration, and volunteer safety and technique training. Potential community conflicts over project areas.
<b>COSTS</b>	<p>\$\$ Reallocated or new funding is needed to purchase tools and safety equipment. Woody Biomass left on site would need to be removed.</p> <p>@@ The program can be implemented with current staff reallocating time. Additional staff time would help expand the project areas.</p> <p><b>Total Cost to the City includes equipment and staff time and is estimated at \$5,000-\$15,000.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, Police Department, Sustainability and Volunteer Program Coordinator, MMWD, State Parks, Marin County
<b>TIMELINE</b>	A volunteer project could be scheduled within 60 days of having the necessary approvals, tools, safety equipment, and strategy in place.
<b>OUTCOMES</b>	Increase of 20% in citywide volunteer hours dedicated to fuel reduction and wildfire mitigation. Decrease in hazardous fuels in public/private land borders.

## 12. Review and update WUI map

<b>ACTION</b>	SRFD project and resolution. Review and update the San Rafael WUI map for more practical application and consistency with County and other land management agencies' maps.
<b>WHAT THIS MEANS</b>	SRFD would review and update the WUI map for consistency between maps and application of WUI code. The map would be simplified and updated to apply current fire behavior expectations to WUI boundaries. The initial review of the map suggests updates may remove about 500 homes from the WUI and add 2,000.
<b>RATIONALE</b>	The current San Rafael WUI map has multiple variations used by different jurisdictions and does not accurately reflect the threat posed to many areas in or near the currently defined WUI. Updating the map would improve education, vegetation management, and fire prevention efforts. Maintaining a designated WUI can help with resource prioritization, grant funding, and State code application.
<b>CONCERNS</b>	Potential insurance and code compliance changes for property owners being added or removed from the WUI.
<b>COSTS</b>	\$ Review and updates can be completed with existing funds. @@ Review, coordination, and map development would require existing staff to reallocate time.
<b>STAKEHOLDERS</b>	Fire Department, property owners, land management agencies with current San Rafael WUI maps.
<b>TIMELINE</b>	160 days would be needed for internal review and coordination with partners. The updated map would be presented to the City Council within 60 days of completion to be adopted through a resolution.
<b>OUTCOMES</b>	San Rafael would have a consistent and logical Wildland Urban Interface map.

### 13. Consider adoption of Public Resource Code 4290 and 4291

<b>ACTION</b>	<b>Consider adoption of Public Resources Code (PRC) sections 4290 and 4291, which serve as guidelines for defensible space and fuel management regulations.</b>
What this means	At a minimum, San Rafael vegetation standards would meet the state minimum outlined in PRC sections 4290 and 4291. Proposed amendments to the language would apply the standards citywide.
Rationale	Adopting PRC sections 4290 and 4291 assures San Rafael complies with State vegetation management standards and simplifies the existing San Rafael vegetation management standards. PRC sections 4290 and 4291 do not relax our existing codes. Adopting PRC sections 4290 and 4291 would also allow for immediate enforcement of PRC changes. Adopting PRCs 4290 and 4291 would support uniform application of wildfire mitigation standards.
Concerns	If PRC sections 4290 or 4291 are revised in the future in ways that are deemed detrimental to the City, additional municipal code amendments would be necessary to clarify their application in San Rafael.
Costs	<p>\$ An ordinance change can be accomplished with current funding and staffing levels.</p> <p>\$\$\$ Providing support to homeowners meeting the updated vegetation standards, through chipper days and increased inspections, would require additional funding.</p> <p>@@@ Implementation and enforcement of an updated ordinance would require more staff time than currently available.</p> <p><b>Total Cost: Costs to the City are included in staff time and other vegetation management objectives, including property owner support.</b></p>
Stakeholders	Fire Department, property owners
Timeline	Ordinance changes proposing to adopt PRC 4290 and 4291 would be internally drafted, reviewed and presented at public meetings in the future. Staff hopes to have an initial round of draft ordinance updates ready for public and City Council input within 90 days. Enforcement would begin July 1, 2020.
Outcomes	Reduction in dead and dying vegetation within 100 feet of all San Rafael structures. Clear fuel standards within the immediate, intermediate, and extended ignition zones.

## 14. Develop new efforts, solutions, and resources dedicated to wildfire prevention and protection

<b>ACTION</b>	<p>City project. To support hazardous fuel removal, abatement, education and outreach, inspections, and other wildfire risk reduction efforts additional efforts, resources, and solutions are needed. This item seeks to establish new partnerships, funding avenues, and revenue opportunities, including but not limited to adjustments in existing City budget, grants, taxes, fees, donations, and use of conservation corps, inmate crews, volunteers, and on-duty engine crews. Efforts would work to reduce the financial impact on individual property owners, businesses, and the City's general fund. Available funding would support work on public property and be considered for homeowner assistance programs.</p>
<b>WHAT THIS MEANS</b>	<p>San Rafael is applying to numerous grant programs for funding to help reduce the fire risk. Grant funding may provide one-time funding sources to help reduce heavy fuel loading. However, grants do not provide a reoccurring funding source to address the ongoing needs associated with vegetation management. To accomplish this objective San Rafael would also seek and review project bids from non-traditional labor pools such as the Conservation Corps of the North Bay, AmeriCorps NCCC, Cal Fire Delta crews, and County fire crews. The City is also exploring an expanded partnership with Downtown Streets Team to help with fuel reduction work that would provide community members with income and job training. Collaboration with County efforts would be considered for cost efficiency and timeliness of outcomes. Staff would continue to seek mutual beneficial partnerships to support implementation of the plan.</p>
<b>RATIONALE</b>	<p>Heavy fuel loads create dangerous situations throughout the area. Aggressive strategies are needed to mitigate the current risk while implementing a long-term fuel maintenance program. Current funding and resources are not adequate to quickly reduce decades of fuel buildup. Finding additional funding sources and utilizing new crews would be necessary to address the wildfire risk in a timely manner. AmeriCorps NCCC members would be able to assist low-income, disabled, and elderly residents achieve defensible space. A program partnership with Downtown Streets Team may offer an opportunity for cost-effective fuel reduction, job training, and a reduction in individuals experiencing homelessness. Use of on-duty engine crews for inspection would be considered permitting effective emergency response times and staff health.</p>
<b>CONCERNS</b>	<p>Grant applications and management of projects require substantial staff time and effort. Some grant funds may not be available within the desired timeline. Effective use of various crews would require strategic management. Grants are one-time applications and do not provide an ongoing, predictable funding source for long term strategic fuel management. Some grants require match funds, which may limit other projects. Fuel maintenance would require additional funding to prevent new fuel buildups.</p>

<b>COSTS</b>	<p>\$\$ - Grant applications can be submitted with the current program budget. Some grants have matching fund requirements that may require reprioritizing of programming.</p> <p>@@ Grant applications can be submitted with existing staff reallocating time. Grant management and tracking would require additional time reallocations. Crew management would require reallocation or additional staff time.</p> <p><b>Total Cost to the City, including staff time and support resources, is estimated between \$20,000 and \$100,000</b></p>
<b>STAKEHOLDERS</b>	<p>Fire Department, Public Works, Finance, property owners, businesses, Marin County, Downtown Streets Team, AmeriCorps NCCC</p>
<b>TIMELINE</b>	<p>In progress. Various projects, grants, and labor options are currently being explored. CAL FIRE prevention grants award notices would be issued in April with funding available in September of 2019. Hazard Mitigation Grant applications are due in April of 2019. An application and onsite visit have been completed for the City to host a National Civilian Conservation Corps (NCCC) team this Spring and Summer. A final decision is expected in mid-March. If approved, crews would be available between April and July of 2019 for six to twelve weeks.</p>
<b>OUTCOMES</b>	<p>The City will dedicate staff time to finding, applying, and managing resources to support wildfire mitigation and education in San Rafael, ideally increasing the available resources with a minimal burden to residents.</p>

## Wildfire Prevention and Protection

### 15. Immediately seize ignition sources at encampments and remove encampments in open space as quickly as possible.

<b>ACTION</b>	City program. Evaluate City ordinances for revision and compliance with <i>Martin v. Boise</i> regarding camping limitations and continue collaborative Homeless Emergency Action Team (HEAT) efforts to limit fire risk associated with encampment fire risk.
<b>WHAT THIS MEANS</b>	Continue immediate removal of flammable items and ignition sources posing a fire threat. Continue collaborative effort and improve coordination between Police Rangers, Public Works, Fire, and vegetation contractors to remove abandoned encampments in open spaces. Evaluate City ordinances for appropriate time, place, and manner restrictions on camping in certain areas due to health and safety risks. Consider redirecting individuals experiencing homelessness to identified fire safe areas. Consider efforts to remove abandoned encampments in shorter time intervals.
<b>RATIONALE</b>	Reduce health and safety threat by eliminating flammable items and potential ignition sources in open space.
<b>CONCERNS</b>	Legal constraints related to limitations on camping enforcement and notice prior to removal of encampments. Resources required to remove and dispose of fire risks, including refuse and other abandoned items in open space areas. Encampments removed from open space may relocate to other areas.
<b>COSTS</b>	<p>\$\$\$ The additional removal and storing of items would require additional funding.</p> <p>@@@ Additional staff time is needed to effectively monitor open spaces year-round.</p> <p>Storage, cleanup, and debris removal costs are estimated between \$25,000 and \$100,000 annually. Additional costs to the City are included in the staffing requests in Objective #27, estimated at \$250,000.</p>
<b>STAKEHOLDERS</b>	Fire, Police, Public Works, Homeless Planning and Outreach
<b>TIMELINE</b>	Ongoing. Continually update strategies based on new case law and best practices.
<b>OUTCOMES</b>	Reduced fire ignitions originating in open space encampments.

## 16. Reduce likelihood of ignition in undeveloped land

<b>ACTION</b>	Propose revision to the municipal code to remove any specific time period of fire season. Resulting in smoking being prohibited in City open space all year. Assure parking areas are clear of flash fuels (highly combustible, fine fuels such as grasses, leaves, pine needles, etc.). Work with other land-owning partners to limit smoking and ignition sources in open space.
<b>WHAT THIS MEANS</b>	Updates would deconflict existing code and remove any dates associated with fire season, expanding the ability of the Fire Chief to enforce fire safety regulations to prevent a wildfire in open spaces. Smoking would explicitly be prohibited year-round within City open spaces. Currently, SRMC has some conflicting information and dates associated with smoking prohibition and fire season. In addition to updating SRMC ordinances, staff would work with other public land-owning agencies to limit smoking in public open space with wildfire risk.
<b>RATIONALE</b>	Updates would provide increased safety, clarity, and consistency within municipal code. Reducing ignition sources helps protect the community and natural resources from a wildfire ignited in the open space.
<b>CONCERNS</b>	Enforcement is challenging; signage is not very effective. Additional staff is needed to enforce.
<b>COSTS</b>	<p>\$ Ordinance change can be accomplished with currently allocated funding.</p> <p>@ Ordinance change can be accomplished with current staff.</p> <p>@@@ Strong enforcement of open-space regulations requires additional staff.</p> <p><b>Total Cost: Cost of enforcement is included in the additional police ranger staffing requests, totally about \$250,000 annually.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Police Rangers, Public, Park and Open Space Commission, State Parks
<b>TIMELINE</b>	An update to SRMC 19.10.060(13) would be prepared and presented for community and Councilmember input within 90 days. Enforcement would begin immediately after adoption.
<b>OUTCOMES</b>	No smoking allowed in open space. Reduced ignition potential.

## 17. Explore opportunities in Fire and Building Code updates to increase use of fire-resistant materials and application of CA Fire Code Chapter 7A

<b>ACTION</b>	Ordinance change. Review and propose updates to SRMC to apply CA Fire Code Chapter 7A (fire resistant building material requirements) outside the WUI and to additional structures.
<b>WHAT THIS MEANS</b>	Chapter 7A outlines the materials and construction methods to reduce potential structure ignition during a wildfire for new construction and substantial remodels (50%) within the WUI. Proposed updates to the SRMC would suggest applying Chapter 7A to a broader list of improvement and all new construction, regardless of WUI proximity. Ordinance changes would require any new material used in remodels, updates, or new construction be fire rated. For example, a property owner replacing windows would be required to install windows complying with Chapter 7A.
<b>RATIONALE</b>	Increase compliance with known fire prevention methods, including fire resistant building materials. Include all structures to reduce likelihood of an urban fire conflagration. To reduce the impact of a wildfire, consideration for the toxicity of building materials when burned should be considered. The <i>2017 Lessons Learned</i> report calls on property owners to harden homes, including fire resistant materials.
<b>CONCERNS</b>	Potential to discourage otherwise positive improvements because of additional costs associated with Chapter 7A compliance. Potential to discourage compliance with permits and inspections for fear of additional costs to meet Chapter 7A requirements.
<b>COSTS</b>	<p>\$ Reviewing and updating the SRMC can be completed with available funds. Additional permits may increase revenue for the City.</p> <p>\$\$\$ Construction costs may increase for property owners. Additional permits may be required.</p> <p>@@ Research, review and drafting of proposed SRMC updates can be completed with current staff reallocating time.</p>
<b>STAKEHOLDERS</b>	Fire Department, Community Development, Marin Builders Association, property owners, Marin Association of Realtors
<b>TIMELINE</b>	Additional research, review, and stakeholder input can be completed within 120 days. Fire and Building Code adoptions would occur in concert with other agencies late in 2019.
<b>OUTCOMES</b>	San Rafael would have more hardened homes, with a reduced risk for wildfire ignition, property damage, and loss of life.



# 18. Eliminate fire hazard associated with shake and wooden roofs

<b>ACTION</b>	Ordinance change. Update building code to require all shake roofs be replaced by January 1, 2029 or at time of resale, whichever is first. Require no shake roof structures be eligible for resale.
<b>WHAT THIS MEANS</b>	Property owners and owners of commercial property with shake roofs would have 10 years to replace their roofs with a safer material and shake roofs would no longer be allowed in new construction. Based on area surveys, staff believe less than 200 shake roofs are in San Rafael. This would effectively result in the near-complete elimination of shake roofs from San Rafael by 2029.
<b>RATIONALE</b>	This ordinance would eliminate a known threat to structures and the public, decreasing potential ignition and the rate and intensity of the spread of fire. Roof material is a critical component to a wildfire-hardened home. Removing wood roofing materials would increase safety for firefighters and first responders, as well as the neighboring community. Per the 2016 Marin County Community Wildfire Protection Plan (CWPP), "homes with a non-combustible roof and defensible space at least 30 to 60 feet around the structure have an 85-95% chance of survival". Reducing the likelihood of ember ignition on a shake roof also protects neighboring homes from ignition.
<b>CONCERNS</b>	Roof replacement could be prohibitively expensive for some homeowners and businesses. An exemption for historical structures should be considered. Applicable fines for having a shake roof after the deadline would need to be substantial to encourage compliance. Implementing at time of sale may slow down process and create -increased burden on sellers and buyers.
<b>COSTS</b>	<p>\$\$\$ Property owners would incur large cost to replace roof. Assistance programs should be considered to encourage compliance. The City would also need to replace any wooden roofs on City-owned buildings. Property owners may see reduced insurance costs after roof replacement.</p> <p>@ Ordinance change, education, and enforcement can be supported with current staffing levels.</p> <p><b>Total Costs: This item is expected to cost the City between \$500,000-\$750,000,</b> which includes the replacement of the wood roof on Falkirk and potential assistance to homeowners through mitigation grants and staff time. Please note, the Falkirk roof replacement would have substantial costs to the City regardless of this item.</p>
<b>STAKEHOLDERS</b>	Fire Department, Community Development, Property owners, Businesses, Marin Association of Realtors
<b>TIMELINE</b>	The updated building code can be prepared and presented for community and City Council input within 90 days. The re-sale requirement would become effective within 30 days, with an allowance for homes in escrow at time of adoption. There would be a

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ten-year period of compliance to minimize financial hardships. Assistance programs, including hazard mitigation grants, should be considered over the implementation period.

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**OUTCOMES**

Shake and wooden roofs and the associated fire hazard are eliminated in San Rafael by 2029.

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## 19. Develop comprehensive San Rafael hazardous vegetation study and mitigation measures

**ACTION**

City project. Consider contracting with a vendor for parcel-level vegetation mapping. Identify areas of with high risk vegetation, including unmaintained Eucalyptus groves. Incorporate findings into mitigation and vegetation maintenance plans.

**WHAT THIS MEANS**

Studies would need to be conducted to gain a better understanding of high fuel density and risk areas. Specific attention would be paid to Eucalyptus grove locations, density and nearness to structures. This data and imagery would help inform strategic vegetation management and forest health moving forward. For example, an identified high-risk Eucalyptus grove may be scheduled for pruning or thinning over the course of a few years, with ground fuel maintenance (removing leaves, dead limbs, etc.) every three to five years thereafter.

**RATIONALE**

Baseline information and imagery would help establish a comprehensive fuel management strategy. Identifying high risk areas would prioritize projects and available funding. Reoccurring studies and aerial imagery would also help show trends in regrowth, successful management strategies and before and after comparisons. Break out mapping by fire agency is included in the *2017 Lessons Learned* report.

**CONCERNS**

No available funds to cover the cost. Balancing fire mitigation, erosion control, habitats, and forest health.

**COSTS**

\$\$\$ Imagery and plan development would require additional funding.

@@ Efforts can be supported with current staff reallocating time. Studies would help reduce staff drive and inspection time.

**In depth mapping would cost the city \$30,000 with an annual reoccurring cost of about \$1,000.**

**STAKEHOLDERS**

Fire Department, Public Works, Marin County Fire

**TIMELINE**

Funding for parcel level mapping was included in the Cal Fire Prevention Grant. If approved, work could begin in September of 2019 and incorporated into the fuel

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management plan for 2020.

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**OUTCOMES** Shift in fuel mitigation strategy from citizen-reported to data-driven and aerial imagery.

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## 20. Complete an analysis of fire roads and strategic fuel breaks

### **ACTION**

**SRFD and DPW project. Develop a plan for a survey of all San Rafael fire roads to identify areas in need of strategic surface improvements, to be used as shaded fuel breaks, and that need vegetation clearance for safe access.**

### **WHAT THIS MEANS**

Identify high risk areas and assure the fire road surface and clearance would remain accessible. Increase fuel clearance along strategic fire roads (such as ridge lines) to create significant fuel breaks to stop or slow fire spread. These fuel breaks would include forest thinning and understory clearing to create shaded fuel breaks. Shaded fuel breaks reduce fire risk while supporting erosion control, carbon sequestration, and natural beauty. Coordination between other landowners, including private, MMWD, County, and State Parks would help assure continuity and effectiveness of efforts.

### **RATIONALE**

Fire roads provide critical access for fire personnel to access and contain existing fires. Fire roads also serve as fuel breaks, means of access for fuel reduction work and enforcement in open space. Increasing fuel clearance along fire roads helps protect responders using the roads and creates existing fuel breaks to limit a fire's spread. Fire roads also serve as trails and provide recreational opportunities in open spaces.

### **CONCERNS**

High costs and potential environmental impact to implement.

### **COSTS**

\$\$\$ Additional funding, possibly via grants, is required to retain contracted labor to establish initial fuel breaks and fire road improvements.

\$\$\$ Reoccurring costs would include maintenance of fuel breaks and road surfaces. It is possible to support some maintenance with reprogramming of existing budget and renewal of Measure A funds; however, comprehensive efforts would require an additional funding source.

@@ Analysis of roads and potential fuel breaks can be completed by existing staff reallocating time.

@@@ Maintenance would require current staff to reduce time spent on inspections and other projects. Developing and implementing a comprehensive and strategic maintenance plan would require additional staffing.

**The Total estimated cost to repair and clear vegetation along the 12 miles of San Rafael Fire roads is \$750,000-\$1,000,000 and should be completed every five years.**

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<b>STAKEHOLDERS</b>	Fire Department, Public Works, public using fire roads, agencies with connecting fire roads
<b>TIMELINE</b>	In progress. Road and fuel break analysis is underway. Fire road surface maintenance is an ongoing effort. Additional focus and funds are needed to develop and implement a more strategic and effective approach. The timeline for repairing fire roads and implementing strategic fuel breaks would be dependent on funding.
<b>OUTCOMES</b>	San Rafael fire roads would be well maintained for emergency access and serve as fuel breaks and recreational trails.

## 21. Increase the number of hardened homes in San Rafael

<b>ACTION</b>	Outreach and education to help property owners understand the various steps they can take to harden their homes. Consider support for property owners unable to implement on their own. Suggestions range from simple vent covers to building material recommendations and be aligned with FIRESafe MARIN and Marin County Fire suggestions.
<b>WHAT THIS MEANS</b>	In coordination with NFPA recommendations and FIRESafe Marin, the City would work to better inform and support property owners attempting to harden their homes and reduce the likelihood of ignition. Methods to harden homes would range from simple vent covers to building material recommendations. Outreach and education would be aligned with FIRESafe MARIN and Marin County Fire recommendations.
<b>RATIONALE</b>	Hardening homes is as necessary a step to protect homes from wildfires as vegetation management. Hardened homes with defensible space are most likely to survive a wildfire. Hardening homes includes fire resistant building materials, and design considerations, and limiting the possibility of an ember entering the home. Per FIRESafe Marin, two out of every three homes destroyed are ignited by wind-blown embers (Maranghides and Mell 2009). Encouraging residents to take steps to harden their homes is aligned with the <i>2017 Lessons Learned</i> report.
<b>CONCERNS</b>	Efforts would target residents, but almost 50% of San Rafael residents are renters. Additional efforts to encourage landlords to protect their investments would be needed.
<b>COSTS</b>	Costs include staff time and educational materials. Property owners' costs may vary from \$100's-\$10,000's depending on the steps they decide to take.  <b>Total cost to the City for educational materials is estimated to be \$20,000 annually.</b>
<b>STAKEHOLDERS</b>	Fire Department, Property Owners, Fire Safe Marin, Marin County Fire, Code Enforcement

<b>TIMELINE</b>	Existing outreach and education materials would continue to be used. Increased public outreach, expos, and support for homeowners would depend on staff and funding levels.
<b>OUTCOMES</b>	Fewer structures in San Rafael would be susceptible to wildfire ignition

## 22. Improve development and implementation of Vegetation Management Plans (VMPs) and create new Resilient Landscape Templates (RLT)s.

<b>ACTION</b>	City program. Create Resilient Landscape Templates that offer suggestions for homeowners to achieve beautiful, fire resistant, drought tolerant, and carbon sequestering landscaping. Align VMP process with plan objectives and County VMP updates. Information will include information on fire resistant, drought resistant and carbon sequestering native plants.
<b>WHAT THIS MEANS</b>	SRFD will take the lead to streamline and automate the current Vegetation Management Plan (VMP) forms and review process. The VMPs will be reviewed for areas of improvement and consistency with County and other jurisdictions plans.  The City will establish new Resilient Landscape Templates (RLT) designed for property owners rather than landscape architects. The RLTs will help property owners understand what species to remove and avoid and which to maintain and plant. VMPs and RLTs will serve as a resource for reoccurring seasonal work and enforcement with minimal maintenance effort.
<b>RATIONALE</b>	RLTs will serve as a resource to help residents achieve beautiful and fire resistant landscaping. An improved and more accessible VMP process will focus on new construction, remodels, and commercial space. Fire-resistant landscaping would help keep the whole community safe by reducing the chances of ignition and fire spread. An improved system would be necessary to support the additional VMPs submitted because of ordinance changes.
<b>CONCERNS</b>	Developing a comprehensive, but simple system would be a challenge and require input from multiple stakeholders and staff.
<b>COSTS</b>	\$\$ Any costs associated with improvements can be funded by reallocating existing funds  @@ Updates and improvements can be completed with existing fire staff reallocating time, and support from other departments.  <b>Total Costs to the City are incorporated into staff requests and may include an</b>

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additional \$20,000 to \$50,000 for technology or consulting work.

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**STAKEHOLDERS** Fire Department, Code Enforcement, Property Owners, Digital Services and Open Government, Marin County, FIRESafe Marin

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**TIMELINE** Updates to streamline and coordinate the VMP template with the County can begin with additional staffing. The creation of San Rafael RLTs would build off templates from other jurisdictions but require additional staff time and resources to complete.

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**OUTCOMES** Property owners have resources to more easily comply with updated wildfire mitigation efforts while maintaining beauty and environmental consciousness.

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### 23. Increase the number of completed Vegetation Management Plans (VMP)s and Resilient Landscape Templates (RLTs).

**ACTION** Ordinance change. Expand the permits, rebates, cost shares, and exemptions that require submission of a Vegetation Management Plan (VMPs) or Resilient Landscape Template (RLT). Consider retroactive requirement for VMP or RLTs for community owned space, such as HOAs, or for commercial space.

**WHAT THIS MEANS** Additional opportunities to have residents, landscapers and property owners complete a VMP or RLT would be explored. The City would develop a new RLT process to help property owners achieve beautiful, sustainable, and fire defensible space. A VMP or RLT would be required for any property requesting an exemption from vegetation standards. VMPs would still be required under existing ordinances. Property owners completing the work outlined in the VMPs or RLTs may receive City support for vegetation removal, such as participation in 'free chipper' days.

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**RATIONALE** Increasing VMPs and establishing RLTs would help reduce and remove fuels. RLTs help property owners understand how landscaping choices impact the threat of wildfire. Expanded submission requirements would help the City educate and support more property owners. VMPs outline a landscape contractors' plan, including irrigation. Increasing the number of VMPs or RLTs required would increase public education and provide property owners with a path towards more beautiful, fire resistant, drought resistant, and carbon sequestering landscaping.

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**CONCERNS** The current VMP template and process would need to be streamlined to accommodate an increase in number of VMPs while minimizing impact to property owners. Staff effort would be required to create new RLTs to help property owners adjust their landscape. Staff time to review and approve VMPs or RLTs.

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**COSTS** A streamlined VMP process would reduce staff costs. The VMPs and RLTs would be a

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resource for inspectors, property owners, and landscapers and should require minimal maintenance. Having VMPs to reference would support staff enforcement efforts and reduce reinspection's. Some costs may be recovered via a VMP fee schedule.

**Total cost to the City is included in the staffing estimates in Objective 26.**

<b>STAKEHOLDERS</b>	SRFD, Community Development, Homeowners and Property Management companies
<b>TIMELINE</b>	VMP related ordinance changes would be incorporated into fire and building code updates late in 2019. Development of RLT's can begin with availability of staff and resources. Update to vegetation standards would be reflected on the updated templates.
<b>OUTCOMES</b>	Additional VMPs and new RLTs would be submitted from contractors, residents, and property owners. Additional opportunities for outreach, education, and vegetation inspections.

## 24. Improve the public's fire risk awareness with sign improvements and installation

<b>ACTION</b>	<b>SRFD and DPW program. Install new and improve existing signage at all open space access areas and along roads in high fire-risk areas.</b>
<b>WHAT THIS MEANS</b>	Signs would be installed across City open space explaining fire danger and risks associated with being in the open space. New signage would be installed in areas of high fire risk to help keep public alert and avoid risky fire behavior. Staff would need to survey all open space access points, and high fire risk areas to determine sign needs.
<b>RATIONALE</b>	Educate public and visitors. Support increased enforcement. Provide consistent messaging. Improve aesthetics and readability of signs.
<b>CONCERNS</b>	Aesthetic concerns of signs in natural areas. Potential to create culture of fear.
<b>COSTS</b>	<p>\$\$\$ Additional funding would be needed to develop, produce, and install improved signage.</p> <p>@@ Current staff can complete the project with time reallocation or support of contractors.</p> <p><b>Total Cost for the City to implement is estimated between \$15,000-\$30,000.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, Police Rangers, residents

<b>TIMELINE</b>	Survey work can be completed within 90 days. With funding, message and signs can be developed within 90 days, with installation to occur shortly thereafter. If funding is available, the project could be completed before the peak 2019 fire season. If utilizing grant funding, the project may be delayed, but would be completed before May of 2020.
<b>OUTCOMES</b>	Reduction in fire risky behavior by public due to increased awareness of wildfire risk.

## 25. Reduce fire risk and keep visitors using short-term rentals safe

<b>ACTION</b>	<b>Ordinance change and City project. Develop guidance for short-term rental units to reduce the risk posed by and to visitors. Require all short-term rental units to post emergency procedures, information on signing up for emergency alerts, and fire safety information. All short-term rentals would be required to have a VMP or RLT on file.</b>
<b>WHAT THIS MEANS</b>	Efforts to better inform visitors of wildfire risk would be incorporated into interactions with short-term rental units. Visitors, potentially unfamiliar with the area or wildfire risk, would be informed about the emergency procedures and can register for emergency alerts during their stay. Outreach should be conducted with all short-term rentals, to improve property owner and renter wildfire awareness and general safety. Direct outreach to VRBO, AirBnB and similar companies would be considered.
<b>RATIONALE</b>	Short-term rentals represent a unique fire risk for a variety of reasons. Those using short-term rentals may be from out of the area and unfamiliar with wildfire risk and safety procedures. The information helps assure the safety of visitors and provide important fire prevention information to visitors unfamiliar with wildfire risks and necessary ignition precautions. Having a VMP or RLT would help assure the property is safe, unlikely to ignite from a careless visitor, and support enforcement of vegetation standards for property owners.
<b>CONCERNS</b>	Increased cost of compliance could reduce the number of short-term rentals. Potential for increased cost of permit processing and code enforcement.
<b>COSTS</b>	<p>\$ Ordinance change can be accomplished with current funding and staffing levels. Potential revenue to City from fees and fines.</p> <p>@@ Outreach, monitoring, and enforcement can be accomplished with current staff reallocating time.</p> <p><b>Total Costs to the City are included in the requests for additional staff outlined in Objective 26.</b></p>



<b>STAKEHOLDERS</b>	Fire Department, Code Enforcement, property owners renting space, visitors
<b>TIMELINE</b>	In Progress. General guidelines are in development for short-term rental units and include safety information requirements. Additional research is needed to determine the best method for developing VMPs or RLTs for short-term rental properties.
<b>OUTCOMES</b>	Incorporate fire safety, disaster preparedness, and emergency notification information into any regulations or guidance provided to short-term rentals

## 26. Hire additional staff dedicated to vegetation management and disaster mitigation

<b>ACTION</b>	<b>City staffing. Convert the existing part-time employee to full-time, fixed-term. Hire three additional seasonal employees to support inspections, project management, and public education in the spring and summer of 2019 and 2020.</b>
<b>WHAT THIS MEANS</b>	Increased staff levels would allow for a more strategic approach to vegetation management and fire mitigation while staff continues to offer inspections. There are currently 1.5 Vegetation management specialists.
<b>RATIONALE</b>	Additional staff is needed to meet the demand for strategic fuel removal, fire road improvements, increased outreach/education, increased number of VMPs and RLTs, and vegetation inspections. Ongoing maintenance would require less staffing to assure parcels and public space remain free of hazardous fuel loads. Additional staff can also help support volunteer efforts in open space, following Marin County model.
<b>CONCERNS</b>	Funding the position may require voters to approve additional revenue stream(s), which likely would mean FY 2020 at earliest. Fixed-term and seasonal positions result in higher rates of turnover.
<b>COSTS</b>	<p>\$\$\$ The fully burdened position would cost an additional \$76,000 annually.</p> <p>@ Recruitment, onboarding, and training can be managed by current staff.</p> <p><b>Total estimated vegetation management staffing costs would range between \$250,000 to-\$300,000 annually and decrease when fuel reduction work requires less staff. Part-time DPW staff to support fuel reduction work is estimated between \$100,000-150,000 annually.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, residents, businesses, public, DPW
<b>TIMELINE</b>	Research needed into best funding approach for position as well as timeline. Increasing staff hours can begin immediately with funding. Recruitment would be necessary to

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hire and train a seasonal vegetation inspector.

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**OUTCOMES**

Increased inspections, enforcement, fuel reduction project coordination, and customized vegetation plans. Additional staff support for communities working on Firewise designation and chipper days.

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## 27. Increase Police Ranger staffing

**ACTION**

City staffing. Provide for one full-time fixed-term police Ranger in addition to the two part-time police rangers currently employed to patrol open spaces.

**WHAT THIS MEANS**

Increased ranger capability would allow for year-round open-space patrolling for fire hazards and code violations in open spaces. Law Enforcement would continue coordination with City- and County-wide efforts. Additional funding should be allocated to SRPD to support additional evacuation drills, which was identified as an important area of improvement in the 2017 Lessons Learned report.

**RATIONALE**

A full-time ranger would allow for increased patrols, more active enforcement of code violations, a more dynamic reduction in potential ignition sources in open spaces, and the ability to support evacuation planning.

**CONCERNS**

Funding the position may require voters to approve additional revenue stream(s), which likely would mean FY 2020 at earliest. Legal constraints may impact code enforcement and policy development.

**COSTS**

\$\$\$ The cost of one fully-burdened Professional Temporary Ranger position is approximately \$250,000 per year. Measure A funding currently supports two-part time positions. Additional funding is needed to support increased staffing for open space enforcement.

@ Recruitment and training of the additional position is supported with current staffing.

Total additional annual cost to the City is estimated between \$250,000-\$350,000 and includes the addition of one full-time police ranger to the current staffing model of two-part time Ranger positions. Additional staff time dedicated to evacuation planning and community drills is also included. An additional one-time cost for an additional 4-wheel drive vehicle may be necessary.

**STAKEHOLDERS**

Police Department, Public Works

**TIMELINE**

Additional funding is necessary before recruitment can begin.

**OUTCOMES**

Increased law enforcement presence and enforcement of open space regulations. Additional staff time available to support evacuation drills.

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# Notifications and Evacuation

## 28. Reduce fuels along roadways

<b>ACTION</b>	<b>City program and policy. Develop a policy to clearly direct the enforcement of current State regulations and SRMC relating to vegetation clearance along public roadways. Updates to SRMC may also be needed to update, clarify and uniformly apply standards.</b>
<b>WHAT THIS MEANS</b>	Stronger and more consistent enforcement and abatement of vegetation along roadways with a focus on pre-identified primary and secondary evacuation routes. Consideration would be given to shade and maintaining San Rafael as a "Tree City USA". Fuel removal would target continuous fuels between the ground and canopy. Hardwoods and native trees would generally be excluded from these efforts. Highly flammable shrubs near roadways would require removal.
<b>RATIONALE</b>	Reduces the risk of fire ignition along roadways. Improves potential evacuation routes by limiting the fire fuel along roadways. Creates additional fuel breaks to stop and slow the spread of wildfire. Increased responder safety through improved visibility and decreased roadside fuel. Removing continuous fuels from along roadways would reduce potential fire tunnels and fire spreading from the ground into the canopy.
<b>CONCERNS</b>	Residents may be resistant to removing vegetation along roadways serving as a privacy fence for their property. Disposal of large amounts of woody biomass.
<b>COSTS</b>	\$\$\$ Additional funding is needed to support community chipper days and support for property owners removing vegetation. @@ Policy can be developed with current staff reallocating time @@@ Additional staff time is needed to effectively enforce policy and support community chipper days. <b>Total cost to the City would include support for homeowners and chipper support which may cost \$50,000-\$75,000 for the first few years, decreasingly significantly after maintenance is reached.</b>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, property owners
<b>TIMELINE</b>	A policy clarifying implementation of existing standards can be drafted within 60 days. Enforcement can begin immediately. Fall and Winter are slower times for vegetation inspections, allowing for a concentrated effort relating to clearance along roadways. Community support, including chipper days, cannot begin until additional funding is secured. Additional evaluation is needed to determine what, if any, SRMC changes may be needed.
<b>OUTCOMES</b>	San Rafael would have safe evacuation routes and less changes of roadside ignitions.

## 29. Establish a residential hillside “parking box” program

<b>ACTION</b>	<b>Ordinance change and City project. Establish a residential hillside “parking box” program on narrow roadways in hillside areas. Parking would only be permitted in “boxed” areas which are established in areas that allow emergency vehicles safe access and public safe egress.</b>
<b>WHAT THIS MEANS</b>	An ordinance change would establish the parking box program and require that in designated areas, street parking would only be permitted in designated parking boxes. A fire engine would drive through high problem areas to determine where street parking can safely be designated. DPW then would mark the parking boxes, and enforcement would occur via parking tickets and/or towing. Parking would only be permitted on roadways with a clear space of 10' for access and a parking area that is a minimum of 8' wide by 15' in length. In designated areas, the parking box ordinance would replace the six feet from center parking ordinance. Ways to support property owners attempting to build off-street parking pads in the impacted areas would be considered, such as waived permit fees or exemptions. Parking for open space would also be reviewed to assure parking areas are adequately defined to assure emergency access and egress.
<b>RATIONALE</b>	SRMC section 5.40.080 currently prohibits parking on narrow streets unless six (6) feet from center is maintained unobstructed. This standard is confusing, hard to enforce, and does not guarantee fire engines and other large vehicles can safely access all areas of San Rafael. The “parking box” concept is easy to observe and understand for both residents and visitors. The program would assure emergency traffic can respond to daily calls for assistance and in a large-scale emergency. The easy to understand system would also make enforcement, particularly on red flag days, easier.
<b>CONCERNS</b>	Loss of parking spaces in impacted areas. Traffic congestion during implementation.
<b>COSTS</b>	<p>\$\$\$ Implementing and program maintenance would require additional funding. Simplified regulations would support strong enforcement may result in increased ticketing revenue.</p> <p>@@ The ordinance and program can be implemented with existing staff reallocating time. Contractors may need to be considered based on other concurrent priorities.</p> <p><b>Total cost to the City is estimated to be \$10,000-\$25,000 initially, and \$1,500 to repaint every three years.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, Parking Enforcement, Residents
<b>TIMELINE</b>	Within 180 days, a draft ordinance and proposed pilot project would be developed. Implementation would be dependent on funds, staff, and project prioritization. A full implementation could be completed in FY 2020.

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**OUTCOMES**

Narrow roads in San Rafael would have clearly defined safe parking areas, allowing for emergency vehicle access and public evacuation.

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### 30. Improve public emergency alerting capabilities and policies

**ACTION**

City project and County policy. In coordination with Marin County, develop a proactive policy for the use of Wireless Emergency Alerts (WEA) during emerging situations. Establish templates that clearly communicate risk, requested action, and sources for follow-up information. Enhance internal capabilities.

Currently, the City of San Rafael relies on Marin County for non-opt-in messaging. The City's internal ability to message is limited to SRPD's Nixle subscription, which only reaches those who opt-in for messaging. This item has two interacting parts; 1) a clear policy for when and how San Rafael can request the County to issue emergency alerts on its behalf and; 2) Staff's recommendation to upgrade the internal ability to send messages that do not require users to opt-in. In both situations, policies, templates, and coordination would be needed.

**WHAT THIS MEANS**

Considerations would also be given to other alerting methods including NOAA weather radios, sirens, or coordinated community efforts. Sirens may be considered to alert residents in open space of an active threat. Sirens are not designed to be heard indoors and therefore would not be considered for citywide implementation as a primary alerting tool. Plans and policies would be developed to better inform the public of red flag and high fire risk days and any associated access changes, such as closures of open space. Plans would also improve coordination between alerting authorities and all news providers, including TV, Radio, and print. Expansion of Neighborhood Response Groups would strengthen connections and peer-to-peer communication.

**RATIONALE**

Assure policy and templates in place empower WEA message to be sent if threat exists. Reduce the likelihood that a message would be delayed or won't be sent. Reduce risk of loss of life. WEA messaging was NOT issued during the North Bay fires of 2017 or the Butte County Camp Fire in 2018. Internally the City needs to improve its messaging capabilities, including access, training, and policies, to assure communication with residents in time of crisis. While broad-based alerting tools, such as sirens or coordinated church bell rings can be considered, it is imperative that each individual register for alerts and have a local alerting redundancy, such as a weather radio. Improvements to emergency notifications and Red Flag warnings is a consistent theme in the 2017 *Lessons Learned* report. Senate Bill 833 and Assembly Bill 1877 established new alert, warning, and planning requirements for State, county, and local officials.

**CONCERNS**

Over-messaging can reduce the impact of an essential message. Incomplete or inaccurate messaging may cause panic or undue traffic congestion during evacuation. Messaging may overreach to nonimpacted areas. Coordination between County and

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	City alerting authorities is necessary. Develop plan and strategies to meet the needs of those with Access and Functional Needs (AFN) to include mobility limitations and communication or language barriers.
<b>COSTS</b>	<p>\$\$\$ To allow San Rafael the direct ability to message, without requiring a user opt-in, an annual \$6,000 increase in SRPD's Nixle subscription is expected. Cost share program between the City and residents to obtain NOAA weather radios should be considered.</p> <p>@@ Efforts can be accomplished with existing staff reallocating time. The objective would require coordination between San Rafael PD, San Rafael Fire, and Marin County.</p> <p><b>Total Cost to the City is expected to be about \$6,000 annually for the advanced Nixle technology and a \$2,000 one-time cost help low-income residents obtain weather radios.</b></p>
<b>STAKEHOLDERS</b>	County OES, MCSO, SROES, SRPD, SRFD, Residents
<b>TIMELINE</b>	In progress. A streamlined policy would rely on agreement from Marin County Sheriff's Office. Updating the Nixle subscription can be done within days of an identified funding source.
<b>OUTCOMES</b>	San Rafael has ability to message all residents in the event of an emergency.

### 31. Increase capability for early fire warnings and detection

<b>ACTION</b>	City program and policy. Increase San Rafael's access and control to partner technology, including cameras with heat detection and micro-weather stations. Install two additional cameras to cover the highest fire risk areas in San Rafael. Assure detected wildfires are promptly reported to the National Weather Service to promote weather radio announcements.
<b>WHAT THIS MEANS</b>	PG&E has and continues to install cameras and micro-weather stations to monitor fire and fire weather conditions. Only a limited number of County Fire employees can currently control the view on the cameras. The live stream of the existing cameras is publicly available at <a href="http://www.alertwildfire.org/northbay/">http://www.alertwildfire.org/northbay/</a> . To increase the camera coverage of San Rafael, new cameras could be installed on San Rafael Hill and San Pedro Ridge. San Rafael Fire staff could have direct control of the view and zoom of these additional cameras.
<b>RATIONALE</b>	Cameras would allow for increased ability to monitor open space, which in turn could mean early wildfire identification and response, increased knowledge of weather conditions impacting fire spread, and increased firefighter safety. The ability to directly control cameras monitoring San Rafael increases internal capabilities and reduces the

	delay and reliance on third parties.
<b>CONCERNS</b>	Access to monitoring technology is determined through partnerships. Ownership and space on existing towers impact possible installation locations.
<b>COSTS</b>	<p>@ Efforts are supported with currently allocated staff time. No significant impact on other programming is anticipated.</p> <p>\$\$ Expanding the existing camera network with a greater focus on San Rafael would have additional costs. The camera's costs about \$5,000 each. PG&amp;E grants may be available to help cover the costs of the cameras.</p> <p><b>One-time costs to the City may total between \$12,000-\$20,000 and annual maintenance costs around \$1,000.</b></p>
<b>STAKEHOLDERS</b>	PG&E, Fire Department, Marin County Fire
<b>TIMELINE</b>	Discussions to install new cameras and/or gain further access to existing camera are ongoing. Installation of new cameras would require funding and an agreement with the site owners in the desired locations. Improved coordination with wildfire monitoring partners and new technology would be in place in the Summer of 2019.
<b>OUTCOMES</b>	San Rafael has direct access to early warning technology and improved response times.

### 32. Review and expand evacuation plans, incorporating areas of refuge, and support neighborhood evacuation drills.

<b>ACTION</b>	City project. Review Countywide evacuation plans and expand existing plans to address San Rafael's unique needs, neighborhoods and resources, including possible water evacuations.
<b>WHAT THIS MEANS</b>	Additional evacuation planning would establish additional redundancies and potentially reduce the burden on a single egress artery during an emergency. These efforts would consider evacuating to areas of refuge during a fast-moving wildfire. Maps of evacuation routes and potential safe areas would be shared with residents. Expanded plans would better address the unique needs of the AFN community, to include limited mobility, communication and language limitations, and transportation independence. Coordination with Waze, Google Maps, and other GPS providers would be considered. City resources, including the Fire Department, Police Department, and OES would help neighborhoods develop individuated evacuation plans and support community organized evacuation drills.
<b>RATIONALE</b>	San Rafael has multiple areas with limited egress options, due to water, open space and narrow roads. San Rafael should review alternate options for evacuation, including establishing agreements with Golden Gate Transit and Dutra to support a water

	evacuation. Providing residents with more detailed information about existing and expanded evacuation plans would allow residents to be better informed and prepared.
<b>CONCERNS</b>	Evacuations are dynamic and situation dependent, making comprehensive planning ineffective. Efforts may create false sense of security or avoidance of individual planning.
<b>COSTS</b>	<p>\$\$\$ Creating an evacuation annex to the City Emergency Response Plan would require a contractor or additional staff. Support of evacuation drills would require addition Police Department staff time.</p> <p>@@@ Efforts would require additional staff time.</p> <p><b>Total Cost to the City is estimated to be \$50,000 one-time costs, and reoccurring costs of \$10,000 annually.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Police Department, Golden Gate Transit, Dutra, Marin County, Residents
<b>TIMELINE</b>	Planning efforts are ongoing. Water evacuation planning can be established throughout 2019 with collaboration from partners. Updated evacuation plans would be incorporated in the City Emergency Operations Plan (EOP).
<b>OUTCOMES</b>	Improved public awareness of evacuation routes and areas of refuge.

### 33. Assure safe and resilient critical infrastructure

<b>ACTION</b>	In partnership with utility providers, determine best method(s) to reduce fuels around critical infrastructure such as power poles, power lines, and other combustible infrastructure. Work to remove fuels from roadways and primary escape routes. Work with all utility providers to assure they are protecting their infrastructure from wildfires and have redundancies in place to reduce gaps in service delivery.
<b>WHAT THIS MEANS</b>	The City would initiate an effort to identify the best approaches to vegetation management activities around critical infrastructure. This would include coordination with PG&E and Marin Municipal Water District (MMWD). Potential ordinance changes would be evaluated. Efforts would focus on reducing likelihood of damage to infrastructure, assuring access to infrastructure, and reducing likelihood of infrastructure contributing to a wildfire.
<b>RATIONALE</b>	Reduce the risk of fire ignition and protect critical infrastructure from fire. Share burden of protecting infrastructure with property owners and utility providers. Reduce the likelihood and impacts of utility outages and road closures during a disaster.



<b>CONCERNS</b>	Property owner confusion regarding the responsibility of maintaining clearance around the service lines from the pole to the structure. Esthetics of vegetation and tree trimming and removal. Difficult to determine which homeowner is responsible for the cost of tree trimming. Jurisdictional issues may create challenges.
<b>COSTS</b>	<p>\$\$\$ Funding needs would depend on partnerships with PG&amp;E and other agencies responsible for maintaining infrastructure. Support for residents removing fuel around infrastructure on their property would require additional funding.</p> <p>@@ A policy can be developed with current staff reprioritizing projects.</p> <p><b>Total cost to City is included in vegetation work and additional staffing requests in Objective 26.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Public Works, Community Development, property owners, PG&E
<b>TIMELINE</b>	In Progress. Guidelines for fuel reduction around critical infrastructure are being established and coordinated with utilities. Outreach and education can begin within 30 days of policy being finalized, dependent on staff time. Programs to support residents would be dependent on securing additional funding.
<b>OUTCOMES</b>	San Rafael critical infrastructure would be better protected and less likely to contribute to a wildfire.

### 34. Assure that appropriate staff can send and receive emergency alerts

<b>ACTION</b>	<p>City program. Establish schedule to assure that all appropriate San Rafael staff members routinely issue Everbridge test messages. Maintain current database of all staff contact information to assure communication with staff during an emergency.</p>
<b>WHAT THIS MEANS</b>	<p>Staff with Everbridge/alerting capability would be required to send test messages at least quarterly to assure access and proficiency. Staff would have templates and training materials to help develop proficiency. Citywide effort is needed to assure correct cell phone numbers are on file and can be used to reach City staff in an emergency. Routine message tests would help maintain an accurate database. Tools include Everbridge (managed by Marin County OES) and upgraded Nixle.</p>
<b>RATIONALE</b>	<p>All staff with the authority to issue alerts must be able to log in and navigate the system to send time-sensitive information. A centralized system to communicate with staff in an emergency is necessary to confirm staff safety and communicate closures and requested actions.</p>

<b>CONCERNS</b>	Potential to issue test messages broadly. Lack of participation. Ongoing database management is time consuming.
<b>COSTS</b>	\$ Program can be implemented with current funding. @@ Program would require multiple staff members reallocate time for testing and database management.
<b>STAKEHOLDERS</b>	San Rafael Staff with emergency alert capabilities (about 10 people), Department Directors, Human Resources, All City staff
<b>TIMELINE</b>	A ‘how to’ guide is already created. Once City management agrees to the value of the tests, a routine test schedule can be developed and implemented. Maintaining an accurate alerting database is an ongoing process that would require an established process. Tests in Nixle are dependent on system update.
<b>OUTCOMES</b>	Designated City staff would be confident in their ability to internally message during an emergency. All staff would be able to receive messages in an emergency.

### 35. Assure that City staff can communicate during an emergency

<b>ACTION</b>	City program. Determine and implement the best method to assure City staff with assigned emergency response duties can use cell phones and landlines. This would require a combination of Wireless Priority Service (WPS), First Net, and Government Emergency Telecommunications Service (GETS).
<b>WHAT THIS MEANS</b>	Complete a cost-benefit analysis of using WPS, Verizon First Responder, and GETS options. Register all Fire, PD, DPW field staff, building inspectors, and EOC staff with WPS and/or Verizon priority accounts. A policy for personal cell phones registered on the system would need to be established.
<b>RATIONALE</b>	The ability to communicate via cell phone after a disaster is negatively impacted by infrastructure damage and peak usage. There are tools available to help cell phone providers prioritize responder traffic. Acting now would limit the impact on communications during an emergency.
<b>CONCERNS</b>	Staff time to implement. Data management and maintenance of multiple tools.
<b>COSTS</b>	\$ There is no cost directly associated with these programs. @@ Staff time would be needed to initially enroll all designated phones, estimated to be about 200. Routine maintenance would be required.

<b>STAKEHOLDERS</b>	Impacted agency staff, Digital Services and Open Government
<b>TIMELINE</b>	WPS access can be requested immediately with cell phone account information. More research is needed to understand the new Verizon responder accounts and potential costs. GETS access can be requested immediately after determining additional needs. Usage policy can be developed within 120 days.
<b>OUTCOMES</b>	City staff would have redundant and prioritized methods for communication in an emergency

### 36. Assure that residents can evacuate through garage doors if power is out

<b>ACTION</b>	City program. Develop program to encourage the implementation of garage door battery backup systems. Consider cost share programs with low- income individuals.
<b>WHAT THIS MEANS</b>	San Rafael Code Enforcement would need to start enforcing updated safety requirements for automatic garage doors. San Rafael Fire would immediately begin incorporating garage door functionality into evacuation and wildfire preparedness material. San Rafael could consider applying this standard to rental properties and/or encouraging battery back-up installation on legacy garage doors. The City should consider a retroactive requirement or other method to increase back-up battery systems.
<b>RATIONALE</b>	Power failures, impacting the functionality of automatic garage doors, can make evacuation by car impossible during an emergency. Effective, July 1, 2019, Senate Bill 969 requires all new and replacement automatic garage doors to have a backup battery or other means that assures the garage door can open in the event of a power failure. The new law does not have a retroactive requirement. Public education is necessary to alert people of the risk and relatively low-cost solutions available, as not everyone has the physical ability to open a garage door manually. Garage door failure was noted in the 2017 <i>Lessons Learned</i> report.
<b>CONCERNS</b>	The update to Health & Safety Code Section 19891 and addition to Section 19892 do not retroactively apply or protect people with existing garages. Outreach can help inform, but not require adherence to stronger safety requirements. Assure outreach addresses the needs of those with Access and Functional needs, including limited mobility.
<b>COSTS</b>	@@ Staff time to develop and coordinate information would require some time

	<p>reallocation</p> <p>\$\$ Educational materials and outreach would require some reprogramming but can largely be incorporated into other wildfire prevention and protection outreach.</p> <p><b>Total costs to the City are included in outreach materials, but could include a cost share program with low income residents totaling \$2,000-\$10,000.</b></p>
<b>STAKEHOLDERS</b>	Fire Department, Code Enforcement, Property owners.
<b>TIMELINE</b>	The Senate Bill requires that garage door installations and replacements on or after July 1, 2019 meet the new requirements. Education and outreach about this new requirement should begin immediately.
<b>OUTCOMES</b>	Increased community awareness and implementation of garage door backup batteries or other means assuring evacuation is possible in a power outage.

### 37. Prevent potential entrapments by requiring 2 gates in any fence in designated areas

<b>ACTION</b>	<b>Ordinance change. Update building code to require new and replacement fences have two gates. Existing fences within designated single-lane access parcels must install 2 gates.</b>
<b>What this means</b>	Designated parcels would be required to have more than one means and direction of egress in the event of a wildfire or other emergency. Fences over a designated height would be required to have two gates installed, accessing different cardinal directions. This would include new fences and replaced fences. Staff would consider programs to help low-income residents install an additional gate in areas with limited egress.
<b>Rationale</b>	This would help assure that multiple escape routes exist in the most vulnerable areas and provide ease of access for firefighters.
<b>Concerns</b>	Cost burden for property owners not currently up to the new code. Enforcement.
<b>Costs</b>	<p>\$ Ordinance change can be accomplished with current funding.</p> <p>@@ Public education and ordinance enforcement would require reprioritization of staff time.</p>
<b>Stakeholders</b>	Fire Department, Code Enforcement, property owners
<b>Timeline</b>	An updated ordinance, incorporating stakeholder input, can be brought to City Council within 160 days. Updates may be incorporated into the 2019 planned code updates.

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**Outcomes**

Fenced properties would have additional means of egress, benefiting them, and potential neighbors during an evacuation.

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**38. Maintain and expand coordination of wildfire prevention and response planning with Marin County, other Marin jurisdictions, Marin County Fire, FIRESafe MARIN, and neighboring landowning partners.**

<b>ACTION</b>	Continue and expand the collaborative work throughout Marin County to address the risk of wildfire. Review and consider any wildfire mitigation plan proposed by Marin County and other land-managing neighbors. Assure prevention efforts address needs of unincorporated areas.
<b>WHAT THIS MEANS</b>	Coordinate mitigation work, and fire road repairs in bordering areas. Explore opportunities for collaboration that provide benefits of scale and efficiency. Any future guidance or regulations brought forth by the County would be reviewed and considered for local adoption. Coordinate 2019 countywide fire and building code updates with County and other cities and towns.
<b>RATIONALE</b>	Wildfire and disaster do not respect jurisdictional boundaries. A fire starting in one jurisdiction can spread and impact many others. Continuing and expanding current collaboration would help assure efforts are as effective as possible. Similar fire and building ordinances would help simplify outreach and education while allowing for unique local adjustments. When practical, sharing resources may reduce costs through economies of scale.
<b>CONCERNS</b>	Challenges of consensus building. Speed of implementation. Impact on direct local control, responsibility and accountability.
<b>COSTS</b>	@ Minimal costs associated with staff time dedicated to coordination. \$ Potential cost savings related to use of shared resources for fuel reduction and education and outreach.
<b>STAKEHOLDERS</b>	San Rafael Fire Department, Marin County, Marin County Fire, FIRESafe MARIN, SRAs and CSAs
<b>TIMELINE</b>	Ongoing. Updates to fire and building codes would be adopted late in 2019.
<b>OUTCOMES</b>	Provide effective wildfire mitigation to San Rafael. Benefit from economy of scale and collaboration.

Table 2 - Objective and Impact Summary

Objective	Exists, Plan expands	\$	\$\$	\$\$\$	Additional Staff Needed
1. Eliminate highly flammable vegetation near structures and roadways throughout San Rafael	X			X	X
2. Apply vegetation management and defensible space standards citywide				X	X
3. Reduce ember ignitions within immediate zones to prevent structure ignitions through enhanced standards and support				X	X
4. Expand goat grazing for vegetation maintenance	X			X	
5. Establish additional fuel interruption zones	X			X	X
6. Improve public education regarding fire-safe landscaping and living with wildfire	X		X		X
7. Establish more Firewise communities in San Rafael	X	X			
8. Reduce hazardous fuels through an abatement process on privately owned unimproved lots and within 200 feet of a structure or 20 feet roadway			X		
9. Effectively coordinate the removal of vegetative debris	X			X	
10. Engage Community Emergency Response Team (CERT) members, Neighborhood Response Groups (NRGs) and other volunteers in fire prevention		X			
11. Reengage volunteer "Broom Pull Days"				X	X
12. Review and update WUI map		X			
13. Adopt Public Resource Code 4290 and 4291	X			X	X
14. Develop new efforts, solutions, and resources dedicated to wildfire prevention and protection	X		X		
15. Immediately seize ignition sources at encampments and remove encampments in open space as quickly as possible				X	X
16. Reduce likelihood of ignition in undeveloped land	X				X

Objective	Exists, Plan expands	\$	\$\$	\$\$\$	Additional Staff Needed
17. Explore opportunities in Fire and Building Code updates to increase use of fire-resistant materials and application of CA Fire Code 7A	X			X	
18. Eliminate fire hazard associated with shake and wooden roofs				X	
19. Develop comprehensive San Rafael hazardous vegetation study and mitigation measures				X	
20. Complete an analysis of fire roads and strategic fuel breaks				X	X
21. Increase the number of hardened homes in San Rafael		X			
22. Improve development and implementation of Vegetation Management Plans (VMPs) and create new Resilient Landscape Templates (RLTs) and.	X		X		
23. Increase the number of completed Vegetation Management Plans (VMP)s and Resilient Landscape Templates (RLTs).	X	X			
24. Improve the public's fire risk awareness with sign improvements and installation	X			X	
25. Reduce fire risk and keep visitors using short-term rentals safe		X			
26. Hire additional staff dedicated to vegetation management and disaster mitigation	X			X	
27. Increase Police Ranger staffing	X			X	
28. Reduce fuels along roadways	X			X	X
29. Establish a residential hillside "parking box" program				X	X
30. Improve public emergency alerting capabilities and policies	X			X	
31. Increase capability for early fire warnings and detection	X		X		
32. Review and expand evacuation plans,	X			X	X



Objective	Exists, Plan expands	\$	\$\$	\$\$\$	Additional Staff Needed
incorporating areas of refuge, and support neighborhood evacuation drills.					
33. Assure safe and resilient critical infrastructure				X	
34. Assure that appropriate staff can send and receive emergency alerts		X			
35. Assure that City staff can communicate during an emergency	X	X			
36. Assure that residents can evacuate through garage doors if power is out			X		
37. Prevent potential entrapments by requiring 2 gates in any fence in designated areas		X			
38. Maintain and expand coordination of wildfire prevention and response planning with Marin County, other Marin jurisdictions, Marin County Fire, FIRESafe MARIN, and neighboring landowning partners.	X	X			

Table 3 - New and Draft plan Objective number Cross Walk

#	Objective	Draft #
1	Eliminate highly flammable vegetation near structures and roadways throughout San Rafael	1
2	Apply vegetation management and defensible space standards citywide	2
3	Reduce ember ignitions within immediate zones to prevent structure ignitions through enhanced standards and support	4
4	Expand goat grazing for vegetation maintenance	15
5	Establish additional fuel interruption zones	32
6	Improve public education regarding fire-safe landscaping and living with wildfire	11

#	Objective	Draft #
7	Establish more Firewise communities in San Rafael	22
8	Reduce hazardous fuels through an abatement process on privately owned unimproved lots and within 200 feet of a structure or 20 feet roadway	34
9	Effectively coordinate the removal of vegetative debris from public and private property	37
10	Engage Community Emergency Response Team (CERT) members, Neighborhood Response Groups (NRGs) and other volunteers in fire prevention	33
11	Reengage volunteer "Broom Pull Days"	35
12	Review and update WUI map	23
13	Adopt Public Resource Code 4290 and 4291	3
14	Develop new efforts, solutions, and resources dedicated to wildfire prevention and protection	7
15	Immediately seize ignition sources at encampments and remove encampments in open space as quickly as possible.	8
16	Reduce likelihood of ignition in undeveloped land	5
17	Explore opportunities in Fire and Building Code updates to increase use of fire-resistant materials and application of CA Fire Code 7A	24
18	Eliminate fire hazard associated with shake and wooden roofs	6
19	Develop comprehensive San Rafael hazardous vegetation study and mitigation measures	31
20	Complete an analysis of fire roads and strategic fuel breaks	14
21	Increase the number of hardened homes in San Rafael	
22	Improve development and implementation of Vegetation Management Plans (VMPs) and create new Resilient Landscape Templates (RLTs).	17
23	Increase the number of completed Vegetation Management Plans (VMP)s and Resilient Landscape Templates (RLTs).	26
24	Improve the public's fire risk awareness with sign improvements and installation	36

#	Objective	Draft #
25	Reduce fire risk and keep visitors using short-term rentals safe	29
26	Hire additional staff dedicated to vegetation management and disaster mitigation	9
27	Increase Police Ranger staffing	10
28	Reduce fuels along roadways	19
29	Establish a residential hillside “parking box” program	25
30	Improve public emergency alerting capabilities and policies	13
31	Increase capability for early fire warnings and detection	12
32	Review and expand evacuation plans, incorporating areas of refuge, and support neighborhood evacuation drills.	30
33	Assure safe and resilient critical infrastructure	20
34	Assure that appropriate staff can send and receive emergency alerts	18
35	Assure that City staff can communicate during an emergency	21
36	Assure that residents can evacuate through garage doors if power is out	16
37	Prevent potential entrapments by requiring 2 gates in any fence in designated areas	28
38	Maintain and expand coordination of wildfire prevention and response planning with Marin County, other Marin jurisdictions, Marin County Fire, FIRESafe MARIN, and neighboring landowning partners.	

City Council Meeting Correspondence

March 18, 2019

**5b. Wildfire Protection and Prevention Action Plan**

Resolution Approving the Wildfire Protection and Prevention Action Plan (FD)

*Recommended Action – Adopt Resolution*

<b>DATE OF CORRESPONDENCE</b>	<b>NAME</b>	<b>REPRESENTATIVE OF</b>	<b>COMMENTS</b>
2/24/19	Kelly London	Loch Lomond Neighborhood Association	
3/1/19	Kevin Hagerty	Glenwood Homeowners Association	
2/16/19	Gregory Poulos	San Rafael resident	
3/3/19	Gregory Poulos	San Rafael resident	
2/27/19	Paul Minault	Dominican Black Canyon Neighborhood Firewise Committee	
3/13/19	Victoria DeWitt		
2/11/19			Comments from community meeting at City Hall
			Comments from online form on City website

----- Original Message -----

From: Kelly LONDON [REDACTED]

To: [REDACTED]

Date: February 24, 2019 at 8:00 PM

Subject: SRA-LRA Anomaly

Dear Chief Gray and Quinn,

I started working on a draft recommendation to the City of San Rafael and its Fire Department to push for the prioritization of the SRWPPP Objectives; particularly a cooperative effort to create a ridge line Strategic Fire Break above our neighborhoods along the East San Rafael Peninsula.

In order to do so, I needed to do a deep dive into the jurisdictions involved and found a significant anomaly. Both San Pedro Mountain and a majority of China Camp State Park are listed and shown as part of the State Responsibility Area (SRA;) yet for unknown reasons, the limit of the China Camp SRA is at the ridge line and excludes all of the downslope drainages and the dogleg abutting our neighborhoods.

In addition, China Camp is identified by the State as having several trees infected with Sudden Oak Death (SOD) exacerbating the threat of wildfire.

The CalFire Fire Resource and Assessment Program (FRAP) maps for Marin County, Fire Hazard Severity Zones in SRA and Very High Fire Hazard Zones in LRA (Local Responsibility Area,) both show all the portions of China Camp State Park south of the ridge line to be incorporated into the City of San Rafael.

Until this anomaly is explained we cannot prepare a multi-jurisdictional action plan to create the desired Strategic Fire Break.

Please let us know if there are cooperative agreements with CalFire regarding the southern slopes of China Camp State Park and if so, we would like access to those agreements for review. If there are no fire services agreements that split China Camp State Park, please let us know what jurisdictional boundaries you recognize, seek an explanation for this anomaly reflected in official CalFire mapping, and share it with us.

Thank you,

Kelly London, President  
Loch Lomond HOA

[REDACTED]

# Glenwood Homeowners Association

## Comments on the Proposed San Rafael Wildfire Prevention and Protection Action Plan

Glenwood Homeowners Association (GHA) of San Rafael through its Ready Glenwood Committee has been working with neighborhood residents on strategies to prepare for disasters. We have also been working with the City's Fire Department and surrounding neighborhood Homeowner Associations in achieving this goal.

We are glad that the City is taking an aggressive approach to the wildfire hazard and that the San Rafael Fire Department has provided the first draft of the San Rafael Wildfire Prevention and Protection Action Plan (SRWPPAP) and asked for comments. The GHA and its Ready Glenwood Committee believe this is a good first step that builds on previous strategies and we offer the following comments:

As an overview of wildfire risks and prevention measures, the 37 items listed on the Plan are reasonable and logical. Nevertheless, we consider the document to be more of an outline for a plan, rather than a detailed, structured plan of action. It is a collection of prepared and proposed ordinances, including a number of immediate and planned projects. Although the document is a comprehensive list of issues, the priorities are not clearly stated. It would help to clarify the plan's priorities and how they will be addressed.

We suggest that City focus their efforts on accomplishing a smaller number of items from the list of 37 objectives. Once those initial items are completed or well under way, additional items could be added to the City's Wildfire Prevention Plan. As items are selected in moving forward, it is important to recognize the need to establish the priorities, agree on a process, assemble the key stakeholders, and then proceed with the action plan.

### **The Glenwood Neighborhood list of Wildfire Prevention priorities include:**

- Keep residents focused on creating **defensible space** around their homes and make sure they have the information they need and whatever help is necessary to accomplish this paramount objective.
- Ensure homeowners are aware of the best methods to **harden homes against ember-impingement**.
- **Develop a reliable evacuation plan** and coordinate with adjacent neighborhoods and the City/County. Communicate the evacuation plan to all parties.
- Ensure clear **access to fire roads** in the WUI surrounding the neighborhoods and **create defensible fire breaks** in conjunction with that effort. Recognize and work through any jurisdictional issues that might impede these objectives.

We also believe it is important to acknowledge the current 2017 Marin County Community Wildfire Protection Plan, and to provide clarification as to how the proposed San Rafael Plan would work with the County Plan. We understand that the County Plan includes a risk assessment and has identified the areas that constitute the highest risk for life and property within the county, using the most recent data

and fire models (shown in Figure 19 of the CCWP). We also understand that most of east San Rafael, even those areas in the WUI (Henry Barbier City Park and China Camp State Park) are not among those areas noted in the county plan in Figure 19. Elsewhere in the county plan (Figures 16-18, and Table 15), east San Rafael is ranked Very High for wildfire risk. (The County plan can be found at <http://www.firesafemarin.org/cwpp>).

Consequently, we believe that SRFD and the City should coordinate with the County to ensure that the assessments are consistently documented and implemented in both the City's and County's planning.

We suggest that the SRFD provide additional information for each of the chosen measures, including:

- what the measure is meant to accomplish
- who is responsible for the measure (city departments, citizens, etc.)?
- how the measure is to be implemented and timeframe to do so, estimated cost, and who is to bear the cost and whether there is a potential for subsidy if the costs fall on those for whom it is a burden

These are real concerns, and if not well-explained, can result in pushback, rather than buy-in by homeowners and renters who may be adversely impacted. For example, some of our neighborhood residents have expressed concerns the City may pass legislation requiring them to remove certain types of vegetation from their property or make changes to their houses (new roofs, vents, etc.) that they cannot afford or have the physical ability to accomplish.

We believe the City needs to consider and address these questions:

- How and by when does the City intend to set the priorities to implement the objectives, and how will this be announced to the community?
- What is the communication process? Public meetings to follow, mailings, Q/A sessions?
- Does a detailed plan with dates, steps to implement, dependencies, and contingencies, exist currently? Is one underway?

The GHA and Ready Glenwood Committee support the City of San Rafael Wildfire Prevention and Protection Action in concept, and we are encouraged to see the momentum accelerating to address the wildfire risks to our community. We intend to work collaboratively with the City, SRFD, and all San Rafael neighborhoods, to implement the plans as they are developed. For that effort to become most effective, we would like to see more structure in the plan and its communication to the San Rafael neighborhoods.

Thank you very much for the opportunity to participate in the process.

Kevin Hagerty  
President, Glenwood Homeowners Association

Roger Byars  
Steve Ziman  
Members of Ready Glenwood Steering Committee

March 1, 2019

GREGORY W. POULOS

February 16, 2019

City of San Rafael

The following comments are submitted in response to the City of San Rafael's proposed "Wildfire Prevention and Protection Plan" ("plan") as it is currently drafted for public comment on February 11, 2019. Given the complexity of the issues presented, this initial letter is only a partial response to the plan. Additional comments will be submitted under separate cover.

EXECUTIVE SUMMARY OF COMMENTS:

The plan as currently drafted is ill-conceived, overly broad, largely unnecessary and extraordinarily expensive. If implemented it would require the removal of thousands of trees and shrubs from around the homes and streets of San Rafael while raising property taxes, city fees and homeowner insurance rates. At least 22 of the 37 proposals require "additional funding sources". In addition, the plan, if implemented, would impose unwarranted and unnecessary burdens on home sellers including making some homes "ineligible" for resale without expensive upgrades and creation of a "Vegetation Management Plan" (VMP). Even remodeling a small portion of a home or building (even in the business district) would require creation and submission of a VMP and bringing of the entire structure up to Statewide fire code standards.

Another problem with the plan is that it proposes to make every home and building subject to State laws that are specifically written only for "Wildland Urban Interface" properties. This would result in insurance rate increases for every home or building in San Rafael. It does not make sense to take State laws designed to apply to specific remote environments and make them wholesale applicable within a modern city.

COMMENTS BY SECTION OF PROPOSED PLAN:

**SECTION 2:** This section proposes to amend the City Code so that all requirements in the current Wildland-Urban Interface (WUI) provisions of the Fire Code apply to *every parcel in the City*.<sup>1</sup> There are two obvious problems and one potentially significant "hidden" cost. First, the summary provided by the City does not tell anyone what those current standards are. Second, as noted above, it is clear that the City plans to adopt ordinance changes but hasn't said what those changes are. Before adopting an ordinance change the specific wording of the proposed change must be included in the City Council's proposal and the public given the opportunity to comment on the precise wording.

One change that is partially spelled out is that the City intends to garner more income through "additional building permit fees." The building permit fees are already extraordinary in San Rafael so

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<sup>1</sup> The current WUI standards can be found in Chapter 4.12 of the Municipal Code by following this link. [https://library.municode.com/ca/san\\_rafael/codes/code\\_of\\_ordinances?nodeId=TIT4FI\\_CH4.12WIBAIN\\_VEMAST](https://library.municode.com/ca/san_rafael/codes/code_of_ordinances?nodeId=TIT4FI_CH4.12WIBAIN_VEMAST)



adding to them will be burdensome and make San Rafael housing even less affordable. Before adopting this proposal the City must spell out exactly what the proposed fees will be and allow public comment.

Reviewing the current WUI standards in Chapter 4.12 of the San Rafael Municipal Code there are numerous provisions that should NOT be made applicable to every home in San Rafael. These include:

- a. Homeowners must maintain 100' of "defensible space" around any structure on the property including houses and sheds. Creating "defensible space" around homes in well established neighborhoods like Gerstle Park, Loch Lomond, Glenwood, Peacock Gap, Dominican, etc. would result in a massive reduction in trees and substantially change the character of the City and its neighborhoods. It would also impose a very high cost of homeowners. Tree removal by professional services can run into the thousands of dollars.
- b. The current WUI plan requires that trees be trimmed either 1/3 of the way up from the ground or 10' from the ground. This would again impose a significant cost of homeowners and change the character of the neighborhoods.
- c. Remove all "combustible vegetation" (anything that "ignites readily and burns intensely"). See comments under Section 4 (below). In summary almost every home in San Rafael would be required to change their current landscaping much of which is well established.
- d. All bamboo and juniper plants must be removed. The city has already run into problems enforcing the current requirements for removal of juniper around homes and has even failed to remove it from city owned property. This is yet another major expense for homeowners.
- e. Homeowners will be required to keep roofs and gutters free of any leaves or debris...or face fines. There is no question that regular maintenance of homes is an important part of home ownership. On the other hand we do not live in a "police state" where city patrols should be going around determining who's roof is sufficiently clean to avoid a fine. There are no specifics of how the "clean is clean" or how long after a storm or windy day the homeowners will have to address the recently fallen leaves or twigs. One potential "unintended consequence" of this and other proposed ordinance changes is that they create potential additional liability issues for homeowners. Failure to comply with a law can be "negligence per se" under California law. Thus in the event of a fire homeowners can start suing each other for failing to comply with the ordinances *and they can also sue the City for failing to properly enforce its ordinances.*
- f. The proposal would allow the Fire Chief or his designee to enter private property at any time to enforce the provisions of the code and failure to comply with the code can be a misdemeanor or infraction punishable by a fine up to \$500 and / or imprisonment for up to six months. This would give expansive and unwarranted authority to an unelected official to come onto private property virtually "at will" under a threat of fine or imprisonment. As such it is highly objectionable.

- g. The proposal would permit the City to undertake abatement actions after “reasonable notice” and assess the homeowner for all costs plus administrative fees and put a lien on the home. There is no provision defining what is considered “reasonable notice” or what “administrative fees” would be.

There are also potentially “hidden” cost of these change (and also the changes outlined below). The most significant likely hidden cost is the increases in homeowner insurance costs resulting from having property designated as part of a Wildlife Urban Interface. This is suggested by section 23 (“Potential insurance and code compliance changes for property owners being added to the WUI.”) Even though the City is aware that homeowner insurance rates will rise, there has been no study done by the City (at least none disclosed to the public) regarding how much those rates will rise for the average homeowner in San Rafael. The cost of a new ordinance to the tax payers should be researched and considered before a new ordinance is adopted.

**SECTION 3:** This section states that “at a minimum” the city will adopt ordinance changes to incorporate and meet the standards of the California State Public Resources Code sections 4290 and 4291 *and apply them citywide*.

There are many problems with this proposal. The most obvious problem with this concept is that those code provisions were not written to be applied to urban areas; they are specific to mountainous areas and forest covered lands. It does not make sense to apply those State code provisions to areas of San Rafael that are, for example, in the canal or downtown business district. Adopting them wholesale is just lazy legislation. Moreover, if the ordinance is drafted so that it simply incorporates them, together with any future changes, then the citizens of San Rafael will be saddled with obligations that are not currently foreseen and we will be at the mercy of whatever lawmakers in Sacramento decide are future standards for mountain and forest lands. Are we represented by Sacramento or our own city council?

**SECTION 4:** This section contains what is, arguably, the most significant overreach in the plan. Section 4 outlines requirements to reduce “ember ignitions” by eliminating all vegetation that could be an ignition source from within five feet of a building. Any property that has trees, shrubs or anything growing taller than 3 inches and within five feet of a home / building must be cut down. Before implementing this provision the City should undertake a survey and inform residents of how many trees would need to be eliminated under the plan. It should also be noted that the removal of vast amounts of trees and other vegetation is contrary to the City’s existing Climate Change Action Plan particularly that section of the plan that addresses “Our Environment”.

The allowance for a variance from the Fire Chief does not save this provision. First, there is no information on what standards the Fire Chief will apply in determining whether to grant a variance. Second, there is no information provided regarding what cost the City will impose for requesting a variance. Currently the City imposes very large fees for requesting variances from the City’s building codes, and any appeal beyond the City Planning Department to either the Planning Board or the City Council is prohibitively expensive running into the thousands of dollars. What similar fees are being contemplated for disagreeing with the unelected Fire Chief?

The further requirement that any variance request be accompanied by a “Vegetation Management Plan” further complicates the issue and creates significant burdens and expenses on homeowners. A quick review of the current template of a Vegetation Management Plan shows that it must be a very

detailed plan listing all the types of vegetation on a property, how it is watered and maintained etc. Preparation of a proper VMP as it is currently set forth would require the services of professional landscape designers resulting in a further expense for home owners.

The City proposal also admits that this part of the plan cannot be completed with current funding levels. This is a short hand for the plan to raise property taxes. There is nothing in the City's current plan that spells out how much the City intends to add by way of a parcel tax or other revenue creation model to fund this and other provisions of the plan. Tax measures must be specifically set forth with adequate notice and an opportunity for public hearing.

**SECTION 5:** No comments at this time.

**SECTION 6:** This section addresses a requirement for replacement of all shake roofs by 2029. The draft plan acknowledges that there is no data on how big a problem this is in San Rafael. Common sense suggests that one ought to know if there is a "problem" before adopting ordinances to "fix" it. In addition, there is substantial overreach in the proposal to make homes with shake roofs "ineligible" for sale until the roof is replaced. Roof replacement should be addressed between the seller and buyer much as other code provisions currently are

A further objection is to the provision that would make the ordinance changes effective within 30 days of adoption. Many homes may already be in 60 – 90 day escrows or will be by the time the ordinance change is adopted (if it is). There is no provision for how these homes will be affected by the adoption of an ordinance?

**SECTION 7:**

This proposal states that the plan is to "increase funding sources" and "revenue opportunities" for wildfire mitigation. The section discusses grant programs but it also acknowledges that grants "do not provide an ongoing, predictable funding source for long term strategic fuel management." The section does not reference increased homeowner / business fees or taxes but those are the most common and obvious source for "ongoing, predictable funding..." It is disingenuous to not spell out specifically that the proposal will likely be made to raise taxes or fees in some manner. It is also incorrect for the section to list only the Fire Department, Public Works and Finance as the "Stakeholders" when the real stakeholders will be property owners, businesses and the public.

**SECTION 8:**

This proposal is for immediate seizure of flammable material from homeless encampments. As noted this proposal will require additional funding sources that are not specified. While the proposal is laudable, the lack of specificity as to the planned funding sources is problematic. Before being adopted the City must disclose its proposals for revenue sources. As discussed in Section 7 above, anytime that the Plan calls for additional funding sources it should list the homeowners, businesses and public as stakeholders...probably under a group heading of "Taxpayers" since ultimately that is who will be footing the bill.

**SECTION 9:**

This proposal is the increase City staff with a position costing \$76,000 per year (with or without pension contributions?). As the summary notes, additional funding is required and must be put to a vote.

#### **SECTION 10:**

This proposal to increase funding for a temporary ranger position. As with other provisions this would require additional funding from unspecified sources. Before adoption the City must identify the sources or taxation that it intends to seek to fund this position.

#### **SECTION 23:**

This proposal is closely aligned with the proposal in Section 2 and this comment should be read to reference the comments in Section 2. As noted by the “Concerns” statement, there are “potential insurance and code compliance changes for property owners being added to the WUI.” What isn’t stated is that those changes will be significant cost increases in the cost of home owner insurance premiums and compliance costs. As noted above, the City should conduct a study to determine what those increased costs are likely to be.

#### **SECTION 24:**

This proposal is to make California Fire Code Section 7A applicable to any building that gets a new roof, a new window, installs a Tesla charger or remodels more than 25% of the home. Section 7A, however, includes many provisions that would require very significant costs on the homeowner such as changing roof vents and even replacing outdoor decks with fire retardant materials depending on what they are currently constructed of and whether they attach to the structure. These requirements are a regulatory overreach and would impose significant cost burdens of residents of San Rafael. The Plan also notes that “Construction costs may increase” for property owners but then fails to list property owners as “Stakeholders” when they clearly are the persons that will be most affected by the adoption of this portion of the plan.

#### **SECTION 27:**

This would require the creation of Vegetation Management Plans for all home sales. See discuss in Section 4 above.

#### **SECTION 29:**

This section would require owners of short-term rentals to post as yet unknown emergency procedures and also to create Vegetation Management Plans. See comments regarding VMPs in Section 4 above.

#### **SECTION 32:**

The proposal to remove vegetation on public land that is located within 30 – 50 feet of private property is an extraordinary undertaking that will forever change the character of properties that abut City owned parks. Houses that are near every park in the City will be substantially impacted. Before adoption the City should map out exactly what vegetation it plans to remove and how the removal will affect the nature and value of neighboring parcels.

#### **CONCLUSIONS:**

San Rafael has submitted a “Wildfire Prevention and Protection Plan” for comment. The plan is ill-conceived, overly broad and extraordinarily expensive. If implemented it would require the removal of thousands of trees and shrubs from around homes and streets while increasing city staff and raising

property taxes, city fees and homeowner insurance rates. At least 22 of the 37 proposals require “additional funding sources”. Some homes would be “ineligible” for resale without incurring substantial costs and the plan would impose further restrictions on short-term rentals and remodels including a requirement for creation of “Vegetation Management Plans” and compliance with provisions of the State Fire Code that are not designed to apply in an urban environment. An example of the overreach is the proposal to require homeowners to cut down any vegetation higher than 3 inches within 5 feet of a home. Before adoption the City should study and alert the public to how many trees will be lost if the plan as currently drafted is implemented. The Plan also proposes to make parts of the California Public Resources Code and California Fire Code applicable to every home and building. Those laws currently only apply to homes in limited areas designated by the State. Imposing them on all of San Rafael would increase costs on homeowners particularly when selling or remodeling. It is illogical to apply to San Rafael the State laws specifically written for remote areas.

The potential for wildfires in areas adjacent to wildlands is a legitimate concern for city government. Reasonable planning is important but must be specifically targeted. The broad brush, overreaching and overtaxing approach of San Rafael should be rejected.

Gregory Poulos

San Rafael, California

GREGORY W. POULOS

March 3, 2019

Re: Proposed San Rafael Fire Prevention and Protection Plan

Dear Ms. Gardner:

Thank you for your email of February 22 regarding my comments on the draft Wildfire Prevention and Protection Action Plan. I appreciate your having taken the time to read my comments and respond to them. You mention that the plan has been updated to respond to some of the points that I raised, and I would appreciate receiving a copy of the "plan update" that you refer to so that I can see the specific changes. It would also be very helpful for me to have a copy of the Power Point presentation that was made at the February 11 meeting. Can you please send that as well?

In the interim I'll respond further to some of the items in your email. Please consider this letter part of the official record of public comments.

1. Your email describes the plan as "a master plan to provide a framework for moving San Rafael wildfire mitigation, preparedness, and response efforts forward." With respect, it is more than a framework. Sections 1 - 6 appear under the heading of "**PREPARED ORDINANCE CHANGES**" leaving no doubt to the fact that the Fire Department has already prepared ordinance changes for each of the first six proposed items. It is thus already well into the implementation stage despite not having gone through the public review and comment requirements. Moreover, if the City Council adopts the current plan it would be obligating the City to follow through on the plan's component parts including other proposed ordinance changes and tax measures.
2. The third paragraph of your email addresses two points: a) "vegetation standards" and b) whether the standards being proposed are "one size fits all." I'll take these two points in order:
  - a. Regarding "vegetation standards" your email references a "new trend" in wildland fires involving "ember storms". Fire embers can and do travel significant distances in the rare circumstance when conditions are precisely right for them to do so. Those conditions can vary greatly due to topography, wind, humidity and sources and types of combustible materials. Those are obvious points and they do not in any way constitute a "new trend." Rather than being a "new trend" in wildland fire behavior, what is occurring is the fuel loads in wildland areas have become so dense that fires in those areas grow more rapidly and at higher temperatures creating a fire that is more difficult to control. You can see this in reading the CalFire reports on the various fires occurring over the last several years. The CalFire report on the Cascade Fire in 2017 is a good example. The report described the fire as starting in an area of "combination of heavy understory of shrub and oak, heavy brush fields and grass and oak woodland."  
[http://calfire.ca.gov/fire\\_protection/downloads/FireReports/CascadeFire\\_InvestigationReport\\_Redacted.pdf](http://calfire.ca.gov/fire_protection/downloads/FireReports/CascadeFire_InvestigationReport_Redacted.pdf) Similar types of conditions have existed in the Redwood Fire Complex also in 2017 as well as the more recent Paradise Fire, the River Fire and others.

The plan that is currently under consideration is titled as a “Wildfire Prevention and Protection Plan” but the majority of the focus is protection from a fire rather than the work necessary to prevent a wildfire in the first place. While some sections of the plan (Section 7, 14, 15, 19 and 35) do discuss fuel load reductions most of those provisions are to raise money and study issues (See 7, 14, 15 and 19). Only two of them (15: get goats; 35: citizen broom pull crews) are specific for direct and immediate fuel reduction. The large fires in the past few years have all begun in wooded areas where fuel loads have been allowed to accumulate for years with no effort at controlled burning or other means of vegetation management. The fires that have burned down whole communities have rarely started within the community itself. This would strongly suggest that resources should be focused on proper wildland vegetation management including controlled burning instead of stripping our city and neighborhoods of vegetation. This would be both cheaper and more likely to succeed than a plan which envisions cutting down our trees and shrubs while the wildlands grow ever wilder.

- b. Your second point is the assertion that “the changes we are proposing will not be a one size fits all approach but allow for “individual prescriptions.” I believe that the “individual prescriptions” that you are referring to are the allowance under the plan for the Fire Chief to allow an “exemption” from the proposed vegetation standards. As you’ll see in my earlier comments I addressed this part of the proposal in my discussion of Section 4 of the plan. I encourage you to review my earlier comments regarding that provision as I do not agree that much leeway is given for variance. Item 4(a) for example specifically limits any exemption to “erosion control.” This also relates to the discussion in your third substantive paragraph discussed below.
3. Your email states that the plan does not call for removal of all vegetation within five feet [of a structure], but rather establishes “a set of standards to help homeowners recognize the most important fuel reduction work...in the area closest to [the] home.” I would ask you to please re-review those proposed standards set forth in the plan. Section 4 of the plan sets forth the following proposed standards for the “perimeter around a structure”:
    - a) Immediate area hardscape: no vegetation except for 3-inch grass or succulent plants shall be present. Exemptions may be considered for erosion control.
    - b) No vegetation in the zone shall make direct contact with the structure.
    - c) Hardwood trees are permitted within the zone provided they are well irrigated, limbed five feet or one-third of the tree height, and have five feet between other tree canopies.
    - d) Any vegetation within the ignition zone shall not grow under a window, stairs, decks, and combustible structures or encroach within two feet thereof.
    - e) Vines and Ivy shall be well-irrigated and maintained to eliminate any dead or dying material build-up.
    - f) Mulch or similar ground covering within the ignition zone is only permitted when no contact is made with combustible exterior walls or plants. All properties requesting an exemption to vegetation standards are required to complete a VMP and have approval from the Fire Chief.

It would be helpful for you to define the terms from Section 4: a) “perimeter around a structure”; b) “immediate area”; c) “zone”; and d) “ignition zone.” My understanding is that the “immediate area” is five feet and the “zone” and “ignition zone” are larger areas. Is this correct? Of course three inch tall grass and succulents are “vegetation” allowed in the

“immediate area” but they are not typical of the vegetation found around a vast majority of homes in San Rafael. My point is that the proposal will require most homeowners in San Rafael to cut down mature trees and shrubs adjacent to their homes. If the plan does not require this then it should be made clear and existing landscaping can be exempted so that the ordinance would only apply to new construction that results in changes to existing landscaping. Your letter also states that the plan only calls for removal of “highly flammable plants” in the “zone”. I disagree. See Plan Section 4(a).

Finally, I will re-emphasize an earlier point. Sections 1 – 6 of the current plan appear under the heading: “**PREPARED ORDINANCE CHANGES.**” *Please provide me with a copy of the actual wording of each of the proposed ordinance changes that have been prepared in both their draft and current wording.*

4. Designation as a WUI: I understand your position that the plan does not explicitly call for designating all of San Rafael as part of a WUI. *Please provide me with a copy of the updated WUI map referenced in paragraph 23.* Beyond that, however, even if the City does not specifically name each part of the City as being in a WUI, the fact that the City intends to apply those same standards to all buildings throughout the City essentially accomplishes the same goal and, as a result, it will have the same effect. This fact is acknowledged by the plan Section 23 reference to increased insurance rates for more homeowners. Has the SRFD determined how many homes and businesses will be included in the re-mapped WUI? If so, what are the numbers?

Finally, and as an additional comment, my earlier email to Chief Gray referenced San Rafael’s Climate Change Action Plan (CCAP). That plan emphasizes that San Rafael has a “urban forest” that helps with carbon sequestration. The CCAP encourages “more plantings of street trees and private landscaping” to keep and improve our “urban forest.” The plan that your department has put forward is in direct contradiction of that goal.

I began my correspondence with Chief Gray at the request of the Vice Mayor and in response to his suggestion that we arrange a meeting to address the many issues that I have raised regarding the plan. I am happy to meet with you both at any mutually convenient time. It would be helpful if, in advance of that meeting, I can be provided with the items I have requested.

Best regards,  
Gregory W. Poulos

Items Requested:

1. Plan update since February 11 meeting;
2. Power Point Presentation from February 11 meeting;
3. Copies of the actual wording of each of the proposed ordinance changes that have been prepared in both their draft and current wording. This relates specifically to items 1 – 6 of the current plan.
4. A copy of the videotape taken of the public meeting held on February 11.



PAUL MINAULT

February 27, 2019

BY EMAIL:

Chris Gray, Chief  
San Rafael Fire Dept.

Re: San Rafael's December 2018 Draft Wildfire Prevention and Protection  
Action Plan

Dear Chief Gray:

The Dominican Black Canyon Neighborhood Firewise Committee has reviewed the December 2018 Draft San Rafael Wildfire Prevention and Protection Action Plan (the Plan). We fully support the objectives of the Plan and offer the following comments and additions, following the numbered sequence of Plan objectives.

The first five objectives of the Plan call for revisions to the city's wildfire codes, and we briefly review these objectives here. Objective 1 calls for revising the vegetation management section of the city's existing Wildland Urban Interface (WUI) fire ordinance, which now prohibits juniper and bamboo within 100 feet of any structure, with exceptions for individual specimens. The revision would also prohibit Acacia and Italian cypress and expand the prohibition to include all areas outside the WUI, including public property.

Objective 2 calls for updating the wildfire codes generally, adopting new vegetation management codes, and applying them to all areas of the city. Objective 3 is to adopt Public Resources Code Sections 4290 and 4291. Section 4290 authorizes state regulations governing minimum fire safety standards for defensible space for the perimeters of and the access to new development in specified wildfire zones, as well as water supply and vegetation clearance on one acre and larger lots. Section 4291 establishes vegetation management and defensible space requirements for developed properties in high fire hazard zones and a compliance certification process for new construction in such zones.

Objective 4 proposes to revise the wildfire codes to require three feet of hardscape adjacent to all structures, following the example of Mill Valley. Objective 5 expands the fire season to the entire year, prohibiting smoking in open space year-round.

We have a number of comments on these five regulatory objectives. We believe the proposal in Objective 1 to prohibit Acacias could be problematic, because some species, particularly Blackwood Acacia, can grow into very sizeable trees that would be very expensive to remove, and in many cases would just need to be limbed up and thinned. (Examples can be seen at Falkirk, which has a number of large specimens and a sizable grove in back.) And because they are invasive, they seldom grow as isolated specimens.

We also think that the ordinance should incorporate compliance schedules reflecting the flammability and size of the trees that need to be trimmed or removed, as well as their distance from buildings, so as to spread compliance costs over a period of years. For example, trees listed by the city as flammable in Vegetation Standard 100 that are 4" in diameter or less at breast height ("dbh") and within 15 feet of a structure should be removed by the first compliance deadline. Those that are 6" (or 8") or less dbh and within 30 feet of a structure should be removed by a second and later compliance date, and those over 6" (or 8") dbh within 30 feet of a structure need only be removed if they cannot meet standards for building overhang, laddering and canopy separation by a third compliance date. And so on for the 100 foot and 200 foot ranges.

Objective 2 would revise the city's ordinance to eliminate the distinction between the WUI and non-WUI areas for compliance purposes. We support this change but believe the city should consider prioritizing different zones within the city for compliance enforcement purposes based on the relative level of wildfire threat presented within each. This might not need to be incorporated into the ordinance if it were handled as a written enforcement policy.

Objective 4 calls for three feet of hardscape around buildings with only succulents allowed to grow in this zone. We suggest considering non fire-prone forbs also, perhaps limited to those with no woody structure, to reduce public resistance to this requirement. Examples would be flowering plants like tulips, poppies, irises, and violets.

Once the ordinance is adopted, it should be translated into Spanish and posted alongside the English version on the Fire Department website.

We also think this new regulatory structure should incorporate the following values:

- The ordinances should be clear enough that ordinary citizens can understand them and be held responsible for complying with them on their own initiative, without an inspection.
- Compliance, or at least a good faith attempt, should be required as of a date certain.
- In the compliance zones closest to buildings, requirements should be simple and prescriptive and have the earliest compliance deadlines. In the more distant zones, requirements could be more performance-based, with room for interpretation and negotiation, and the compliance deadlines would be later.
- There should be both support and incentives for timely compliance, especially for the zones immediately surrounding homes and buildings. These could take the form of loans or possibly grants for the work from the funding mechanism for the Plan, and possibly staged compliance dates for properties requiring extensive work.
- There would, of course, need to be exceptions for indigence, physical and mental disability, special circumstances, and so forth.

We strongly support these five regulatory objectives as a way to strengthen the city's vegetation management program and expand it city-wide. San Rafael, like many other California cities, is in the position of having to lead its citizens out of an almost nation-wide suburban culture that subscribed to a fairly homogeneous landscaping design approach for areas with historic hardwood forests, with slight variations for local climate, elevation and history. The ultimate goal of this journey will be a new landscape culture that responds to California's wildfire challenges and reflects its unique history and natural environment. The role of government is to provide a regulatory structure upon which landscape design professionals and knowledgeable non-professionals can build this new landscaping culture. We can see that in many desert areas of the American West, a place-appropriate style of landscaping has developed. California's coastal areas still look mostly to their Eastern antecedents for landscape design, but that will have to change. We think the regulatory changes now being proposed in cities throughout California may come to be seen as a necessary start, and that over time and with experience a new and more fire-tolerant landscaping culture will emerge.

Now we move on to the other objectives. Objective 6 calls for reducing the risk of homeless encampments causing wildfires by removing them from open space areas. We wonder if part of this strategy might include the city's providing a site on one of its own properties or leasing private property such as the large parcel near Home Depot for a city or non-profit-managed seasonal encampment for the homeless, perhaps using large event-type tents for common area uses and temporary sanitary facilities.

Objective 7 calls for developing new funding, partnerships and other resources for wildfire mitigation. Consideration should be given to use of inmate crews and developing an extensive volunteer and summer youth program.

Objective 8 calls for developing fire roads as fuel breaks. The Marin County Open Space District has extensive experience developing fire roads as fuel breaks and developing other types of fuel breaks, and not all of that experience has been positive. In particular, some fuel breaks have become infested with invasive broom, greatly increasing annual maintenance costs, increasing fire hazards and compounding the negative recreational and ecological impacts of broom spread in open space areas.

We are concerned that a fuel break program narrowly focused on short term goals could have similar negative consequences for long term efforts to control broom and reduce wildfire hazards. We strongly recommend that the city consult with knowledgeable Open Space District staff and engage knowledgeable consultants to help in the planning and execution of this proposal.

Also, we firmly believe that fire road maintenance should have as one of its goals to minimize broom seed deposition on the roadway, which will require more frequent and wider cutting because broom seeds spread by ballistic dispersal up to 12' from the plant when seed pods pop open in summer heat. The reason for limiting seed dispersal is that broom seeds can be picked up by vehicle tires and carried to uninfested portions of the road, especially in winter when the soil and the seeds are wet and sticky, resulting in the spread of broom along roadsides. One can see the effects of this along the Aquinas and summit fire roads in Barbier Park, both of which are lined with bands of broom which are continuously elongating.

To help prevent this type of seed spread, we recommend that Fire Department staff tasked with fire road maintenance download, review, and incorporate into city contracts for this work the California Invasive Plant Council's online publication "Preventing the Spread of Invasive Plants: Best Management Practices for Transportation and Utility Corridors" at <https://www.cal-ipc.org/resources/library/publications/tuc/>. We also recommend

that the Department require the contractors who do this work and their employees to be familiar with this publication. (The employees we have observed do not appear to speak or read English proficiently and have no apparent environmental sensibilities related to the work they do, as evidenced by the seed-covered broom plants they throw to the side of the road and the trash they leave behind. Surely the city can develop some requirements to address these behaviors.)

We have similar concerns regarding Objective 10, which calls for expanded goat grazing to reduce flammable vegetation. Goat grazing is popular with the public and can be very effective, but herds can also introduce invasive seeds from the last site they grazed, resulting in a net loss in wildfire safety and ecological integrity. One way to control this is to require goat herds to be given clean feed at their home ranch for at least two days prior to being brought on site. Such a requirement is costly for herders and difficult to enforce. The alternative is to do business only with herders with the integrity to guarantee that their herds come onsite from work in uninfested environments. We believe that the Marin County Open Space District has had some success with the latter approach, and we suggest you consult with them. At a recent public meeting, mention was also made of possibly leasing the county's own herd, which could be a positive step.

Objective 11 calls for public education on a number of fire-related topics, including "areas of refuge." We have not found anything on the city's website resembling a list of designated public emergency shelters, such as existed during the Cold War. People evacuating from a fire should know what facilities in their area are designated as evacuation shelters so they know where to go.

Objective 13 calls for using CERT volunteers to support fuel reduction efforts. Volunteer efforts directed at vegetation management should not be limited to CERT volunteers but should include others who may be interested. People with a focus on the outdoors, gardening, landscaping and arboriculture may be far more knowledgeable about vegetation management than CERT volunteers, whose primary focus may be more on human health and safety.

Objective 14 calls for developing a city volunteer program focused on removing broom and other invasive plants from parks and open spaces. We strongly support such an effort. We are familiar with successful examples of such programs at the Marin County Open Space District and the GGNRA. City staff tasked with initiating such an effort should become familiar with these programs. They will discover that success requires committed leadership in the field by at least one staff member who is socially oriented; a strong social focus including food, beverages, trinkets, a publication, and ancillary events; a consistent presence on social media; the use of seasonal interns; and the ability to attract corporate, church, scout and community groups and both weekend and weekday events. And

because broom has a very long-lived seed bank, success in controlling broom requires a consistent effort over a period of decades.

Objective 15 calls for improving the development and implementation of Vegetation Management Plans (VMPs) for individual properties. We strongly recommend that city staff handling VMPs become familiar with at least the major invasive plants in Marin County, including those that are particularly fire prone. The California Invasive Plant Council maintains an inventory of the 200+ invasive plants in California on its website at <https://www.cal-ipc.org/plants/inventory/>. Marin County Parks includes a list of 18 Priority Invasive Plants in its annual vegetation management reports. See, e.g. Marin County Parks, Vegetation and Biodiversity Management Report and Work Plan 2017-2018, at: [https://www.marincounty.org/-/media/files/departments/pk/vbmp-ipm/final\\_mcp\\_vegplan\\_20171219.pdf?la=en](https://www.marincounty.org/-/media/files/departments/pk/vbmp-ipm/final_mcp_vegplan_20171219.pdf?la=en). See pages 19 and 20 and a list of 26 new invaders at page 23. Because invasive plants by definition are harmful to the natural environment and have no place in a landscaping plan approved by any government agency, the SRFD can provide a much needed public service by ensuring that no invasive plants are ever shown on any city-approved VMP.

Objective 15 also calls for VMPs to be self-certified. We are not entirely certain what is intended here, but we support initiatives to simplify regulatory programs and shift the initiative for compliance onto the property owner or the owner's consulting specialist.

Objective 16 calls for requiring VMPs for new private community open space areas. We believe more is required. Most private open space areas in Marin are not maintained by the associations that own them. To address this issue for new private open space areas, the subdivision ordinance should be revised to require, as a condition of approval of the subdivision and the VMP, that the open space area dedication be accompanied by an endowment that will produce sufficient investment income to fund the management of the open space in perpetuity. This is a common requirement for conservation easements, and should be applied in this context.

To prevent the VMP process from becoming overly burdensome and costly, formal boundary line surveys should not be required for VMPs that do not accompany a building permit or other permit application that already requires a formal survey, provided that property lines are not in dispute with adjacent property owners. Standards such as "best available evidence" (such as an assessors parcel map or a survey from the time of construction) or "longstanding acceptance" of boundaries such as by fences and hedges should suffice.

Objective 17 requires a VMP for all residential property sales. Time of sale requirements like this tend to generate strong opposition from realtors associations. That could be particularly true if new irrigation systems are required for existing properties without them, which could be costly. Solid support from the city council may be important for this proposal.

Objective 19 requires enforcement of state and city requirements for side clearance of vegetation along roadways. As part of this process, the city attorney should prepare a short explanation for citizens of their common law and statutory obligations to maintain their property for the benefit of the public. This may also need to include an explanation of the relationship between private property lines, public road rights of way and public roads that are owned outright by public agencies. In some cases, the private property adjacent to a road extends to the centerline of the road while the road right of way extends from the centerline of the road into the adjacent private property for a specified distance, often well past the edge of pavement. This can leave the private property owner very confused as to the physical boundaries of his legal responsibilities.

Objective 20 proposes to reduce fuels around power poles and lines, in cooperation with utility providers. Minimal requirements for clearance are included in Pub. Res. Code Sections 4292 – 4296. Section 4293 also requires that “[d]ead trees, old decadent or rotten trees, trees weakened by decay or disease and trees or portions thereof that are leaning toward the line which may contact the line from the side or may fall on the line shall be felled, cut or trimmed so as to remove such hazard,” and this applies without regard to the distance of these hazards from power poles or lines.

Objective 23 calls for creating 30-50 foot wide fuel breaks around the perimeters of city property adjacent to private property or property owned by other public agencies. Such zones will consist of low cut grasses and shaded fuel breaks. In Marin, annual grasslands are easily overwhelmed by invasive species, resulting in increased maintenance costs and environmental degradation and habitat loss. Where possible, shaded fuel breaks should be the preferred control strategy.

Objective 25 is to establish more Firewise communities in San Rafael. We believe that three arguments best support a neighborhood’s joining the Firewise program: 1) Homes in a designated Firewise community are less likely to lose their fire insurance coverage; 2) Firewise communities are more likely to be prioritized for city grant funds for vegetation management and other fire prevention programs; and 3) other members of the community are mobilized to assist you and others with all the multitudinous tasks involved in wildfire prevention and response. You are not alone.

Objective 27 calls for the hiring of an additional full-time police Ranger to patrol open space, at a cost of about \$100,000 per year. An additional or alternative strategy should be considered: make open space areas used by homeless more recreation friendly. The homeless are much less likely to occupy open space areas with substantial recreational use, and recreational users are much more likely to report homeless encampments in recreational areas they enjoy and frequent.

San Rafael's open space areas are underused for recreation compared with those of other jurisdictions in the county because the city has no funding for encouraging, enhancing or managing open space recreation. The city has no publications that describe or show citizens where to find city open space suitable for recreation, there are no trailhead signs or published trail maps to help people access and enjoy the open spaces, and there is no management program to build and maintain trails and other recreational assets. The city Community Services Department does not even show the city's open spaces on its map or list them along with the city's parks in its quarterly Activities Guide. See, e.g. San Rafael Community Services, San Rafael Activities Guide, Spring 2019, page 33. Yet the city's flagship Barbier Park equals or exceeds in size, habitat quality and recreational assets many other open space areas in the county.

The city should consider whether the \$100,000/year proposed for a full time ranger might be better spent on encouraging vibrant recreational use of its underutilized open spaces, especially those used by homeless, while empowering recreational users to report homeless use through signage and other means of communication. This effort could be coordinated with the fire awareness signage proposed in Objective 30.

Objective 29 calls for eliminating wood shake and shingle roofs. Roof replacement permits should require that all roof penetrations enclosed with siding materials (boxed in chimneys, dormers, etc.) be retrofitted with new flame resistant siding, and that all roof vents be replaced with vents that meet current fire codes.

Objective 34 recommends better coordination of the removal of vegetative debris. As part of this effort, we recommend that the City secure the approval of Marin Sanitary and any other waste collection contractors in the city to encourage residents to offer their empty green cans to neighbors who are engaged in vegetation management projects and need to dispose of cuttings, and to publicize that this arrangement is officially allowed and acceptable. Otherwise, some residents may feel that this is not or should not be allowed, or is dishonest, or would find a request from a neighbor to be intrusive or inappropriate.



Objective 37 calls for a comprehensive review of evacuation plans. This objective (or a separate objective) should also include an engineering review of evacuation routes by the Public Works Department. In Dominican, for example, Mountain View Avenue is a primary evacuation route for a substantial portion of the neighborhood—nearly 300 homes. Yet its lower reaches, which will have the most evacuation traffic, have two narrow lanes with no shoulders and roadside ditches 12-18” deep, and these ditches are punctuated by raised concrete driveways that could inflict irreparable damage on any auto that went into the ditch. A single ditched and wrecked car could ensure that one of the two lanes would be partially or wholly blocked for an extended period. In a chaotic and panicky evacuation, with visibility greatly reduced by smoke and embers, such an accident is highly likely, making this evacuation route a disaster waiting to happen.

Dominican also has a paper street that crosses a creek and connects Mountain View Avenue to Locust Avenue, another major exit route, and this paper street could be developed into an emergency evacuation route to be used if Mountain View were blocked by downed trees or power lines. Thus, there are both evacuation hazards and evacuation opportunities that deserve consideration by the Department of Public Works.

That completes our review of the numbered objectives. We also recommend a number of additional objectives for the Plan. The first is for the Fire Department to coordinate with upwind jurisdictions and landowners outside city limits regarding fire prevention, emergency response, and evacuation. Upwind here means to the northeast of the city, since that is typically the direction from which winds blow during Red Flag conditions. Relevant entities would include China Camp State Park, Dutra quarry, McNears Brick and Block, Peacock Gap Country Club, McNears Beach County Park and the residential enclaves.

The second objective is to require property owners to complete four simple, inexpensive and highly protective home hardening measures to defend against embers:

- 1) Installing 1/8” or 1/16” (for areas with flammable storage) wire mesh over existing vents;
- 2) Replacing plastic gutters with metal ones, and;
- 3) Installing gutter covers (metal mesh or metal panels such as Gutterguard or Gutter Genius) to keep out embers and flaming debris.
- 4) Installing garage door insulation to keep embers out of garages, which often have flammable materials in storage.

The Plan should require these to be completed within a relatively short time, say two or three years. Given the relatively recent realization that most homes that

burn are ignited by embers, the Plan should definitely include an objective related to ember exclusion.

The third objective is to engage and educate the local home improvement and landscaping businesses community to become knowledgeable about and involved in Plan-related requirements and activities, so that they can advise citizens and perform code compliant work on vegetation management, VMPs, defensible space, home hardening, fire safe construction, and evacuation preparedness. In addition, the City should consider an education and certification program for construction, roofing, gutter, landscaping, and tree contractors, whereby contractors who complete a specified course of education can undertake specific types of work on private property and certify to the City that the work meets the requirements of the fire code—similar to the vehicle smog certification program at the state level, or the way Certified Tax Preparers handle citizens' taxes. The role of the City would then be to conduct occasional audits to ensure that the certification program was functioning as intended and make any necessary changes. This program would be intended to focus on fire-related retrofit work, and not new construction. This program would also require the City to ensure that the relevant code sections were sufficiently clear to allow independent certification of compliance without a lot of interpretation and independent judgment.

The fourth objective is to update the fence ordinance to ensure that new fences meet the same fire-related performance standards required for new or existing landscape vegetation. Otherwise, there is a risk that hedges that the city requires to be removed will simply be replaced with equally flammable fences.

The city might also sponsor a contest for non-flammable privacy fence designs, and have contestants install a panel with their design in a fence at an appropriate site on city property that the Fire Department could refer to on its website. The City could also follow the example of MMWD's Eco-Friendly Garden Tour, but with a focus on new wildfire-wise landscaping and fence designs. See: <https://www.marinwater.org/476/Eco-Friendly-Garden-Tour>.

We also suggest adding one feature to the city's current inspection program. That is to make accessible to the public the database of inspected, compliant and non-compliant properties so that property owners can know the compliance status of the properties around them. This allows people to see what a compliant property looks like, and to feel secure that their neighbors have done what is necessary to protect others from the common threat.

A final recommendation is to seek funding for an academic institution to prepare a report on the psychology of human response to the threat of disasters of unknown timing, location and extent, and how best to mobilize people to

overcome the innate indifference that seems to be a common response to these types of threats.

Regarding Plan costs, the Plan states that of the 37 Plan objectives, 12 could be supported by current program budgets, 5 by reprogramming current budgets (presumably meaning that other, current activities of the relevant departments would be de-funded) and 22 require new funding. Clearly, additional funding will be required to implement the Plan. We strongly support the city's seeking additional funding, not only from state and federal grants, but more importantly from local sources of revenue that will provide a consistent and dependable funding source for years to come. We urge the City to commission a public opinion poll to determine citizens' willingness to pay for the Plan.

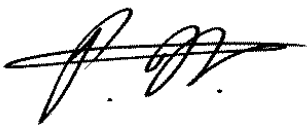
We also believe that some portion of the funding for the Plan should be made available for low-interest loans and possibly grants to fund the cost of meeting Plan objectives on private property, such as the replacement of flammable roofing materials and the removal of large trees. Loan administration might be handled by a local bank or credit union through a cooperative agreement with the City.

We also recommend including financial compliance incentives into the funding program, if possible, depending on the type of funding mechanism proposed. Allowing citizens to be relieved of the funding obligation upon achieving full compliance could help secure citizen support for the funding program.

Also, to ensure that citizens are fully informed about the need for funding for the Plan, the City should explain what the current expenditures and activities are that would have to be defunded or de-prioritized under the Plan and the consequences of doing so.

We look forward to further engagement with the Fire Department and the City regarding the Plan and our proposals in this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Minault', with a stylized flourish at the end.

Paul Minault  
Member, Dominican Black Canyon Neighborhood Firewise Committee

Cc: Mayor Gary Phillips  
Vice Mayor Andrew Cuyugan McCullough  
Council Members:  
Kate Colin  
John Gamblin  
Maribeth Bushey  
Police Chief Diana Bishop  
Marshall Nau  
Quinn Gardner  
Bill Guerin, Public Works Director

Members of the DBCNA Firewise Committee:  
Jack Nixon  
Jay Hubert  
John Contini

March 13, 2019

Fire Chief Christopher Gray  
San Rafael Fire Department  
1600 Los Gamos Drive, Suite 345  
San Rafael, CA. 94903

Quinn Gardner, Project Manager  
San Rafael Fire Department  
1600 Los Gamos Drive, Suite 345  
San Rafael, CA. 94903

San Rafael Fire Commissioners  
1600 Los Gamos Drive, Suite 345  
San Rafael, CA 94903

Mayor Gary Phillips and City Council Members  
City of San Rafael  
1400 Fifth Ave  
San Rafael, CA 94901

att: Fire Incident Report for January 4, 2016.

**RE: Comments for Wildfire Prevention and Protection 37 point Action Plan – specifically addressing the Fremont Rd/Upper Fremont Dr. area of San Rafael**

Please include this letter in the packet presented to the Council for discussion on March 18, 2019.

At a previous City/Federation meeting, Fire Chief Gray discussed increased efforts by the City to improve wildfire prevention. I suggested that Chief Gray identify areas in the City that were indefensible and to include proposed improvements to defend these areas since we now know that wildfires are unpredictable and given the right conditions, can easily spread throughout whole neighborhoods and as in the case of the camp fire, whole cities, and they put firefighters at risk.

Fremont Road and Upper Fremont Drive are narrow one-lane, two-way, dead-end streets, that measure 9' - 12' wide, with no adequate turnarounds. (Note that the City's zoning defines a substandard street as less than 25' wide.) There is no street parking on these streets, only parking on private property, so the proposed point #25 "Establish a residential hillside "parking box" program" will do nothing to improve access on these two streets. There are no "parking boxes" to create on Fremont Rd and Upper Fremont Drive because there is NO street parking. The City can only paint lines to designate the edge of the street to discourage vehicles parked on private property from overhanging onto the street.

On a rainy day, in January, 2016, a house at 55 Fremont Rd caught fire and was destroyed. Access to this property is down a dirt road (an extension of Upper Fremont Dr, a city street) across from #31 Upper Fremont. They couldn't get fire equipment up the hill so the fire fighters hand carried equipment up a steep hill, some 800', from Marquard/Fremont to the site. According to the Fire log, at 1:42 am, E54 and B52 were stuck and unable to get off the hill. See attached 4-pg Fire incident report.

Since I have lived on Fremont Road, new homes have been built, one at a time, on these old lots that it didn't seem possible to build on. There has been an increase of over 40% of new homes built on Fremont Rd and Upper Fremont Drive with no improvements in access required, not even a Fire Truck turnaround which is required by International Fire Code (Section D 103.4).

There are currently 2 additional proposals for new homes in the Planning Department, which if built, will result in an increase of 60% of additional homes in this area, and there are more vacant lots on Upper Fremont. What disaster does it take for the City to take the issue of emergency/fire access seriously?

I think it's short sighted to just look at the lot being built on, requiring fire resistant vegetation and sprinklers. I think the Fire Department needs to look outside the lot, to the surrounding environment, to determine if the environment can support defending an additional structure, and, if not, requiring improvements before any further development. The Fire Department should look at access - should road improvements be made, is there an adequate turnaround for emergency vehicles, are fire roads adequate and maintained, does the water pressure in existing fire hydrants meet minimum standards, are there enough fire hydrants. Where a new development has access to more than one street, the street with better emergency access should be required. Because we now know that a fire started in an inaccessible area can be disastrous for the whole City. Thank goodness, it was raining the night of January 4, 2016, otherwise, this would probably be a different letter.


Retiring CalFire Chief Ken Pimlott was quoted as saying, "California's increasingly deadly and destructive wildfires have become so unpredictable that government officials should consider banning home construction in vulnerable areas. Government and citizens must act differently to protect lives and property from fire that now routinely threaten large populations." (Marin IJ, December 12, 2018).

I am asking the City of San Rafael to act differently and be serious about wildfire prevention. You can not knowingly turn your back on issues that if you acted differently could save lives and property. I am asking the Fire Department to identify indefensible areas in the City and propose improvements to the areas to make them defensible. If the City cannot make an area defensible, then is it irresponsible and life threatening to allow further development in that area.

I am asking the Fire Department to put in the necessary Fire Truck turnarounds, to make the road improvements or create Fire roads to access the inaccessible areas. For example, in the Upper Fremont Drive area, I am asking the Fire Department to consider a Fire road connecting Upper Fremont with Terrace or Dunand. At the intersection of Fremont and Upper Fremont Dr, a small corner lot was supposed to be dedicated to the City for road improvements – was that done? Has the City looked at improving the corner at Fremont/Trost?

I am requesting that you ALL take a drive up Fremont Road and Upper Fremont Drive to experience what I am talking about. Thank you for your consideration of these comments.

Sincerely,



Victoria DeWitt





**San Rafael Fire Dept.**

Station: **51**  
Shifts Or Platoon: **B Shift**

Location: <b>55 UPPER FREMONT DR SAN RAFAEL CA 94901</b>	Incident Type: <b>111 - Building fire</b>
Lat/Long: <b>N 37° 58' 17.96" W 122° 32' 31.5"</b>	FDID: <b>21075</b> Incident #: <b>2016-000110</b> Exposure ID: <b>15880280</b> Exposure #: <b>0</b> Incident Date: <b>01/04/2016</b> Dispatch Run #: <b>SF-F16000385</b>
Zone: <b>5101 - 5101</b> Location Type: <b>1 - Street address</b>	

<b>Report Completed by:</b>	deLambert , Robert	<b>ID:</b> 4686	<b>Date:</b> 01/05/2016
<b>Report Reviewed by:</b>	Hamilton , Kyle	<b>ID:</b> 4332	<b>Date:</b> 01/06/2016
<b>Report Printed by:</b>	Sinnott, Robert	<b>ID:</b> 6076	<b>Date:</b> 5/11/2016 <b>Time:</b> 08:44

Structure Type: <b>Enclosed building</b>	Property Use: <b>419 - 1 or 2 family dwelling</b>
Automatic Extinguishment System Present: <input type="checkbox"/>	Detectors Present: <input checked="" type="checkbox"/> Cause of Ignition: <b>Cause under investigation</b>
Aid Given or Received: <b>None</b>	Primary action taken: <b>10 - Fire control or extinguishment, other</b>
Additional actions: <b>12 - Salvage &amp; overhaul , -</b>	
<b>Losses</b>	<b>Pre-Incident Values</b>
Property:	Property: Civilian Injuries: <b>0</b> Fire Service Injuries: <b>0</b>
Contents:	Contents: Civilian Fatalities: <b>0</b> Fire Service Fatalities: <b>0</b>
Total:	Total: Total Casualties: <b>0</b> Total Fire Service Casualties: <b>0</b>
Total # of apparatus on call:	<b>8</b> Total # of personnel on call: <b>19</b>

<b>NARRATIVE</b>
<p>E51 to 55 Upper Fremont Drive for a reported structure fire. E51 assigned access from Espalda Court. E51 was assigned "Fire Attack," with E55, which later progressed to salvage and overhaul after extinguishment. E51 relieved E52 from "Fire Watch," then assisted with equipment removal from the incident. E51 briefly assisted the fire investigation team, then turned the building over to homeowners.</p> <p>E55 responded to structure fire at 55 Upper Fremont Dr as part of first alarm assignment. E55 arrived behind E52 at Fremont Rd and Trost Rd. E55 was left at Trost Rd for access reasons and the crew responded the remaining distance on foot. E55 assisted E52 with water supply by advancing approximately 800' of working line to the fire from E52 at the hydrant. Upon arrival at the structure, E55 was assigned to E51 who was Fire Attack and assisted with interior fire attack. #5471</p> <p>B52 responded for a Structure fire. I arrived to find smoke and fire coming from the main floor of the unit. With assistance from Officer Sabido I made access to the structure and removed the resident who was attempting to extinguish the fire. I directed the resident to M51 for evaluation. I then assumed command of the fire. We were able to make an interior attack and overhaul the structure while ventilating. Patient signed AMA and was privately transported. No firefighter injuries. E52 stayed through the night for fire watch. Investigators arrived in the AM, see attached report.</p> <p>E52 responded to structure fire. Engine advanced up Upper Fremont to position near hydrant at 31 Upper Fremont, began supply operations using 2.5" line and bundles. E52 pumped fire, assisted with fire attack, overhaul, and firewatch.</p> <p>T57 responded to structure fire and accessed at the end of Espalda Ct. T57 assisted fire attack with bundles and tools. T57 was assigned ventilation and broke 4 skylights and cut a 4x6" hole in the roof. T57 assisted E51 w/ overhaul. T57 assisted E55 loading 2.5" hose</p>
<b>Narrative from dispatch:</b>
-----01/04/2016 23:32:31-----ENTRY-----HOUSE ON FIRE , THERE IS STILL ONE MALE OCCUPANT INSIDE CMDE5-----

<b>APPARATUS</b>			
<b>Unit</b>	B52	<b>Unit</b>	E51
<b>Type:</b>	Chief officer car	<b>Type:</b>	Engine
<b>Use:</b>	Suppression	<b>Use:</b>	Suppression
<b>Response Mode:</b>	Lights and Sirens	<b>Response Mode:</b>	()
<b># of People</b>	1	<b># of People</b>	3
<b>Alarm</b>	01 /04/2016 23:32:31	<b>Alarm</b>	01 /04/2016 23:32:31
<b>Dispatched</b>	01 /04/2016 23:32:40	<b>Dispatched</b>	01 /04/2016 23:34:58
<b>Enroute</b>	01 /04/2016 23:34:56	<b>Enroute</b>	01 /04/2016 23:34:59
<b>Arrived</b>	01 /04/2016 23:46:16	<b>Arrived</b>	01 /04/2016 23:46:35
<b>Cancelled</b>	-- /--/-- --:--:--	<b>Cancelled</b>	-- /--/-- --:--:--
<b>Cleared Scene</b>	01 /05/2016 03:17:59	<b>Cleared Scene</b>	01 /05/2016 08:17:42
<b>In Quarters</b>	-- /--/-- --:--:--	<b>In Quarters</b>	-- /--/-- --:--:--
<b>In Service</b>	01 /05/2016 03:17:59	<b>In Service</b>	01 /05/2016 08:17:42
<b>Unit</b>	E52	<b>Unit</b>	E54
<b>Type:</b>	Engine	<b>Type:</b>	Engine
<b>Use:</b>	Suppression	<b>Use:</b>	Suppression
<b>Response Mode:</b>	Lights and Sirens	<b>Response Mode:</b>	()
<b># of People</b>	3	<b># of People</b>	3
<b>Alarm</b>	01 /04/2016 23:32:31	<b>Alarm</b>	01 /04/2016 23:32:31
<b>Dispatched</b>	01 /04/2016 23:32:40	<b>Dispatched</b>	01 /05/2016 00:08:11
<b>Enroute</b>	01 /04/2016 23:34:53	<b>Enroute</b>	01 /05/2016 00:10:39
<b>Arrived</b>	01 /04/2016 23:48:49	<b>Arrived</b>	01 /05/2016 00:26:11
<b>Cancelled</b>	-- /--/-- --:--:--	<b>Cancelled</b>	-- /--/-- --:--:--
<b>Cleared Scene</b>	01 /05/2016 10:51:26	<b>Cleared Scene</b>	01 /05/2016 01:55:53
<b>In Quarters</b>	-- /--/-- --:--:--	<b>In Quarters</b>	-- /--/-- --:--:--
<b>In Service</b>	01 /05/2016 10:51:26	<b>In Service</b>	01 /05/2016 01:55:53
<b>Unit</b>	E55	<b>Unit</b>	M51
<b>Type:</b>	Engine	<b>Type:</b>	ALS unit
<b>Use:</b>	Suppression	<b>Use:</b>	EMS
<b>Response Mode:</b>	()	<b>Response Mode:</b>	()
<b># of People</b>	3	<b># of People</b>	2
<b>Alarm</b>	01 /04/2016 23:32:31	<b>Alarm</b>	01 /04/2016 23:32:31
<b>Dispatched</b>	01 /04/2016 23:32:31	<b>Dispatched</b>	01 /04/2016 23:32:40
<b>Enroute</b>	01 /04/2016 23:36:04	<b>Enroute</b>	01 /04/2016 23:35:02
<b>Arrived</b>	01 /04/2016 23:50:30	<b>Arrived</b>	01 /04/2016 23:52:02
<b>Cancelled</b>	-- /--/-- --:--:--	<b>Cancelled</b>	-- /--/-- --:--:--
<b>Cleared Scene</b>	01 /05/2016 03:02:50	<b>Cleared Scene</b>	01 /05/2016 02:32:56
<b>In Quarters</b>	-- /--/-- --:--:--	<b>In Quarters</b>	-- /--/-- --:--:--
<b>In Service</b>	01 /05/2016 03:02:50	<b>In Service</b>	01 /05/2016 02:32:56
<b>Unit</b>	M55	<b>Unit</b>	T57
<b>Type:</b>	ALS unit	<b>Type:</b>	Truck or aerial
<b>Use:</b>	EMS	<b>Use:</b>	Suppression
<b>Response Mode:</b>	()	<b>Response Mode:</b>	()
<b># of People</b>	1	<b># of People</b>	3
<b>Alarm</b>	01 /04/2016 23:32:31	<b>Alarm</b>	01 /04/2016 23:32:31
<b>Dispatched</b>	01 /04/2016 23:32:32	<b>Dispatched</b>	01 /04/2016 23:38:02
<b>Enroute</b>	01 /04/2016 23:32:33	<b>Enroute</b>	01 /04/2016 23:39:12
<b>Arrived</b>	-- /--/-- --:--:--	<b>Arrived</b>	01 /04/2016 23:58:00
<b>Cancelled</b>	01 /04/2016 23:32:34	<b>Cancelled</b>	-- /--/-- --:--:--
<b>Cleared Scene</b>	-- /--/-- --:--:--	<b>Cleared Scene</b>	01 /05/2016 01:55:00
<b>In Quarters</b>	-- /--/-- --:--:--	<b>In Quarters</b>	-- /--/-- --:--:--
<b>In Service</b>	-- /--/-- --:--:--	<b>In Service</b>	01 /05/2016 01:55:00
<b>Number Of People not on apparatus: 0</b>			



*Recording started with voices at 1:38*

Chief Gray: If you do everything right and your neighbor does nothing, you are at risk. So, how do we make sure there is consistency among us?

So, we are working to correlate and coordinate and collaborate, I guess you could say, with all of the agencies. So our hope is that we will have a consistent application of codes and assistance in enforcement across those lines. Because we are all in this together, we're going to be hopefully preparing for that fire together and are going to be responding to that fire together, and it's important that we work hand in hand before the fire that will occur.

Again, good comment and there is a lot of work in that effort, and in principle, I'd like to bring up something that occurred to me. We were talking about this whole issue of WUI (Wildland Urban Interface). Essentially, those plans were put in place and possibly a change in really the conventional thinking that you are more at risk if you are in closer proximity to open space. What did the recent fires tell us? If you are 500 feet away from the open space, were you at more at risk than somebody 2 miles away? And that's what happened – Coffey Park, Santa Rosa, is not near the open space.

So, our WUI map essentially, is identified by 1,000 feet from the open space. If you are across the street or happen to be the house that's next door to someone where that line is drawn, what difference does it make if they are taking action and you are not? And vice versa. That's why we felt that we should be consistent across the board. If we are going to suggest that we remove bamboo and juniper within one area, why should we do it on one side of the street and not on the other? We are all at risk. And so this is a measure that's actually being looked at consistently County wide. If we're going to take vegetation and defensible space to the community, then it should be consistent. No matter what neighborhood you live in or what your proximity is from the open space, the entire community is at risk.

Next speaker: "I'm a real trouble maker and I started in around 2013 to convince corporate landlords that they really need to bring the landscaping up to a proper level. And after 5-6 years of struggle, I have to say that from the standpoint of routine property maintenance, we're in great shape. However, I believe there are issues that go beyond that, and I do not have a landlord who is practicing due diligence when these issues are brought to their attention. I'll give you a couple of examples. The first and major one is that one side of our property is completely blocked by fencing. I have asked not only for paths and gateways in those fences, but I've asked that those pathways be ADA accessible. Because what started as an adult independent living community has essentially segwayed into a life care community with people aging in place. With that in mind, we have one woman who happens to be housed in the same quadriplex that I'm in – it's a senior village – and she has a habit of walking out of the kitchen and leaving the water on or leaving a pot on the stove. And I have asked over and over and over again that the landlord install a motion detector on the stove so if there is no motion in the kitchen for a period of 10-30 minutes, that the stove would

automatically turn off. Now I know these are available because many senior facilities in the City already have them. And I strongly suggest that if anybody here in the audience has a senior who is independently living, does anybody consider putting into their home a motion sensor in the kitchen on the stove? There are a number of other areas that we could go into, and I have been preparing a rather lengthy documentation of what I have observed that I'll be sending to you, Chief Gray and to you (Quinn Gardner), because I feel it is very important that we get going, if we as tenants do not have an opportunity to go out and really do the work ourselves. So, we really are dependent on corporate landlords who really need to pay due diligence when issues are brought to them. Thank you

Quinn Gardner: Thank you for that comment. It raises a multitude of issues, of course. One piece that I did not cover a lot in the brief overview but we want to acknowledge is that we want to make sure that the plan is covering for those with access and functional needs everything from evacuation planning to alerting, again providing assistance to achieve defensible space. Of course, we've seen what the recent fires does disproportionately to people losing their lives, the elderly and the disabled, so thank you for bring that it up. Another piece of this too is not just the corporate landscaping but the renter/landlord relationship and the responsibility therein, so thank you.

Larry Minicus: I'm currently serving on the Water Infrastructure Citizens' Advisory Committee with Jason Weber, the Fire Chief, it is a relatively new committee. What we're coming to realize is that it is going to take a lot of money and the question for the community – it's really for the community – are we willing to step up. We've seen what's happened in the last two years and it's seemed to have awakened a lot of people in this community. It's really a question for us, because in the January 22 San Rafael meeting here, toward the end, that point did come up. It was raised that southern Marin has a Measure U that they voted unanimously to support to bring more money to the community to work on these kind of issues. I think it's something we all want to think about and really comment on because there's a lot of work here. We have an enormous amount of fuel to deal with and we are seeing it on watershed lands and the need for upgrading the infrastructure is just tremendous at this point.

Next speaker (female): Hello, I'll be nice, don't worry. I don't really have any issues with a homeowner removing vegetation, I'm near the WUI so I had to all this stuff in 2007, that's great. However, the stuff you all are talking about doing with Eucalyptus is so insufficient and short sighted. You think you're going to limb it up, you're going to clean up under the Eucalyptus. How often are you going to go clean under them? I mean, they are constant mess. And having lived in Oakland during the big fire, I can tell you, those trees explode. So if the Eucalyptus that are in my neighbor's yard get a few embers on them, it won't really matter what I've done to my house. Nothing in here is telling them that they have to clean up or limb up or do anything. And I understand it is really expensive to remove these, so I'd really like some specific effort in your plan that says for homeowners who have Eucalyptus that we are going to look for some funding

or some matching funds, some grant funds – something to encourage this. Because these to me are a much bigger problem than your Cypress plants are. And on another note, I just want to agree that we need to have the County involved, we need to have other cities involved in what we're doing. Like San Anselmo, which is right over the hill from us that we really need to be collaborative in the County. Thank you

Chief Gray: I just want to make one comment. We want to be aggressive with the Eucalyptus growth. As an example, a living example that's up on the top of the ridge above Sun Valley which you may have seen, that's a City and County project, with the Marin County Open Space and the two fire departments that was taken on over the past year. So not only was it thinned significantly, there's an effort to maintain it. We're going to be looking at a prescription of different ways to handle Eucalyptus both on public and private property.

Chase Hubert: I'm Chair of Black Canyon/Dominican Firewise Community. We achieved that just last June, and it required a lot of cooperation and support from the fire department in San Rafael. I have to say that the support was outstanding, we've removed hundreds of tons of brush with their assistance. A lot of private land owners have really cleaned up their acts with City support from the inspectors. I think part of my concern is maintaining the excellent level of support we have now. Good emergency people and good inspectors are hard to find – we need them desperately. The City has made enormous progress in the last two years. It's really impressive how much of a change there's been. This plan in front of us is extremely comprehensive, there's probably more in it than anybody could accomplish in a short period of time, and I think there's room for community input and comment. There are things that need to be clarified, improved and prioritized. I look forward to the kind of progress that can be made. Ultimately, the City can't do it all, it requires partnership from the community, individual homeowners have to take responsibility, and we need to do it together. It's a cooperative effort, the City can't do it for us, the County can't do it for us. We need to engage our neighbors, because if a house with a shake roof goes up across the street from your house, it's likely to burn down. Your house would burn down from the radiant heat from that fire, so we need to be prepared and I think the City is making great progress and I just encourage them to continue.

Chief Gray: Thank you very much, we appreciate it.

Heidi Rank: I live up on Southern Heights Blvd. About a month ago, the rains brought down a giant Eucalyptus tree. It's been a nemesis – it's right across the street from my house. I'm in pretty good shape, because I spend one day a week on the weekend cleaning scotch broom, I own a chainsaw, I'm just one little lady at the house. I cut down my own trees, I chop them up and don't have a chipper, but I don't have enough place to throw them away. I have extra bags that I buy, but I need help with that. I am concerned because that tree fell down and it did start a fire and thank goodness it was raining, so it got out pretty easily. But the tree is sitting in - it's huge, and is one of three - and it's sitting in the ravine. What's going to happen to us? I feel like, why am I doing this? It's like ok, I get some good health benefits – I'm in good shape in

that I clean up my yard. But other than that, why should I even bother if those are still there.

Narrator: Thank you, we will look into that – I promise you. I really appreciate it. These comments are great. We really appreciate it, it's very helpful. And just so everyone knows, we are recording this this evening so that we can go back and take better notes and record this incorporate your comments into our plans.

Female speaker: I live here in San Rafael, in Glenwood, and have been here for 40 years. A couple of years ago, I was at one of the local nurseries and there was scotch broom for sale. If you're going to say that you don't want to have Italian Cypress, Bamboo, and Acacia and probably Eucalyptus, first of all, we need to know that before we actually hire a landscape architect to come out and design it. We purchase the plants and we plant them, and then you come along and say that's not good. It seems picky, but I want you to look good. I want you to do good in your job, I want your department to be excellent, and I want the City of San Rafael to be respected. When you put out a document that does not include the botanical names, you look not good and unprofessional. Also, by using the botanical names, you're going to be specific, there will be reduction of ambiguity because when you use Italian Cypress I'm not quite sure you're using the botanical definition and you go into the Sunset Garden book and there's going to be a little conflict there. Secondly, when you say Eucalyptus, people this it's the type that sheds its bark and that is globulous and the City of San Rafael has many Eucalyptus street trees that do not shed and are planted along road ways. They perform beautiful, and I've planted Eucalyptus in a public space and the next time I came along and that tree was removed, that tree was specifically chosen because it would absorb the water, it was an evergreen, did not shed, and it was going to be a benefit for its shade. You say you're going to inform the public by depending upon public outreach and the website, but I know from using grants that that money disappears and there has to be another way to get that information out. One of the other things that has not been talked about is the ground cover using wood chips at all and that needs to be addressed.

Thank you, those are really wonderful comments.

Next speaker: Thanks for proposing this plan, it is appreciated. Just one comment on the plan. This is very much a custom, hands-on regulatory program we're looking at here with a lot of hand holding and a lot of personal attention. And I think it's going to be very important in the long run that we engage the business community to make this work over the long term and that we have a simple prescriptive compliance program that the people who just want to get it done get it done right and get signed off that they can follow and that the contractors, landscape architects, arborists, the building contractors for the homeowner can come to someone's property and let them know that this is what they can do, what it will cost and get it done. Think of the smog

program. Where's the government? It's not there. The DMV does not come knock on your door and look at your car and ask to put something in your exhaust pipe. It's all handled by the commercial sector. Look at your taxes in the simple context. You go to H&R Block and they do it for you. You pay them stuff. We need a simple thing for this program and there will be plenty of people who will need special attention and special exceptions but we will need a simple prescriptive program that the private sector can implement. Now let me vote on Eucalyptus from the last speaker. Go to Dominican campus and you will see the most gorgeous Eucalyptus you've ever seen, they're not the Blue Gums we have that look like hell and you might change your mind about Eucalyptus.

Next speaker: My name is Stuart Lum and a couple of comments here. My reading of the 37 proposed ordinances, expand quite a bit from what I can tell. The ordinances from covering WUI properties and primarily residential properties to all properties in San Rafael. Which means a lot of commercial properties, downtown properties where I'm hoping that the way the ordinance is implemented allows, if the ordinance isn't applied to them, then they don't have to go back every year or two years for a vegetation management plan. I have properties in San Rafael that have zero lot lines and frankly, I don't want to have to worry about putting in a plan or submitting to other kinds of inspections as a result of this ordinance. That's one thing. Secondly, I live in this area which you are next to and we've been trying to restart our homeowner's association in order to do a lot of the things that we have done in the past and want to upgrade our country club neighborhood to be able to respond to some of the things that we have learned from the fires up in the north bay. But if we plunked this ordinance or some of these types of ordinances into Country Club, we'd have a real problem, because I'm not sure it works. But, some of the economics here, and I appreciate, and some of the work that you've done here is to alternatives or ways to reducing the cost of complying. For example, cutting down a Eucalyptus tree costs about \$5,000 at this point, it is really expensive – and that's where you've only cut down the tree. So, we have properties in ravines that as you know have hundreds of Eucalyptus trees in those ravines. So, we're talking about millions of dollars being spent to comply. So, we need to figure out ways to reduce the cost for homeowners so they can comply with you.

Patricia \_\_\_\_: I just moved to San Rafael two years ago, I grew up in Mill Valley, lived in San Anselmo for years. I've lived in a lot of places and have always come back to Marin and part of that is the aesthetics of Marin, It's beautiful. I grew up in a Redwood forest, I live up in Culloden Park, a lot of Redwood trees, a lot of green, a lot of mature landscape, and it's my love. I'm a gardener, I come from a family of gardeners. So, when you talk about 5 foot defensible in front of my house, which is a 120 year old house, and has beautiful old mature well-irrigated landscaping rose gardens in front of it and the idea of tearing that out and putting in gravel and succulents just makes me want to cry. There's a little bamboo grove on the back of my property and it's probably 50-60 years old. I don't know how I would ever get it out. The roots probably go 8 feet down. You're talking about some serious impact on people's gardens and on the aesthetics of our neighborhoods. My cousin lost her home in Napa last year, so I'm not

without feeling about fire and the fear we all have about fire, but I also don't want to change the landscapes so dramatically that our neighborhoods become gravel and succulent. That doesn't appeal to me as a gardener, as a homeowner here and someone who grew up in a 100-year old home and lives in another 100-year old home now. So I needed to just put it out there that yes, probably 35 of your proposals are great, 37 in fact when I lived out in Sleepy Hollow, they would pick up 6-7 cans every week for free. You'd just put out extra garbage cans and Marin Sanitary would take them away. And we kept our property really clear, because out in Sleepy Hollow, there were a lot of dry grass and a lot of debris and I can always fill my two cans, I would pay for four, but it would be lovely if Marin Sanitary would take more debris, and those of us who have mature gardens and they are well irrigated and well tended, I'd hate to have to see them dug up and replaced with gravel and take mature landscaping that is well irrigated and remove it.

Quinn Gardner: Quickly, we certainly hear that concern and one of the pieces of #4 specifically that gets at some of that, specifically I think calls out well irrigated is okay, basically. So it is with that idea that if you're maintaining even something like ivy, as long as it's green and you're keeping the dead leaves out of it, that's where that individualized prescription comes in because the same concerns you have are the ones we share, and what we have heard from the community. So, again, I know that the 5 foot out house concept is startling in a lot of ways but just to clarify that somewhere.

Stan Burford: I've lived in Marin for 49 years, 26 here in San Rafael. And as they say, full disclosure, I'm also a member of the San Rafael Fire Commission. I believe strongly in all of the points brought up by the Fire Department – why wouldn't I? But there is something that is missing in all of this conversation and none of you have tiptoed anywhere near it. So, I'll bring it up and I'll ask a question, and then you'll understand there's more to this than just what the Fire Department is proposing. How many of you in this room have fire insurance on your homes? Show me your hands. How many of you in the room would like to have your homes without fire insurance? Okay, it's already started. In Fair Hills, we have residents now who are being told by their insurance company their insurance will not be renewed. They have gone from company A to company B. Company B has said, oh no, we're not going there, it's too risky. They've gone to company C and they've gotten insurance. And it is costing them a small fortune. The same thing could happen to you. Think about what's being proposed here and how it would then be accepted by the analysis made by insurance companies. You'll probably all still have your fire insurance. I'm not saying that it's going away, but I'm saying that door is open and it's beginning to creep out. Keep it in mind when you take a look at the idea of having to change some of the things around your property – it just might be worth it.

Chief Gray: I'd like to comment further. The insurance companies are looking favorably at the firewise certification for neighborhoods, and as Stan mentioned there is a guarantee that you would receive fire insurance in the state of California, it's called the California Fair Plan, and was introduced in the 1970s, but it can be costly. And I think that's one of the primary benefits of introducing fire safe design into your home and into your landscaping. We can not only ensure the preservation of your insurance, but can also see that it's possibly even reduced in terms of cost. And I think everyone probably learned some lessons and we had the Insurance Commissioners office actually present at one of our symposiums last year to talk about this. It's a good thing to evaluate your premium too and see what it does cover and what it may not cover. There were a lot of surprised residents that unfortunately lost their homes in these recent fires. So, thank you

Denise Van Horan: During the Santa Rosa fires and the Paradise fires, they were both in the setting of of Santa Ana type winds, whatever we call them here, and the well thought out evacuation plans that were present in these communities just went up in smoke, literally, as everyone was just trying to get away from where the fire was. The roads immediately became blocked. My son, who lived in Rohnert Park, needed over two hours to come down from his neighborhood which was not being evacuated, to come down and shelter in place with us. And those images of abandoned cars alongside the highway are very vivid. So, one thing I haven't heard addressed in this plan is where in a situation like this, our roads are going to just fill up instantaneously and there's only one main drag out the south and one main drag out the north. So, what are possible shelters that would be available? Because my plan is, if that thing is coming anywhere near me, I'm going somewhere else. I'm going to clean up all my brush and everything else I need to do, but I have no idea of what is a reasonable shelter I could go to in the event of something like that happening.

Chris Gray: The countywide plan that Quinn actually had on the monitor shows the shelter areas. Part of the gap is that you may not recognize and may think that there are school locations and other things. So, the prominent locations for points of public assembly that could be utilized (and recognize that the fire situation is going to be dynamic) although they may be on a map someplace and they may be included in the plan, the fire could dictate terms where it may not be accessible or available. So, we're looking at a number of alternative shelter locations, or a refuge as you might call it, and we're also looking at a water evacuation as a possibility in alignment with both Dutra at the location of the quarry and some alignment with Golden Gate ferry, possibly with transport. So, we're not limiting ourselves just to the land base and the primary response routes and again, there is some work going on to ensure that the full route around China Camp, in this example, is going to be available for our use, but some of that is taking into account the dynamics of the fire and recognizing that people need to understand it. Because, what happens in the emergency, and we've seen this, and sometimes based on just the decisions that some people make about what they take and what they leave and when they go, is that you lose some of your rational thought process in the midst of these very trying and panic-stricken

emergencies, and we want to have a thoughtful plan in order that you'll know and hopefully, through the context of communication and what we be able to help direct you to a safe place and/or an appropriate evacuation route. So, this is something we're looking at very closely, it's presented a number of challenges. And let's face it, we're on a peninsula. What went on last week with the bridge – we had some concrete fall from an expansion joint and shut it down and it literally paralyzed traffic for a period of time. A wildfire would present a whole new set of variables that we'd have to deal with and thousands and thousands of people looking for a safe way out, some that may need to be evacuating and some that may not. So, it's something we're giving a lot of thought to and working in deed with the community at all levels to make sure we've got a comprehensive plan but one that's adapted to the needs.

Now the greatest fire threat we feel, and if you all remember the night of the Tubbs fire, the first fire started in Napa at a junk yard. We started receiving calls from the Peacock Gap area and along the peninsula there late that evening and were reporting that the fire was in China Camp. And what were they experiencing? Smoke, and they were experiencing ash coming into their homes. And so that northeastern condition is one that we're very concerned about and the only benefit I can say is between what they experienced coming from the geysers and coming over the ridge line into Santa Rosa is the wind has to cross the bay and it does pick up moisture in the bay before it comes across into that peninsula there but the fire threat is actually that Nor-easter coming across. We have a fire event and all it takes is a point of ignition, wherever it occurs, and then it running, getting into the open space along the ridge and moving westward into San Rafael. So, we're trying to prepare for a number of scenarios and a number of evacuation scenarios, and as Quinn mentioned, we're going to be doing more of actual evacuation drills, neighborhood by neighborhood, to help with that coordination of plan.

Lori Shifrin: I have a question and I don't have an answer for you but it's something I'd like you to look into. There are a lot of houses that have wood siding and older houses that have, it's not dense, but it's actually such that a cigarette could light up the house. Same thing with wooden decks, and I don't know if there is a treatment that could be put on a wood deck to make it less flammable, but there's got to be something for people to do. And I also want you take into consideration people that are absentee owners but still have people living in the houses. If there is a way to make these decks less flammable and the houses less flammable, I think everybody would love to know that one.

Chief Gray: Thank you very much, and just some quick comments. Those are all good points and obviously areas of concern in terms of exposure from an ember storm and I think much like everything else that's done in moderation, a wooden deck by itself doesn't present a tremendous threat as long as it's effectively maintained without a lot of combustibles. Now, if you've got firewood and cans of gasoline, LPG (liquid propane for bbqs), a number of things – and we see them all the time. I'll tell you, we've had a lot of deck-related fires as a result of refinishing and spontaneous combustion of oily



rags and literally significant damage to homes in the community over the last several years. If the deck is maintained and in good condition, so you don't have a rotting deck, and you don't have combustibles stored either underneath it or on top of it, then you're, again, doing what we are trying to minimize some of the threat of the combustibles immediately around your home.

John \_\_\_\_: I'm actually a member of California State Task Force Code for WUI. In the past, we've always been mandated to deal with code issues for the WUI for new construction. And this year for the first time, we're being mandated to come up with a retrofit program to actually make homes more addition resistant than what they are now. We really have, there are two issues, there's a flame and there's a radiant exposures. And with high density housing and zero lot lines, it's a big issue. As we talk about embers, it's more than 1,000 feet. Embers can go for miles, and when you talk about embers, it's not just the small embers with the swirling winds. You can have branches breaking through windows, so it's a big issue of overdoing. So, with the technologies that are out there and to answer your question on what siding, the technology is there to protect it. But there's a lot of technology dealing with skylights, decks, storage sheds, upgrading the Grade A class roofing – not only for houses but for storage sheds and buildings because all of this stuff contributes. So, we have a mandate and if you're interested, I can keep you on board with what we're doing because the retrofit, we had 20,000 homes in 2017, of that, 9,000 were in the urban area that had nothing to do with homes in the wildland urban interface. And last year, over 30,000 homes in the huge percentage was again in the urban area. So, it's a big issue and we're working on it at the State Fire Marshal's office on that, just to let you know.

Chief Gray: Thank you very much. It's an important issue and these are recognized as, we're talking about wildfire, but what we've been experiencing, and in particularly in communities like Paradise, these are urban conflagrations, much like you saw at the turn of the century. Anyone know of the history of Chelsea, Massachusetts and much like literally the construction of our Fire Station 52. That actually started in 1956-57 there as a result of an urban conflagration in San Rafael, multiple buildings were on fire and they continued to burn before they were successful. We had one fire station at the time, it was one that used to be across the street, currently under reconstruction – thank you very much San Rafael – but this can happen and this is where these fires are involved. They are building to building. Thank you

John Hanson: First of all, I'd like to say that I am very, very impressed with this list. This, I don't know exactly how you're going to do it, when, what your schedule is, or what is the agenda, how you're going to pay for it, but it's great. You know, if these things come together, this is a wonderful program. The one problem I do have, a question really, that is it looks like the majority of your public alert system is telephone based and that makes it a very critical infrastructure. And the problem that I see is that (1) landlines, well first of all, as soon as you get a major fire, power goes out, it happens usually. As soon as the power goes out, landline telephones are virtually useless because they're electronic. So, unless you have a battery back up for your telephone,

then you won't be able to use it. Cellular phones are the alternative there, and the problem with cellular is that when the power is down, roughly half the cell towers are dysfunctional because their battery backups are not maintained well. And the other ones that do have a power backup, you have about let's say about four hours. So that means that your major system for alerting the public and giving them directions, especially on a conflagration as it's happening, or even just a major fire, is somewhat compromised. Now I know that Mill Valley is putting in an alarm system, sort of like sirens, and I wonder if you're considering that as well, something like that, or something I would say at least to really put some effort into monitoring and making sure that the cellular infrastructure is up to snuff. Because even in the best of circumstances, cellular will only handle about 20% of the population. That's about it, thanks.

Chief Gray: Good comments, and thank you. Quinn and I are going to make a few responses relative to this. This is a really serious and important point of making sure that people are notified in the event of an emergency, regardless of the circumstances. You pick the scenario – we're talking about wildfire tonight, it could be something else. Just by a show of hands, does anyone in the audience still have a landline with a nonamplified phone that doesn't need to be plugged in? (A few applauded). That's great – glad to hear it! I keep one here myself, but I'll tell you what, we're a minority and becoming fewer and fewer. So, the other factor that we're relying on now is cellular technology and other means; and at this point, we're not discounting anything. We're looking closely at what others may do, what can be done by success. I think you're all familiar with the term "belt suspenders and elastic waistband". Multiple points of failure, but those cell towers were going out, Santa Rosa lost about 100 of them within the first hour of their incidents and can you rely on door-to-door knocking for your alerting? We're looking at a number of measures and I think that's the purpose of gathering both community input and working in conjunction with other agencies to see what's successful here because it's going to take a multi-pronged approach.

Quinn Gardner: I think to the point, the redundancy is really, really critical and one understanding the database, so we do ask that during any type of emergency that if you're using data on your phone, text messages, social media, etc. and not calls, just due to the bandwidth that takes. The point about the cell towers is well taken and certainly an area we are looking more into. On the siren note, and I just want to kind of clarify this, because we hear it a lot, specifically outdoor warning sirens are designed to be heard when you are outside to tell you to get inside. And so, they will not wake you up when you are sleeping. If you are indoors, they are not designed to be heard indoors, so think of them in the most traditional sense in terms of whether it's tornado warnings (probably the most common usage of them), tsunami or things like that, or some type of large physical attack. That's where historically, you go back to the "duck, cover and hold". So, there are some kind of systems around that and the Chief has even mentioned, can we even get in touch with all of the churches to ring church bells all at once. And so, we're looking into all of these creative solutions, but we don't want to create a false sense of security through sirens either, where people say "oh well there are sirens – I don't need alerts", because that couldn't be further from the truth. It is very

important that everybody gets signed up for alerts but the neighborhood connections are so essential. Knowing your neighbors and knowing that we're going to check up on each other if one of us gets an alert, we're not going to assume the other person got it – we're going to knock on doors. So all those are done and really critical and part of the ongoing and expanded outreach we want to do with this plan. So, thank you for that.

*\*at this point, it sounded like the microphone was off and speakers sounded far off, hard to interpret\**

Our plan here is an all weather radio and it will provide emergency alerts. And this particular radio, which are anywhere from \$30 to \$60, it has AAs, it has a lithium rechargeable battery, it has a \_\_\_ for recharging. There really is no excuse not to have a recharged battery. And if that fails, you can put it out in the sun, since it has a solar charge. And it works. It sounds off with an alert and if you have evacuation warnings, and power went out, you'd have this transistor radio that would give you these alerts and would give you a notification that there's a mandatory evacuation. This is just another medium that we're looking at. This particular one is made by Michelin and it's an all-hazard, NOA (national weather) system radio. There are hundreds of them and different types available online or at the store.

Next male speaker: Two points, first of all as you might hear, I'm from England, and during the second world war, sirens got through every single window and door, into the basements, people heard them everywhere, and it saved thousands and thousands if not millions of lives. Second point is, I notice in #33 that you have the CERT members and there are a lot of CERTs in Marin, and they are all stepping up because they care about safety and the communities – not just their own. And my experience is that they are completely under-utilized by the Fire Department, the Police Department, and the City. And I think this is a great opportunity to reach out beyond the way we've been doing it in the past. It's great to have a CERT look after traffic during a parade, but that's not what they're there for. They are there to take care of the safety of our communities and I encourage you to reach out to them. Thank you

Rick Taff: I live on Fifth Avenue, and I have a little story. Last year, or I guess the year before, my stepmother's house which was in Coffey Park, burned to the ground. Nothing was left and she got out with absolutely nothing. She moved back in about 5 weeks ago, had good insurance, Nationwide, if you will, but any company – they pay for everything, everything went smooth. The house was a stucco house, the second block in on Coffey Park. There were no real trees there. There were a few trees but nothing like Eucalyptus or like we have here. The fire came from the East side of the highway, it blew across an eight-lane highway, four lines each way, ignited things along the way. My brother and I felt that the rain gutters had leaves in them, and that's where the fire started. They get in the rain gutter, the leaves catch on fire, and if you've ever been in your attic in the summertime, it's 120 degrees daily up there and you wouldn't know if it's not hot outside, really. That wood is so dry, if it gets in your house that way, or gets in your house through the vents on the side, it can easily be plugged off, run.

There's no hope, that house is going to burn down. If that attic catches on fire, you are in big trouble. That's today's story.

That's a great story, thank you for sharing. It's an important story. Please we want to hear from you. The comments tonight have really been wonderful. We really appreciate it.

Rich Rustorff: I live in Rafael Highlands above Sun Valley and we are a firewise community, we just got our designation in December, it's really a great program. My question to you is, you've got 37 points, have you run into any resistance at all in your thoughts about achieving all 37 points? Along those same lines, let's say you couldn't accomplish 35 of the points, what two points do you think, Chief Gray, are the most important that you would just not let go of?

Chief Gray: So, I don't know that there are any points that we can be quick to jettison. It's a comprehensive package that works closely together. They're all interrelated in some way, and our hope is to achieve success over, and this is not just a period of months but years in the making, and this is going to be a journey working together, of really the community hand in hand, one mentioned before, a prevention partnership. And I think that some of the challenges we'll likely face are those that require coordination with our neighbors and with our other public agencies. And I'm thinking about CalTrans, I'm thinking about we met a couple of weeks ago with the Friends of China Camp. And this isn't intended to put China Camp on the spot, but you can go actively smoke using tobacco products in China Camp and walk along a trail 365 days a year right now. Now, if you ask me, that puts us at risk. And so, I think the greatest challenges are going to be ensuring that we have coordination with what's been brought up here, with the other public agencies and communities. Fires, again, don't know borders, and ensuring that CalTrans, the state of California, Marin County, and MMWD, the Friends of China Camp, and all of these other stakeholders, are helping us as a community, which includes all of the residents and business owners in ensuring that we're better prepared to face this fire emergency that will come. Not to avoid the question, but I think that's the one that's going to give us the greatest challenge, but we're up to the challenge. The council asked us to be bold and we're going to do our absolute best to carry out the mission.

Speaker in the audience: What can any of us here in this room tonight do here to help you?

Chief Gray (*then stood up, making it difficult to hear – it was muffled and there was static*): I think being here tonight and to advocate and to speak positively in an advocacy role on any of the social media outlets, please talk to your neighbors and friends in support of the plan. We hope to be back to council, the second meeting is March 18. At that time, we are going to take into account all of the excellent feedback that we've been receiving and recommend some immediate measures to the City Council and we'll see how that goes. Obviously, continued support \_\_\_\_\_ \*static\*

Another speaker in audience: I noticed in your brief summary, different dollar signs associated with \_\_\_\_\_

Chief Gray: We are in the process of doing that and refining the numbers to exactly what we believe it will cost and will prevent that from happening.

Another speaker: \_\_\_these public meetings going on?

We don't, but if we felt there was a need, and I would propose to you for a recommendation for more of these, I can just tell you, over the past year, we've been to nearly every homeowners' association, we didn't talk specifically about the 37 point plan. We've been talking about this and building up to it over the past years and we're receiving a lot of input currently. And that is something that if we feel it would be helpful to do that and host another meeting, we'll absolutely do it because I think it's good for us and good for all of you.

This group has a very good idea. Chris, can you repeat the questions please? There was a comment made to host joint meetings with the County and we'll absolutely work on that.

Quinn: On the meeting note, I would add that this is the only meeting we've done specifically in this environment, if you will, but we have met with two or three other neighborhood associations just asking them to act specifically on the plan, and a few other groups. So, easily 300-400 other people have gotten something written on this plan for outreach.

Chief Gray: The mayor intended that we conduct a meeting that met with all the neighborhood meetings

Other speaker: You know that with our retrofit program – one of the goals is common sense. You can't just go crazy and mandate over-the-top stuff, it's got to be simple and clean, good technologies and the proper testing that goes with it.

Chief Gray: And as it is fully intended, the pragmatic response to what is a very complex problem is out there. In some of those trigger points that were brought up here, you mentioned within the context of the plan here, it would be advisory maybe if you needed to upgrade your siding or your roof or something like that or you want to accelerate the roof replacement of your roof or the siding, based on newfound knowledge and protection of your home, but the general trigger points would be something you would tend to use in making an addition or doing a remodeling of your home.

Those are ordinarily triggers

Female speaker: I look forward to this getting off the paper and out there.

Chief Gray: Thank you, and me too. With that, I think we'll close, and once again, thank you all very much. We appreciate it.

Quinn: If you have comments that you wrote down, if you could turn them in up here.

I'm Sasha MacAntee from City of Mill Valley, I just wanted to let you know that the County is going to have another community fire meeting the way we did last time that Marc Levine hosted and it's going to be in early May. So, just watch for that. There will be another County meeting.

**Wildfire Action Plan Feedback : Entry # 4040****Action Item/Objective**

4- Establish structure ignition zone standards

**Feedback**

Vegetation is not the foe; in fact, vegetation can help put out a fire if it is properly managed. The mantra of clearing everything simply means the embers blow up against the house rather than being trapped by the vegetation. The issue is that we have dehydrated the soil, we have sealed it over so water cannot percolate. Most soil supports moist plants that do not catch fire. They have already learned this lesson in San Diego. We have an expert on this topic speaking on May 9th at the Bay Model; come hear what they have learned. He is now helping the US Navy @ Camp Pendleton. You will never get homeowners to agree to the vegetation plans you are advocating nor should they--bare ground simply evaporates the carbon in the soil, which means the soil does not absorb any water, which means plants do not stay hydrated without excessive efforts. make nature work FOR you and the problem will be much reduced. Laura Lovett, Marin chapter, CA Native Plant Society

- I would like to provide feedback on a second item

**Action Item/Objective**

General Comment

**Feedback**

If you request that PG&E start insulating their power lines in San Rafael when they replace them, or in certain high-hazard locations, you may do more for fire safety than all the brush clearing you can order.

**Wildfire Action Plan Feedback : Entry # 4017**

**Action Item/Objective**

General Comment

- I have a question requiring a response

**Feedback**

We had gotten a letter telling us we have to remove the bushes in front of our house. Can you (1) recommend what to plant instead of what have?

We have 2 small dogs that need to be kept in yard. (2) We are all Sensor Citizens @ this house. Is there a service that will help Sensors with this problem? (3) When we were notified of this problem - you/they didn't check the hill in the back. (4) What about the Eucliptist (?) trees on the hill down the street - who will be taking care of them?

**Name**

Wendy Springstead

**Email**

[REDACTED]



**Wildfire Action Plan Feedback : Entry # 4014****Action Item/Objective**

General Comment

**Feedback**

The proposal to remove vegetation within 5 feet of homes should be revised to be less restrictive. I have green shrubs that are well maintained and probably less combustible than my wood siding. Most homes in my neighborhood also have shrubs around them. Like vines, they are more aesthetically pleasing than bare walls. Please revise this section of the plan to allow low combustible vegetation within 5 feet of homes.

**Wildfire Action Plan Feedback : Entry # 4013****Action Item/Objective**

25- Parking Box program

**Feedback**

Parking Boxes please redo the video to explain Parking Boxes.

Telling me they are like Mill Valley and Larkspur does not tell me what you are proposing.

What do they look like?

I'll reserve comment until I see exactly what a parking box looks like.

I'll know you received this when you change the video.

**Wildfire Action Plan Feedback : Entry # 4012**

**Action Item/Objective**

General Comment

- I have a question requiring a response

**Feedback**

Wow this wildfire plan looks good in theory I have two questions:

I live on Southern Heights Boulevard at the closed bridge. The two plots of land on the west side of Southern Heights at the bridge have extremely dense, high fuel trees. We have asked the neighbor to thin them and he has refused and threatened litigation, should any on authorized trimming occur. In the land of Marin, with its high potential for vexatious lawsuits, how does the city of San Rafael intend to force fuel reduction with obstinant homeowners?

Also, the homeless issue should be first in for most. It is well known that the homeless are major fire starters, at least on San Rafael Hill. With new homeless protection laws such as the ninth circuit court ruling on Martin versus the city of Boise, how does the city of San Rafael intend to keep homeless fires down?

**Name**

Arthur Feidler

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 4007****Action Item/Objective**

General Comment

**Feedback**

-Where is the money going to come from for this plan?

-Who will additional staff be supervised by?

-Will any part of this plan be used to increase staffing on San Rafael Fire Engines?

-I heard the Fire Department is already facing budget cuts, and potentially eliminating 1 Battalion Chief position. If the city has enough money to fund this wildfire plan, then they should have money to fill the current public safety positions. The city should be focused on increasing public safety, not asking for volunteers and CERT members to go pull scotchbroom on the weekends.

**Wildfire Action Plan Feedback : Entry # 3977**

**Action Item/Objective**

General Comment

- I have a question requiring a response

**Feedback**

What is the approval process of the Action Plan? After the community feedback, what is next?

**Name**

Digne de Lenea

**Email**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3932****Action Item/Objective**

General Comment

- I have a question requiring a response

**Feedback**

One thing that stood out to me in yesterday's meeting was that the Fire Dept. was considering fire shelters at certain locations for the community. This seemed much more realistic than the 30-some recommendations such as vegetation management. Let's face it, in the event of a wildfire, it's going to be city-wide chaos, traffic snarls, abandoned cars, people will be out and about wondering what to do. Shelter-in-place won't do if you've seen the videos of buildings incinerated to the foundations. The only thing standing was the brick chimney. One gentleman mentioned air raid shelters in London during WWII, where sirens signaled people to head for the shelters underground. Wildfires moving a football field distance a minute leaves little time to find shelter. Even if you have a house and landscaping to manage you could be caught shopping or whatever; then it's shelter that you'll need. Government resources should focus on that.

**Name**

Digne

**Email**

**Wildfire Action Plan Feedback : Entry # 3921****Action Item/Objective**

2- Citywide vegetation standards

**Feedback**

I have concerns regarding vegetation that already exists. While I understand standards for new planting, many of my (elderly, limited income) neighbors have hillsides covered with the plants on the list. It's not always as simple as pulling out a shrub. Asking people to rebuild their hillsides seems excessive. As a scientist I also have concerns about the data backing up this decision. How much does/will this actually help? Asking people to make what can be drastic changes for small likelihood changes seems unwise and an over reach, not to mention costly. Seems like a misuse of resources.

**Wildfire Action Plan Feedback : Entry # 3920****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

Many homes in San Rafael have mature, week-irrigated landscaping that includes some of the “red-tagged” plants on your list. These plants are well-established and would be extremely difficult, if not impossible to remove. Not only that, but the cost to replace the offending plants with other non-offending plants would be extremely high. This doesn't even take into account the detrimental effect to the aesthetics of the neighborhood.

- I would like to provide feedback on a second item

**Action Item/Objective**

2- Citywide vegetation standards

**Feedback**

Requiring home-owners to remove vegetation around houses and structures on their property is going too far. I know we all want to protect our community, but we mustn't let our fear dictate our actions to the point of destroying well-established, well-irrigated landscaping and changing the entire aesthetic of our neighborhood - not to mention the decrease in property value. We purchased homes in this area precisely because of the gardens and the old growth plantings adjacent to all the homes. Let's put our efforts into other areas of fire protection!

**Additional feedback**

- I would like to provide feedback on additional items

**Action Item/Objective**

37- Effectively remove vegetative debris

**Feedback**

Allowing each home to have up to 5 or 6 cans of green waste would help people to maintain their healthy gardens and expedite the removal of dry, dead and potentially hazardous garden debris.

**Action Item/Objective**

General Comment

**Feedback**

Let's not let the fear of fire push us into punitive and rash choices that will potentially harm our homeowners' investments and change the very landscape of our community. There is a reason why we all choose to live here .... a variety of lush, green foliage surrounding our homes and making our neighborhoods and properties a beauty to behold. Please DON'T require us to change the very landscape we worked so hard to attain!

**Action Item/Objective**

General Comment



**Wildfire Action Plan Feedback : Entry # 3919****Action Item/Objective**

General Comment

**Feedback**

GREGORY W. POULOS

February 11, 2019

City of San Rafael

The following comments are submitted in response to the City of San Rafael's proposed "Wildfire Prevention and Protection Plan" as it is currently drafted for public comment on February 11, 2019. Given the complexity of the issues presented, this initial letter is only a partial response to the City's plan covering sections 1 through 10. Additional comments will be submitted under separate cover.

**EXECUTIVE SUMMARY OF COMMENTS:**

The plan as currently drafted is ill-conceived, overly broad, largely unnecessary and extraordinarily expensive. If implemented it would require the removal of thousands of trees and shrubs from around the homes and streets of San Rafael while raising property taxes, city fees and homeowner insurance rates. At least 22 of the 37 proposals require "additional funding sources". In addition the plan, if implement, would impose unwarranted and unnecessary burdens on home sellers including making some homes "ineligible" for resale without expensive upgrades and creation of a "Vegetation Management Plan" (VMP). Even remodeling a small portion of a home or building (even in the business district) will require creation and submission of VMP and bringing of the entire structure up to Statewide fire code standards.

Another problem with the plan is that it proposes to make every home and building subject to State laws that are specifically written only for "Wildland Urban Interface" properties. This would result in massive insurance rate increases for every home or building in San Rafael. It does not make sense to take State laws designed to apply to specific remote environments and make them wholesale applicable within a modern city.

**COMMENTS BY SECTION OF PROPOSED PLAN:**

**SECTION 2:** This section proposes to amend the City Code so that all requirements in the current Wildland-Urban Interface (WUI) provisions of the Fire Code apply to every parcel in the City. There are two obvious problems and one potentially significant "hidden" cost. First, the summary provided by the City does not tell anyone what those current standards are. Second, as noted above, it is clear that the City plans to adopt ordinance changes but hasn't said what those changes are. Before adopting an ordinance change the specific wording of the proposed change must be included in the City Council's proposal and the public given the opportunity to comment on the precise wording.

One change that is partially spelled out is that the City intends to garner more income through "additional building permit fees." The building permit fees are already extraordinary in San Rafael so adding to them will be burdensome and make San Rafael housing even less affordable. Before adopting this proposal the City must spell out exactly what the proposed fees will be and allow public comment.

Reviewing the current WUI standards in Chapter 4.12 of the San Rafael Municipal Code there are numerous provisions that should NOT be made applicable to every home in San Rafael. These include:

- a. Homeowners must maintain 100' of "defensible space" around any structure on the property including houses and sheds. Creating "defensible space" around homes in well established neighborhoods like Gerstle Park, Loch Lomond, Glenwood, Peacock Gap, Dominican, etc. would result in a massive reduction in trees and substantially change the character of the City and its neighborhoods. It would also impose a very high cost of homeowners. Tree removal by professional services can run into the thousands of dollars.
- b. The current WUI plan requires that trees be trimmed either 1/3 of the way up from the ground or 10' from the ground. This would again impose a significant cost of homeowners and change the character of the neighborhoods.
- c. Remove all "combustible vegetation" (anything that "ignites readily and burns intensely"). See comments under Section 4 (below). In summary almost every home in San Rafael would be required to change their current landscaping much of which is well established.
- d. All bamboo and juniper plants must be removed. The city has already run into problems enforcing the current requirements for

## Wildfire Action Plan Feedback : Entry # 3919

removal of juniper around homes and has even failed to remove it from city owned property. This is yet another major expense for homeowners.

e. Homeowners will be required to keep roofs and gutters free of any leaves or debris...or face fines. There is no question that regular maintenance of homes is an important part of home ownership. On the other hand we do not live in a "police state" where city patrols should be going around determining who's roof is sufficiently clean to avoid a fine. There are no specifics of how the "clean is clean" or how long after a storm or windy day the homeowners will have to address the recently fallen leaves or twigs. One potential "unintended consequence" of this and other proposed ordinance changes is that they create potential additional liability issues for homeowners. Failure to comply with a law can be "negligence per se" under California law. Thus in the event of a fire homeowners can start suing each other for failing to comply with the ordinances and they can also sue the City for failing to properly enforce its ordinances.

f. The proposal would allow the fire chief or his designee to enter private property at any time to enforce the provisions of the code and failure to comply with the code can be a misdemeanor or infraction punishable by a fine up to \$500 and / or imprisonment for up to six months. This would give expansive and unwarranted authority to an unelected official to come onto private property virtually "at will" under a threat of fine or imprisonment. As such it is highly objectionable.

g. The proposal would permit the to undertake abatement actions after "reasonable notice" and assess the homeowner for all costs plus administrative fees and put a lien on your house. There is no provision defining what is considered "reasonable notice" or what "administrative fees" would be.

There are also potentially "hidden" cost of these change (and also the changes outlined below). The most significant likely hidden cost is the increases in homeowner insurance costs resulting from having property designated as part of a Wildlife Urban Interface. This is suggested by section 23 ("Potential insurance and code compliance changes for property owners being added to the WUI. Even though the City is aware that homeowner insurance rates will rise, there has been no study done by the City (at least none disclosed to the public) regarding how much those rates will rise for the average homeowner in San Rafael. The cost of a new ordinance to the tax payers should be researched and considered before a new ordinance is adopted.

SECTION 3: This section states that "at a minimum" the city will adopt ordinance changes to incorporate and meet the standards of the California State Public Resources Code sections 4290 and 4291 and apply them citywide.

There are many problems with this proposal. The most obvious problem with this concept is that those code provisions were not written to be applied to urban areas; they are specific to mountainous areas and forest covered lands. It does not make sense to apply those State code provisions to areas of San Rafael that are, for example, in the canal or downtown business district. Adopting them wholesale is just lazy legislation. Moreover, if the ordinance is drafted so that it simply incorporates them, together with any future changes, then the citizens of San Rafael will be saddled with obligations that are not currently foreseen and we will be at the mercy of whatever lawmakers in Sacramento decide are future standards for mountain and forest lands. Are we represented by Sacramento or our own city council?

SECTION 4: This section contains what is, arguably, the most significant overreach in the plan. Section 4 outlines requirements to reduce "ember ignitions" by eliminating all vegetation that could be an ignition source from within five feet of a building. Any property that has trees, shrubs or anything growing taller than 3 inches and within five feet of a home / building must be cut down. The allowance for a variance from the Fire Chief does not save this provision. First, there is no information on what standards the Fire Chief will apply in determining whether to grant a variance. Second, there is no information provided regarding what cost the City will impose for requesting a variance. Currently the City imposes very large fees for requesting variances from the City's building codes, and any appeal beyond the City Planning Department to either the Planning Board or the City Council is prohibitively expensive running into the thousands of dollars. What similar fees are being contemplated for disagreeing with the unelected Fire Chief?

The further requirement that any variance request be accompanied by a "Vegetation Management Plan" further complicates the issue and creates significant burdens and expenses on homeowners. A quick review of the current template of a Vegetation Management Plan shows that it must be a very detailed plan listing all the types of vegetation on a property, how it is watered and maintained etc. Preparation of a proper VMP as it is currently set forth would require the services of professional landscape designers resulting in a further expense for home owners.

The City proposal also admits that this part of the plan cannot be completed with current funding levels. This is a short hand for the plan to raise property taxes. There is nothing in the City's current plan that spells out how much the City intends to add by way of a parcel tax or other revenue creation model to fund this and other provisions of the plan. Tax measures must be specifically set

**Wildfire Action Plan Feedback : Entry # 3919**

forth with adequate notice and an opportunity for public hearing.

SECTION 5: No comments at this time.

SECTION 6: This section addresses a requirement for replacement of all shake roofs by 2029. The draft plan acknowledges that there is no data on how big a problem this is in San Rafael. Common sense suggests that one ought to know if there is a "problem" before adopting ordinances to "fix" it. In addition, there is substantial overreach in the proposal to make homes with shake roofs "ineligible" for sale until the roof is replaced. Roof replacement should be addressed between the seller and buyer much as other code provisions currently are

A further objection is to the provision that would make the ordinance changes effective within 30 days of adoption. Many homes may already be in 60 – 90 day escrows or will be by the time the ordinance change is adopted (if it is). There is no provision for how these homes will be effected by the adoption of an ordinance? nance taking effect in the middle of a property sale.

SECTION 7:

This proposal states that the plan is to "increase funding sources." No comments at this time.

SECTION 8:

This proposal is for immediate seizure of flammable material from homeless encampments. As noted this proposal will require additional funding sources that are not specified. While the proposal is laudable, the lack of specificity as to the planned funding sources is problematic. Before being adopted the City must disclose it proposals for revenue sources.

SECTION 9:

This proposal is the increase City staff with a position costing \$76,000 per year (with our without pension contributions). As the summary notes, additional funding is required and must be put to a vote.

SECTION 10:

This proposal to increase funding for a temporary ranger position. As with other provisions this would require additional funding from unspecified sources. Before adoption the City must identify the sources or taxation that it intends to seek to fund this position.

SECTION 23:

This proposal is closely aligned with the proposal in Section 2 and this comment should be read to reference the comments in Section 2. As noted by the "Concerns" statement, there are "potential insurance and code compliance changes for property owners being added to the WUI." What isn't stated is that those changes will be significant cost increases in the cost of home owner insurance premiums and compliance costs. As noted above, the City should conduct a study to determine what those increased costs are likely to be.

SECTION 24:

This proposal is to make California Fire Code Section 7A applicable to any building that gets a new roof, a new window, installs a Tesla charger or remodels more than 25% of the home. Section 7A, however, includes many provisions that would require very significant costs on the homeowner such as changing roof vents and even replacing outdoor decks with fire retardant materials depending on what they are currently constructed of and whether they attach to the structure. These requirements are a regulatory overreach and would impose significant cost burdens of residents of San Rafael.

SECTION 27:

This would require the creation of Vegetation Management Plans for all home sales. See discuss in Section 4 above.

SECTION 29:

This section would require owners of short-term rentals to post as yet unknown emergency procedures and also to create Vegetation Management Plans. See comments regarding VMPs in Section 4 above.

SECTION 32:

The proposal to remove vegetation on public land that is located within 30 – 50 feet of private property is an extraordinary undertaking that will forever change the character of properties that abut City owned parks. Houses that are near every park in the City will be substantially impacted. Before adoption the City should map out exactly what vegetation it plans to remove and how the removal will effect the nature and value of neighboring parcels.

CONCLUSIONS:

San Rafael has submitted a "Wildfire Prevention and Protection Plan" for comment. The plan is ill-conceived, overly broad and extraordinarily expensive. If implemented it would require the removal of thousands of trees and shrubs from around homes and streets while increasing city staff and raising property taxes, city fees and homeowner insurance rates. At least 22 of the 37 proposals require "additional funding sources". Some homes would be "ineligible" for resale without incurring substantial costs and the plan would impose further restrictions on short-term rentals and remodels including a requirement for creation of "Vegetation

**Wildfire Action Plan Feedback : Entry # 3919**

Management Plans” and compliance with provisions of the State Fire Code that are not designed to apply in an urban environment. An example of the overreach is the proposal to require homeowners to cut down any vegetation higher than 3 inches within 5 feet of a home. Look around your home and others just in Glenwood and you’ll see how many trees will be lost. It also proposes to make parts of the California Public Resources Code and California Fire Code applicable to every home and building. Those laws currently only apply to homes in limited areas designated by the State. Imposing them on all of San Rafael would increase costs on homeowners particularly when selling or remodeling. It is illogical to apply to San Rafael the State laws specifically written for remote areas.

The potential for wildfires in areas adjacent to wildlands is a legitimate concern for city government. Reasonable planning is important but must be specifically targeted. The broad brush, overreaching and overtaxing approach of San Rafael should be rejected.

Gregory Poulos  
San Rafael, California

**Wildfire Action Plan Feedback : Entry # 3918**

**Action Item/Objective**

General Comment

- I have a question requiring a response

**Feedback**

Will there be funds to help 'pay' for this new action plan?

Like help me pay? I'm wondering how I will pay for this and how it will effect my ability to sell

Thanks

**Name**

DM

**Email**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3917****Action Item/Objective**

4- Establish structure ignition zone standards

**Feedback**

If enforced strictly this will alter the character of our neighborhood in a dreadful way. Many houses have beautiful mature plantings that are not particularly combustible. I understand that a fire would alter the character of our neighborhood in a horrible way too, but I feel this action item should be set aside in favor of many of the other suggested actions. Perhaps there is a more nuanced approach that won't decimate these beautiful old houses and their grounds.

**Wildfire Action Plan Feedback : Entry # 3916****Action Item/Objective**

General Comment

**Feedback**

I have a watered lawn, azaleas, rhododendron, dogwood and Japanese maples, clematis vines, and hedging along property lines. I have 125 year old elm trees, roses and summer flowers. None of this is a fire risk, and yet you will require that I spend tens of thousands of dollars to change my landscaping when I am only two blocks from downtown San Rafael where the chance of a wild fire is nearly zero?

**Wildfire Action Plan Feedback : Entry # 3915****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

I have a home which backs up to open space and has 10-12 Black Acacia trees which line the perimeter of the lot along the street front. One of these trees is 60'+ . To require removal of all Acacia trees would be a tremendous expense, totally expose my house to the street and undermine the stability of the very steep hillside uphill of the street which the roots from these trees holds in place. The resulting dirt slides would be significant and be an ongoing expense for the City since this area is part of the road right of way. I hope you are making a distinction between different types of Acacia trees in your proposed plan. Also, I have a shake roof which was chemically treated at the factory to be fire resistant, so that I have a what I believe is called a Type A roof. Homeowners who have gone to the extra expense of installing this special fire resistant shake roof should not be required to remove it.



**Wildfire Action Plan Feedback : Entry # 3914****Action Item/Objective**

General Comment

**Feedback**

Everyone agrees that mitigating fire risk is important in light of the recent devastation across the state. However, many of the proposals in this draft seem to put financial strain on both the City and residents. The targeting of certain plants and trees and the offer to provide "chipping" days is insulting. Would eliminating juniper, bamboo, etc done anything to decrease the fire devastation of the past few years? Where is the data? The fact is these generational fires will devastate the area whether we have juniper or not. To force residents to remove plants (many of which were part of the initial construction that was no doubt approved by the City at that time!) seems like a giant government overreach. Our money is better spent in other places.

**Wildfire Action Plan Feedback : Entry # 3913****Action Item/Objective**

10- Additional Police Rangers

**Feedback**

The most fire risk in San Rafael is the homeless encampments. That is where SR needs to spend their resources for the biggest bang for the buck. Also, the Rangers should have portable fire suppression/hose/tanks in their trucks. Not sure if they still do, but they need them. Need more Rangers. Two is clearly not enough Rangers based on the number of encampments and the resulting fires. Increase funding for Public Works so that they can collect and dump the trash/fuel the encampments create. In the old days, SR would use SQ Inmates to help with trash removal. What happened to that program?

Why aren't eucalyptus trees, the most fuel intense tree not included with junipers/bamboo/cypress/acacia? Makes no sense, you should explain reasoning here.

So the two most important items are Increase number of Rangers and include the removal of eucalyptus trees.

**Wildfire Action Plan Feedback : Entry # 3909****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

"Highly flammable vegetation will have to be removed from your property":  
I am opposed to this being grandfathered. ok for new landscaping or major landscape re-do

"Limitations on vegetation on the perimeter of your residence":  
I am opposed to this being grandfathered. ok for new landscaping or major landscape re-do

- I would like to provide feedback on a second item

**Action Item/Objective**

2- Citywide vegetation standards

**Feedback**

"Wildfire building codes will apply to all parcels":  
What does WUI stand for?

**Additional feedback**

- I would like to provide feedback on additional items

**Action Item/Objective**

General Comment

**Feedback**

I used the "How Does This Wildfire Prevention Plan Impact Me?" list to generate my feedback. It was hard to provide feedback because the category numbers in the "Action Item/Objective" box on the on-line feedback form did not correlate w/ the numbered items in the "How Does This Wildfire Prevention Plan Impact Me?" section... Didn't know which drop down # applied to my comment!

**Action Item/Objective**

28- Require 2 gates in fences

**Feedback**

"Requiring 2 gates in any fence in designated areas":  
Do not require in cases of fence repair.

**Action Item/Objective**

27- Incorporate Vegetation Plans into property sales

**Feedback**

**Wildfire Action Plan Feedback : Entry # 3909**

"Vegetation management plans required for some remodel projects and property sales or transfers":  
Eliminate trigger if roof or windows are replaced.

**Wildfire Action Plan Feedback : Entry # 3906****Action Item/Objective**

4- Establish structure ignition zone standards

**Feedback**

All of the illustrations of homes I have seen in the material are on large lots - 1/2 acre was the smallest one, and the others are on even larger lots, with no nearby neighbors. Can you provide illustrations which actually represent the majority of homes in San Rafael, ie homes on 1/4 acre lots, with homes also on 1/4 acre lots on both sides of them?

**Wildfire Action Plan Feedback : Entry # 3904****Action Item/Objective**

30- Review and expand evacuation plans

- I have a question requiring a response

**Feedback**

1. Many seniors take off their hearing aids at night and would not hear a Nixle alert by phone. What about a siren alert that can be heard neighborhood wide and is not dependent on phones? Hearing a loud siren would prompt me to check my phone for further information.

Also, alert TV stations that evacuations, etc. are happening in a certain area. Someone watching may get the message that way either for themselves or for a friend or relative that they can then check on.

What if PG&E decides to cut off electricity to an area due to high fire danger. What plans are in place to make sure that alert systems work even without electricity?

**Name**

Cynda Vyas

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

- I would like to provide feedback on a second item

**Action Item/Objective**

30- Review and expand evacuation plans

**Feedback**

Freitas Pkwy is one of the main Terra Linda feeders onto the freeway. In an evacuation, it will be jammed. If Hwy. 101 is also jammed because of others who have driven onto it in other places, it will be almost impossible to flee Terra Linda. What are backup plans for such cases? (Two years ago a fire at the Spencer Ave. exit on 101 closed 101 south. Traffic backed way up into Mill Valley. Had the fire been also in Mill Valley, people would be trapped).

**Wildfire Action Plan Feedback : Entry # 3903****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

Dear City Council. Thank you for taking the lead on this issue.

We live at [REDACTED] Terra Linda next to the open space/hill on the Sears end of Northgate mall. There was a fire in that open space in 2018 that was suppressed – thanks again!

Among the biggest complications and expense in removing flammable brush surrounding our properties on streets like this is COLLECTION and DISPOSAL of the brush material. I began removing brush last fall; I spent \$450 on three dumpsters of compressed brush and barely made a dent in what was needed. I and many of my neighbors are very capable of cutting down the brush or hiring gardeners to do so, however bundling and getting it off the hill to the street is a nightmare, and then is the expense of renting trucks and or dumpsters to get it to the waste site, disposal fees etc.

Another major hurdle is that 50% or more of the flammable brush actually sits on CITY LAND and we are not able to get permits to remove it, or they want us to obtain bonds and develop a fire plan and go through a lot of other red tape. It would be far more efficient if City crews or a City hired contractor to come on to the open space from behind the property at appointed times via the access routes – in our case the access on Nova Albion.

The city needs to do its also in this matter part if this is going to be effective. I am sure you will find someone on each block like myself ready to coordinate the effort with neighbors.

Regards

Keith Granger

**Wildfire Action Plan Feedback : Entry # 3901**

**Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

On page 4- do you really want a word "ascetics"? Perhaps you wanted "esthetics" instead.



**Wildfire Action Plan Feedback : Entry # 3899****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

My wife and I support strongly the requirement that property owners in San Rafael remove all juniper and other highly flammable plants. We urge strong enforcement of this requirement, including fines for property owners who do not comply.

**Wildfire Action Plan Feedback : Entry # 3895****Action Item/Objective**

4- Establish structure ignition zone standards

**Feedback**

I have to say, it is hard news after one has ripped out grass to promote water savings to now hear that only grass and small succulents will be acceptable. Our home itself is modern with concrete hardie board siding, which is much more fire-resistant than wood siding. To quote Home Advisor: "Fire Resistance: Hardie board siding is 90 percent sand and cement which makes it fire-resistant. Case in point, a St. Paul Minnesota house fire torched two fire trucks parked 60 feet away, but the cement board siding home next door, 50 feet away, remained unscathed."

I wonder whether exceptions will be made for cases like ours.

**Wildfire Action Plan Feedback : Entry # 3894****Action Item/Objective**

Question (please provide contact information)

- I have a question requiring a response

**Feedback**

How will the Action Plan apply to our property, which is a large currently vacant WUI property in Santa Venetia neighborhood that is technically in "unincorporated Marin County," not strictly in the City of San Rafael.

James Higgins

Property: [REDACTED]  
[REDACTED]  
[REDACTED]

P.S. We fully endorse this entire plan. Thank you for your work to date. Since purchasing our 27.8 acres in mid-2016, we have spent a hefty six-figure \$um on brush clearance, defensible space near neighbors' structures, and broom removal, and we're not yet finished because overgrowth on this parcel was neglected for many years before we came along. We have received many thanks from our neighbors.

**Name**

James & Jill Higgins

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

- I would like to provide feedback on a second item

**Action Item/Objective**

9- Additional Vegetation Management staff

**Feedback**

Item 9 mentions the "Marin County Model." what is this? If available, please provide me a link to any County description or illustration of this Model.

**Additional feedback**

- I would like to provide feedback on additional items

**Action Item/Objective**

11- Increase fire-safe landscaping education

**Wildfire Action Plan Feedback : Entry # 3894****Feedback**

Consider making brief public education videos on relevant "Prevention and Protection" topics )like how to manually open an electric garage door when power is interrupted. Perhaps videos could be produced by local students - perhaps through a "contest" process? - who may be studying video production. These videos could be tweeted, podcast, and/or emailed to neighborhood and homeowner associations' mailing lists.

James Higgins

Property: [REDACTED]  
[REDACTED]  
[REDACTED]

**Action Item/Objective**

17- Improve vegetation management plan accessibility and functionality

**Feedback**

To engage a wide variety of property owners, use lots of photos of before and after, illustrating various terrains, front, side and rear yards, types of vegetation, etc. to increase engagement of folks with varying levels of imagination.

**Action Item/Objective**

19- Reduce fuels along roadways

**Feedback**

FIVE (5) ITEMS IN THIS BOX

Item 19. - Reluctant residents should be encouraged to do this clearing (i.e. "privacy fencing") for the good of the community. It's actually a "small price to pay" to prevent loss of home and/or life.

Item 20 - (Reduce Fuels Around Critical Infrastructure): to reduce confusion of responsibility, create billboard campaign, or other public advertising. Also see suggestion for tweeted videos in Item 11 response above.

Item 30 - ("Evacuation Planning"): Promote Neighborhood and Homeowner Associations to develop actual real-time practice evacuations, especially where cul-de-sacs and narrow access roads exist.

Item 34 (page 26) - [Editing suggestion] In the "costs" section, replace the word "recuperated" (wrong word) with "recouped."

Item 37 (page 28) - "Remove Vegetative Debris" [Editing suggestion] In the "What This Means" section, replace the phrase "...discussion will help determine is..." with "discussion will help determine if..."

Pages 29 & 30 Action Plan - Consider adding the phrase "See Page \_\_\_" at the end of each Column 1 description, so that a reader can quickly refer back to it. For example: "19. Reduce Fuel Along Roadways (See page 16.)"

**Wildfire Action Plan Feedback : Entry # 3892****Action Item/Objective**

General Comment

**Feedback**

Thank you for working on such a comprehensive plan.

I have a comment regarding the upcoming presentation, Feb 11 at City Hall. I believe there is only 1 hour currently slated for review and public comments. Obviously there are many, many aspects of the plan that will impact home and land owners. I think it's fair to assume that the majority of people who may attend and have comments are homeowners concerned about the physical and financial impacts on their own homes. It's one thing to say "Remove all potentially dangerous vegetation from around the home" and quite another to tell someone they have to rip out their expensive arbor supporting a prized wisteria. Obviously, people will have concerns when best practices have personal impacts--it's human.

Since homeowner's concerns will likely be the biggest draw for this meeting, I suggest that the City focus on these aspects of the draft plan, and segregate out the other issues--staffing needs, improved department communications, goat grazing, etc. All of those "other" issues are important, but it's just way too much to cover and comment on in a 1-hour meeting.

Thanks.

**Wildfire Action Plan Feedback : Entry # 3891****Action Item/Objective**

22- Establish additional Firewise communities

- I have a question requiring a response

**Feedback**

This is a critical item in Plan. There needs to be considerably more effort to encourage people to create FW communities in the entire city. Has anyone in Terra Linda expressed an interest in doing it here? What is ideal size of a Firewise community? Terra Linda is 1300 homes. That's too big.

**Name**

Stephen Bingham

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3888****Action Item/Objective**

General Comment

- I have a question requiring a response

**Feedback**

I've quickly read through the document and am very favorably impressed by the amount of work and thought that has gone into its preparation. I live just outside the city limits in the Country Club neighborhood and I'm wondering if the Action Plan covers our neighborhood or if Marin County is preparing a similar document?

I imagine you will get a lot of pushback particularly regarding removal of highly flammable vegetation.

Re shake roofs, as these roofs represent a hazard to entire neighborhoods, it would be a benefit to all to provide financial assistance for those who can't afford to replace them with the requirement that the cost of replacing the roof should be repaid when the property is sold.

Thank you for preparing and distributing this document.

**Name**

Linda L Garb

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3883****Action Item/Objective**

37- Effectively remove vegetative debris

**Feedback**

If you look at other County plans in Northern California, (Placer, etc.) you will see they have something called a "BioBox" whereby they drop off a 7-20CuYd dumpster for 7 days, and you fill it up with vegetation. Free. It reduces pollution, reduces vegetation, helps people comply with Defensible Space, minimizes Green Waste truck pickups, etc. Also, many other cities in Northern California allow multiple Green Waste carts (up to maybe 5) for free as part of the service.



**Wildfire Action Plan Feedback : Entry # 3882**

**Action Item/Objective**

General Comment

**Feedback**

Please make sure idle cars are also eliminated. They are sitting giant gas cans. LOVE adding Acacias to list of trees.

**Wildfire Action Plan Feedback : Entry # 3881****Action Item/Objective**

2- Citywide vegetation standards

**Feedback**

Applying WUI codes citywide seems like OverKill. WUI codes are there for a reason; high-risk properties. Applying that to all of San Rafael will substantially increase costs for any type of upgrade or remodel, or even basic maintenance of structures, unnecessarily.

I would like to provide feedback on a second item

**Action Item/Objective**

19- Reduce fuels along roadways

**Feedback**

The concern with "Reduce fuels along Roadways" is that much of this effort needs to be done by the City, not property owners. Yes, there are some concerns that private property owners have become "attached" to city-owned property and vegetation (trees, bushes, etc.), but ultimately, most land along roadways and streets is owned by the city or city has easement. Unfortunately, the city has Not been proactive in maintaining the city-owned and managed "forest" and "land". There are many trees that need to be trimmed and/or removed. There is a substantial amount of roadway land that needs regular weed/brush abatement. And it is just not happening. And there certainly is not a regular maintenance plan in place.

**Additional feedback**

I would like to provide feedback on additional items

**Action Item/Objective**

24- Increase fire resistant construction techniques (7A applications)

**Feedback**

Applying WUI codes to non-WUI areas makes no sense. It substantially increases costs for owners and builders for very little reason. We have to weigh the costs against the benefits.

**Action Item/Objective**

26- Increase number of Vegetation Management Plans

**Feedback**

An unnecessary burden, for anyone contemplating upgrading their home. We already have to do this at 50%. Please leave the existing policies in place and remove this one. Let's make it easier on people, not harder.

**Action Item/Objective**

27- Incorporate Vegetation Plans into property sales

**Feedback**

**Wildfire Action Plan Feedback : Entry # 3881**

The RBR process is already complicated and burdensome. Let's leave this one out. There are plenty of other ways to get compliance through the use of already-mentioned ordinances.

**Wildfire Action Plan Feedback : Entry # 3880****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

The concern with "removing flammable vegetation" is that it has become very easy for the City to offload these responsibilities and costs to private homeowners, especially where roadway and street trees line the private property. If this is to be done, the City must be fair about removing trees that are truly on their property or their easements. Also, in the case of minor property line disputes or ownership disputes, the City needs to step up, for the sake of the community, and get the job done and budget for those costs.

**Wildfire Action Plan Feedback : Entry # 3871****Action Item/Objective**

General Comment

I have a question requiring a response

**Feedback**

Reference to the Wildfire Prevention and Protection Action Plan

I own a home in San Rafael - Northbridge (Santa Ventia) community.

There are 170 homes in Northbridge and if there was to be an evacuation due to a Wildfire (disaster) how would 170 homes (at least 2xs in cars) trying to escape ONE exit? Not to mention trying to spill over into an overloaded road (North San Pedro).

There are 2 back exits (to the Lagoon Park and Madison Street) but we cannot drive through them due to the creek and width of the path. Creating an emergency drive through would relieve the panic(?)

That scares me the most!!

Also there is no mention of clear access to natural gas turn offs at each resident(?)

**Name**

Theresa Smith

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3863**

**Action Item/Objective**

1- Eliminate highly flammable vegetation

I have a question requiring a response

**Feedback**

I have juniper that I have been wanting to get rid of since we bought our home, due to its flammability. However, it is an expensive undertaking we have not yet been able to afford. Will there be a tax break or something available to offset the costs?

**Name**

Kelly Franklin

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3858****Action Item/Objective**

General Comment

**Feedback**

#1 eliminating highly flammable - please include verbiage that requires a replanting requirement for every tree removed.

#4 Ignition zone standards are WAY too restrictive.

#9 = waste of taxpayer dollars - use dollars for #9 to go to #10 police ranger staffing

#14 - do not make fire roads wider - will require cutting down more trees

#28 - gates = gov't overstepping

#32 adding fuel interruptions zones = again cutting down more trees!

Please be very cognizant that San Rafael is celebrating over 36 years as a Tree City, and many residents find value in maintaining the trees that surround us. Having multiple tree removal ordinances will make many citizens irate, and create a PR nightmare. If a tree must be removed, please have a retirement that another less flammable one be planted in its place.

**Wildfire Action Plan Feedback : Entry # 3857****Action Item/Objective**

General Comment

**Feedback**

Dear colleagues-

Thanks so much for all your excellent work on this. I may have missed this in reviewing the draft plan but it appears that the vegetation management plan does not address the undesired effects of increasing moisture evaporation from soil which will reduce resilience to drought and the ability of soil to sequester carbon. In addition, removing vegetation can increase the flow of flood waters. It seems we want to be sure to avoid maladaptation approaches that inadvertently cause other problems. One solution might be to add to the vegetation management plan- not just removal of flammable vegetation but the planting of non-flammable or less flammable, fire adapted, and water- as well as biodiversity- beneficial plants (e.g., deep rooted perennial grasses).

Thanks so much-

Ellie Cohen

San Anselmo Sustainability Commission





**Wildfire Action Plan Feedback : Entry # 3855****Action Item/Objective**

4- Establish structure ignition zone standards

I have a question requiring a response

**Feedback**

The potential restrictions on vegetation within 3 feet of the structure and near or beneath doors, windows, decks, and stairs is likely to meet with strong resistance due to aesthetic preferences and architectural/landscape traditions. What is the relative value of this restriction relative to other options? Does living vegetation provide a threat, or is it actually an inhibitor (i.e., a source of moisture) that could impede fire spread?

**Name**

Elizabeth Ridley

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3854****Action Item/Objective**

General Comment

**Feedback**

I support all efforts. Additionally, cars need to park in such a way that emergency vehicles can pass through at any time of day or night. I live at the top of West St and sometimes I can hardly get my car up the hill, let alone an emergency vehicle.

**Wildfire Action Plan Feedback : Entry # 3852****Action Item/Objective**

General Comment

**Feedback**

The plan only addresses one police ranger to patrol open spaces, but does not address the general low police staffing level in the city. During a fire, the fire department focuses on fighting the fire. It is up to the police to conduct evacuations, road blocks, and ensure general safety. The current police staffing levels are far too low to be able to effectively evacuate residents. See the video footage on YouTube of Santa Rosa officers and Sonoma County deputies during the Santa Rosa fire as a reference point.

Additionally, as long as the city encourages a high homeless population there will be an increase in fire hazard due to encampments.

**Wildfire Action Plan Feedback : Entry # 3851****Action Item/Objective**

General Comment

I have a question requiring a response

**Feedback**

What consideration is being given to the importance of vegetation for the positive air quality in Marin and also for preventing hillside soil erosion.? As we severely cut back specific vegetation in San Rafael, what plans are there for replacement vegetation and for helping both the city and also home owners to provide suitable replacements.? Aside from the immediate local issues issues from reduced vegetation, there is the wider spread impact on increasing global warming. How is that entering into the equation?

I also have some more specific questions about types of vegetation : What is the evidence about relative flammability of bamboo and acacia vs other vegetation?. I do not recall hearing anything about either of these being involved in any of the recent fires .

**Name**

Geri allpert

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3849****Action Item/Objective**

31- Hazardous vegetation study

I have a question requiring a response

**Feedback**

We live at [REDACTED] One day last year, in mid-November, we felt a startlingly warm/almost hot breeze/wind coming directly down our street from the west. At varying distances, 3-5 blocks directly to our west, there are untended, vegetation-covered hillsides that were, in mid-November, extremely dry/flammable. These open-spaces are owned both by residents and, I think, the City of San Rafael. How will they be managed to reduce their fire risk ? Thank you for considering my concern.

**Name**

Trout Black

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3848****Action Item/Objective**

13- Improve public alerting capabilities

**Feedback**

If all of this can be done it would be amazing.

Messaging folks of imminent danger is critical especially with the aging population. While I leave my phone on overnight for Nixle purposes, most don't. I seriously think sirens should be considered in hand with Nixle and other electronic methods. It's old fashioned but effective.

Thank you.

**Wildfire Action Plan Feedback : Entry # 3847**

**Action Item/Objective**

General Comment

**Feedback**

I suggest further development of sections regarding local forest management and thinning.

Also, I suggest investigation into large-scale rain harvesting and storage for irrigation use late in the year when vegetation is dry.

**Wildfire Action Plan Feedback : Entry # 3846****Action Item/Objective**

34- Use abatement to reduce hazardous fuels

I have a question requiring a response

**Feedback**

I addressed the Council regarding Objective #34. I requested that you delete the word "unimproved" lots. This should enable you to obtain grants to assist seniors to reduce hazardous fuels. This segment of our community is disproportionately unable to comply with the expense of removing hazardous fuels and deserves financial assistance. The objective of working with seniors will find a receptive response from grantors.

**Name**

Albert Barr

**Email**

[REDACTED]

**Phone Number**

[REDACTED]



**Wildfire Action Plan Feedback : Entry # 3843****Action Item/Objective**

1- Eliminate highly flammable vegetation

I have a question requiring a response

**Feedback**

I am a resident of Lincoln/San Rafael Hill. I am grateful for the plans outline of ways to address fire danger. However, I'm very concerned about the large quantity of downed/dead trees and brush on the south and west sides of the hill, along a walking path between the water tank at the top of Chula Vista Drive and the water tank southwest of the highest small paved portion of Rober Dollar Drive. Who will clear this area? What part of the Plan covers this area?

**Name**

Judith Pomeroy

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

I would like to provide feedback on a second item

**Action Item/Objective**

30- Review and expand evacuation plans

**Feedback**

I would like to have more detail and advice about evacuation from my neighborhood- the northeast portion of Lincoln Hill. There are many houses and few exit roads. Thank you for your work!

**Wildfire Action Plan Feedback : Entry # 3842****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

this ordinance should also require the City not just property owners and/or HOAs. We spent hundreds of thousands to remove all the junipers and had to replace with new landscaping.

San Rafael never removed the juniper in the middle of Freitas Pkwy at our HOA near open space! And other places.

We were also required AND COMPLIED for a 100 feet defensible space around our property - including Open Space adjacent to the property. Spent over \$100,000 on that. We now have a special assessment coming.

I would like to provide feedback on a second item

**Action Item/Objective**

13- Improve public alerting capabilities

**Feedback**

1. please remember not everyone has a smart phone and can receive "texting"!
2. We need Fiber Optics in San Rafael!!! It's not impacted by infrastructure damage.

**Additional feedback**

I would like to provide feedback on additional items

**Action Item/Objective**

General Comment

**Feedback**

1. PG&E is bankrupt and cannot be counted on to give any grants!
2. MMWD passes the buck and is unresponsive!
3. The City needs to re-paint red curbs at the end of Freitas, at the entrance of open space trails! Cars always park illegally because they can't see the red curbs.
4. Fire roads and Open Space maintenance is neglected in many areas!

**Action Item/Objective**

15- Expand goat grazing

**Feedback**

Best idea ever!!!

**Action Item/Objective**

32- Additional fuel interruption zones

**Feedback**

**Wildfire Action Plan Feedback : Entry # 3842**

How come San Rafael is only required 30-50 feet of interruption zones?? HOA and property owners are required 100 feet!

**Wildfire Action Plan Feedback : Entry # 3841****Action Item/Objective**

General Comment

**Feedback**

Utilizing the resources of the fire dept to generate burn piles and do controlled burns is the best use of money. It is not necessary to outsource fuel reduction since we as tax payers spend a lot on putting out fires, why not use the fire dept during the winter months to start fires eliminating the fuel load. This is how native Americans regenerated their environment. If the Fire Union doesn't like it then the city council should insist otherwise it is their fault the town burns. The fire dept doesn't need a gym in the new public safety building they have hills to clear and burn. Same goes for the BAAQMD. You can breathe smoke during the winter or you can breathe smoke when the shit hits the fan. How about some leadership and less outreach and ass covering? Just do it, cut down the eucalyptus first and move up the hill and get moving. Now!

**Wildfire Action Plan Feedback : Entry # 3840****Action Item/Objective**

General Comment

**Feedback**

I read the entire document and found it thoughtful and thorough. One comment I have is that, though a great deal of thought is evident in the draft, in the end it will only be as good as the follow-through. On my block alone, there are 4-6 houses where maintenance does not seem to be a priority. One house has been un-lived in for over a year, with vegetation gone wild--along with dried wood fencing, damaged venting, and massive cypress trees no more than 30 ft. from another, well-maintained home. These sorts of things need to be paid attention to when performing visual inspections. Finally, beware the municipality trap--reducing enforcement to fines and mandatory regulations (the my way or the highway syndrome). I would remind all that we are in this together, and that the 'partner' approach is always the best approach. Thank you.

P.S. Thought should be put towards elderly people, who for any number of reasons, cannot maintain their properties. Special outreach and services need to be provided in such cases.

**Wildfire Action Plan Feedback : Entry # 3839**

**Action Item/Objective**

General Comment

I have a question requiring a response

**Feedback**

- Which of these points would have the greatest impact on protecting our city from wildfires?
- Which point would be the easiest to achieve?
- Which point would be the least expensive to achieve?
- Which point(s) would have the greatest "bang for the buck"?
- Which points are one-time projects and which points are on-going?
- What points MUST be done immediately and what points can wait?
- What is the current greatest vulnerability or threat to our protection?
- What part(s) of the city are most likely to be involved in the next wildfire?
- What does the government have to do and what do property owners have to do?

**Name**

Rich Rusdorf

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3838****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

It amazes me that San Rafael chooses vegetation common in many yards such as bamboo but refuses to add Eucalyptus to the list. My guess would be that it is easier to penalize home owners than take care of actual land management in the open spaces that border our neighborhoods and city.

Typical over regulation and more cost to homeowners. Why make it the city's problem when we can make it the residents.

**Wildfire Action Plan Feedback : Entry # 3837****Action Item/Objective**

34- Use abatement to reduce hazardous fuels

**Feedback**

during the last round of concerns, there was not real neighborhood inspection and encouragement, much less forced abatement of bamboo, for example. one of our neighbors has more than 100' of 3-4' thick bamboo along the street. this endangers our houses, plus may block one of our exit routes. This new program must force this type of danger to be cleaned up; especially when some neighbors may comply voluntarily, but still be in danger from non-complying nearby neighbors.



**Wildfire Action Plan Feedback : Entry # 3836**

**Action Item/Objective**

General Comment

I have a question requiring a response

**Feedback**

8 - Removal of encampments.

Expand homeless shelter availability to offset Martin v. Boise 9th Cir. dictum.

**Name**

Bill Hale

**Email**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3835****Action Item/Objective**

General Comment

**Feedback**

My main question after reading this action plan is what are firefighters doing when not responding to an emergency? It appears this 'crisis' is being used to expand bureaucracy and city costs when it may already have the resources to implement many of the suggestions. Although it may be below pay grade or against union rules, is there a way to use employees more flexibly?

Other specific comments:

Eucalyptus and Acacia trees can be eliminated and broom better kept in check. These are alien species so there is also an environmental benefit to removal. Creating a 6 ft space between all city trees in the canopy is unfeasible and will decimate the character of tree city USA. San Rafael seems to be in a favorable position of having coastal humidity and wildlands without extensive fir and pine stands. Of course it can always be safer but this plan lacks common sense and ignores good science by escalating WUI definitions to encompass all of San Rafael to a high hazard. The State Fire Marshall has WUI definitions and resulting levels of fire resistant construction for all areas of the state- these definitions should be followed and inform decisions. How can authors of this plan have better knowledge and resources than the State Fire Marshall? One fire resistant construction standard does not fit all areas of San Rafael. Peacock Gap is cooler and more humid than Terra Linda, and Central San Rafael falls in between.

Increasing fire resistant requirements for both new and existing homes makes housing less affordable. The remodel thresholds that trigger expensive fire resistant measures will result in un-permitted construction possibly increasing fire danger to occupants. Again, use common sense - fire resistant roofing is easy to incorporate on new homes and when reroofing. Requiring fire sprinklers has a greater cost impact and is difficult to retrofit an existing structure. Requiring fire resistant material upgrades for installing solar roof panels or Tesla roofing will discourage energy saving reduction in greenhouse gases, counter productive if you consider climate change as contributing to increased fire danger.

Homeless encampments pose the greatest danger and have caused all wildfires in recent memory. The city should enforce no camping period. The city is going to monitor cooking and camping- what about smoking?

**Wildfire Action Plan Feedback : Entry # 3834**

**Action Item/Objective**

15- Expand goat grazing

**Feedback**

More goats less fuel. Go with the goats.

L

**Wildfire Action Plan Feedback : Entry # 3833**

**Action Item/Objective**

General Comment

**Feedback**

Great plan. Lets make it happen.

**Wildfire Action Plan Feedback : Entry # 3832****Action Item/Objective**

General Comment

**Feedback**

Thank you for your efforts to reduce wildfire risk.

I have lived on Nye St for 20 years. In this time, I have experienced one mandatory evacuation, and 3 voluntary evacuations due to wildfires in Boyd Park. Every one of these fires was started in a homeless encampment in Boyd Park.

Please address the homeless issue in Boyd Park to minimize wildfire risk.

We appreciate all you do for our wonderful city!

Katherine

**Wildfire Action Plan Feedback : Entry # 3831**

**Action Item/Objective**

General Comment

**Feedback**

Put the electricity cables underground.

**Wildfire Action Plan Feedback : Entry # 3830**

**Action Item/Objective**

General Comment

**Feedback**

**Wildfire Action Plan Feedback : Entry # 3830**

But of course when looking at trees and vegetation that is highly combustable, and puts San Rafael and properties within the city limits at risk we're not talking about clearing open spaces. We should however be applying strict city wide regulatory oversight to properties within the city limits in our densely built hillside residential areas.

Marin County should be applying strict County-wide regulatory oversight to cut cull and thin combustable vegetation creating a fire break in transitional areas between open space heavily built hillside residential areas within the city at large.

I've poured over the plan, I see the additional vegetation that has been tagged as combustable, but that can't be the entirety of the list!

Eucalyptus trees are a non-native species, and have previously been the subject of eradication measures. I don't know which varieties of Pines are native, but this is another species of tree whose oil content makes them highly combustable and should be subject to removal within city limits as well...

NIMBY's who value the combustable trees and vegetation on their "private" lots in heavily populated hillsides within the city limits, and in transitional areas between open space and neighborhoods put the rest of us and our homes at greater risk of fire!

We have a collective responsibility as a city to do what's necessary to protect our collective future!

The City of San Rafael can lead, we need heavy fines for property owners who obstruct fire resistant improvement within city limits!

There should be laws against Nurseries selling combustable species!

We need to get our fiscal priorities straight to reduce our fire risk, and prevent the kind of catastrophic property losses we've seen in Sonoma and Napa Counties recently!

We need our City fathers and representatives to take this seriously and enact bold regulatory changes and take action.

"Smart" is nice as long as we have intact properties and neighborhoods to reside in and commute from, but leaving our residential communities vulnerable to fire is not smart!

We need to fund a citywide / county wide line item budget expenditure, and funding from our existing exorbitant State and City property taxes for;

Citywide and countywide removal memorandums, zoning regulations, the inclusion of regulatory measures in the planning department for mandatory cutting and culling of All Combustable Vegetation from our densely populated hillsides and city parks in the city boundaries, and a wide transitional fire break culled and cleared of combustable vegetation between open space and neighborhoods!

Strict regulatory oversight and enforcement of power lines in the heavily populated hillsides within city limits!

Enforcement of strict loitering laws, that prohibit unlawful camping in city parks, and transitional fire breaks between county open space and residential communities, to reduce camping in our public spaces adjacent to heavily wooded residential hillside communities that are at increased fire risk illegal and enforceable, in conjunction with the aid agencies for the homeless to pull them toward service centers where their basic needs for shelter, warmth, food can be met.

I'd gladly see the tree cover on our densely populated hillsides culled and thinned to improve the land and make room for native non-combustable species within the city limits, and in transitional areas between open space and residential communities.

Get to getting people, our collective future, and the value of our properties depends on it!



**Wildfire Action Plan Feedback : Entry # 3829**

**Action Item/Objective**

General Comment

**Feedback**

I support making our town safe from fire. Yes, it will be costly, but the cost of a fire is worse (an becoming a more likely scenario). Let's do it asap.

Sincerely,

Chris Johnson



San Rafael

**Wildfire Action Plan Feedback : Entry # 3828****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

As a homeowner, I have several large trees that would have to be removed under this plan, they are FAR TOO BIG for a chipper program, but need professional arborists to bring down. A grant towards the cost of removing such trees should be added. They will cost thousands of dollars to remove!

**Wildfire Action Plan Feedback : Entry # 3827****Action Item/Objective**

General Comment

**Feedback**

VMP should include a requirement that no property (commercial or residential) can be listed for sale or rental or advertised for sale or rental or have a sign posted that it is for sale or for rent without a VMP and that no real estate commission or fee can be paid to an agent or representative on a property that is sold or rented without a VMP in place and implemented.

**Wildfire Action Plan Feedback : Entry # 3826****Action Item/Objective**

General Comment

**Feedback**

Untended and under-watered properties has troubled me since purchasing my home in Gerstle Park nearly six years ago. This densely populated neighborhood is filled with owner-occupied and rental properties where vegetation is completely ignored. Especially troublesome are the properties that receive no irrigation during our long dry months. Our lots are not large, but negligent owners and landlords are not concerned with water conservation, just water bills.

The City's Action Plan should include aggressive identification and fines, possibly linked to property taxes, to address irresponsible owners.

Lucinda Callaway



**Wildfire Action Plan Feedback : Entry # 3825****Action Item/Objective**

25- Parking Box program

**Feedback**

Because of this, new building must allow for more on-site parking. No more converting garages into residential space.

I would like to provide feedback on a second item

**Action Item/Objective**

31- Hazardous vegetation study

**Feedback**

#1 & #31: need to emphasize eucalyptus on private property and its removal.

**Additional feedback**

I would like to provide feedback on additional items

**Action Item/Objective**

General Comment

**Feedback**

This is long over due. I fear fire possibility above all other disasters. We need to remember the Mill Valley fire of 1929.

**Action Item/Objective**

General Comment

**Action Item/Objective**

General Comment

**Wildfire Action Plan Feedback : Entry # 3824**

**Action Item/Objective**

General Comment

**Feedback**

Thank you for this comprehensive plan which I enthusiastically support.

**Wildfire Action Plan Feedback : Entry # 3821**

**Action Item/Objective**

General Comment

I have a question requiring a response

**Feedback**

Please contact me when there's something I can take action on, including numbers to call or reaching out to landlord to update him. Very interested in prevention

**Name**

Whitney Cameron

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3819****Action Item/Objective**

General Comment

**Feedback**

This is GREAT!! It's probably not perfect and improvements or refinements will no doubt be made, but if ever there was a situation where you should not let "the perfect be the enemy of the good", this is it. San Rafael is leading the way for Marin and the whole Bay Area. Hat's off to San Rafael!!



**Wildfire Action Plan Feedback : Entry # 3817**

**Action Item/Objective**

1- Eliminate highly flammable vegetation

I have a question requiring a response

**Feedback**

I did not see mention of Eucalyptus trees in list of flammable vegetation. These fast growing non-native trees are highly flammable and often close to homes. Can you add them to the list and enforce a set back from residential structures similar to juniper?

**Name**

Kevin

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3814****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

Each mitigation in the plan should comprehensively consider the issue.

For example, Marin plant nurseries/Home Depot is still selling pyrophilic vegetation for landscaping.

Marin Art & Garden may have a valuable role to play as well as the Native Plant Society and environmental groups.

Carrots (and honey) should be implemented before sticks (and vinegar): incentivize by working with insurance companies as well.

**Wildfire Action Plan Feedback : Entry # 3812**

**Action Item/Objective**

8- Seize ignitions sources at encampments and remove encampments as quickly as possible

**Feedback**

One of the greatest risks are the homeless living in our hills.  
We need to support our code enforcement efforts to move/remove them.

**Wildfire Action Plan Feedback : Entry # 3811****Action Item/Objective**

General Comment

**Feedback**

I enthusiastically support the Plan with a few caveats. Unless I issued it, seniors on fixed incomes and others of limited means are not given any consideration - compliance might impose an unmanageable burden on them. As to open space, I see campers with their backpacks entering the Gerstle Park Open Space all the time from where I live. You hear them at night. Consider mounting motion activated security cameras in strategic places so you can identify scofflaws. Inevitably these "campers" will start a fire that will race up the hill and burn down all the houses on the Kentfield Ridge, and that's largely avoidable. Finally, cutting down bamboo and acacia is nice, but unless you dig out all the roots, these evil plants will simply grow back - I see lots of both growing now where the fire department had the property owners cut it all down. Otherwise, you have my wholehearted support for the Plan.

**Wildfire Action Plan Feedback : Entry # 3810****Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

29 Bellevue Avenue San Rafael

Why are Eucalyptus Trees not on the list for removal. These were fire bombs in the Oakland Hills dire and they continue to be overlooked or protected. I have asked the San Rafael Fire Department to remove them and they have declined to do so. What will it take to get these highly flammable trees removed>

**Wildfire Action Plan Feedback : Entry # 3805**

**Action Item/Objective**

17- Improve vegetation management plan accessibility and functionality

I have a question requiring a response

**Feedback**

Does the Hillside Ordinance requirement of 60% natural state min. area of natural landscaping conflicts with Wildfire P&PAP goal of increasing disturbed landscape (firebreak areas, thinning trees, fire-resistant planting, etc.) areas?

**Name**

Digne de Lenea

**Email**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3804****Action Item/Objective**

General Comment

**Feedback**

- 1) Slide 29, fire road, is not really a fire break as the trees arch over the road.
- 2) Most garage doors can be disengaged from the drive and opened manually. Battery backup is expensive and batteries do not last forever.
- 3) It seems to me that the insurance companies should be involved. They could have rate adjustments for wood roofs, many trees, etc. that could make homeowners more aware of their responsibilities.

**Wildfire Action Plan Feedback : Entry # 3803****Action Item/Objective**

General Comment

**Feedback**

It seems like there's a lot of good ideas. My concerns are that there's going to be a lot of increased taxes to pay for a lot of 'studies' and other things that might be helpful but in reality may not be the best use of funds. I think money is best spent on actual prevention which includes vegetation management, working with property owners to protect structures and to make sure infrastructure is maintained. I like the parking box idea for narrow roads, and I would like to see much more maintenance of open space (in some cases open space hasn't been maintained in years!).

I think is incredibly important for San Rafael - I would just like to see money spent on more concrete steps and less studies and assessments.



**Wildfire Action Plan Feedback : Entry # 3790****Action Item/Objective**

General Comment

**Feedback**

You are correct to address encampments. Also there are a few drug production houses around the city where they sell weed and make hash oil and meth. The processes for making hash oil and meth are flammable and explosive. The police dept needs funding to address the problem with various drug houses. I live next to one in the dominican area that has had two successive tenants doing this since 2012. The police department seems unable to do anything. People who run drug houses should be fined and the money used to improve the city.

**Wildfire Action Plan Feedback : Entry # 3789****Action Item/Objective**

General Comment

**Feedback**

1. I am trying to understand the "zone" which you haven't defined. If this means the bush in front of my front porch has to go (it isn't clear if "under" means next to or in front of), it would be helpful to have some ideas of what can go there. Can people leave bulbs like irises or tulips even though they're not "succulents"? Is San Rafael going to start looking like San Quentin?
2. San Rafael already limits fence height so the deer eat everything. If there isn't going to be any vegetation, it would be nice to be able to have a deer fence (so we could have a rose bush) & to outline the safe materials for a fence. Seems to me that golf courses did not burn because they are watered. They certainly have trees, but the trees are watered and didn't burn.
3. I cannot get tree people or pg&e to trim tree branches out of comcast wires. People say comcast is just as bad. It would be good to have someone go around the city and trim trees away from wires to keep streets passable. People just take advantage of me. I pay them and then find they only do half of what they say. The last one said he was afraid to trim around the wires.

Thank you.

**Wildfire Action Plan Feedback : Entry # 3773****Action Item/Objective**

21- Improve staff communication ability (WPS, GETS, etc.)

**Feedback**

I'd like to consider sirens as alerts. They are used in tsunami zones. I often sleep through alerts on my phone. Sometimes I charge the phone in another room and don't hear it. Sirens can be heard by everyone. Once alerted we can then turn on our phones for more info.

I would like to provide feedback on a second item

**Action Item/Objective**

19- Reduce fuels along roadways

**Feedback**

In Terra Linda I am amazed by the amount of vegetation that is growing through the telephone wires that line our streets. It seems that it will be very easy for branches and limbs to fall onto the wires causing damage and possible fires. Inspections need to take place and these hazards need to be removed.

**Wildfire Action Plan Feedback : Entry # 3771****Action Item/Objective**

General Comment

**Feedback**

██████████ It would seem to me that this issue should have been addressed all along , that being said, better late than never. The draft seems quite complete. I think that the education, chipper and outreach part is the best approach followed by stricter enforcement. In addition I think eucalyptus should be added to your list of banned trees as well as standing dead trees.  
Thank you, R Stewart

**Wildfire Action Plan Feedback : Entry # 3764**

**Action Item/Objective**

15- Expand goat grazing

I have a question requiring a response

**Feedback**

Could the goats be scheduled to come munch everything after the wildflowers go to seed, so we will still have wildflowers? I think the goats were a fantastic idea, and feel much safer in my "wui" home because of them.

**Name**

Jan Slavid

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3762**

**Action Item/Objective**

1- Eliminate highly flammable vegetation

**Feedback**

This will be a lot of work for a good number of owners in the area, including needing to replant areas that just got ripped out.

**Wildfire Action Plan Feedback : Entry # 3761****Action Item/Objective**

15- Expand goat grazing

I have a question requiring a response

**Feedback**

I live on open space at [REDACTED] Every year I am concerned about the grass growing on the open space behind me. I keep a defensive area maintained on my property through out the year but I'm concerned about the the tall grass growing during the spring months. We've had sheep and goats for the last few years and I hope they will be brought back. The last time they were behind us, they were not allowed to stay long enough to do and adequate job of clearing the open space. Hopefully they will be brought back this year but allowed to graze longer. Also last year, they were brought in to early and as a consequence the grass grew back after they left. Please help us help you in maintaining our beautiful area.

**Name**

Donald Watson

**Email**

[REDACTED]

**Phone Number**

[REDACTED]

**Wildfire Action Plan Feedback : Entry # 3754****Action Item/Objective**

General Comment

**Feedback**

YES YES YES to the entire report. I agreed with literally every single recommendation. Very thorough - well done!! Especially the parts about overgrown roadways , goats, year-round management -- all of it. I hope San Rafael can make this one of the top 5 priorities for 2019.



**Wildfire Action Plan Feedback : Entry # 3753****Action Item/Objective**

3- Adopt PRC 4209 & 4291

**Feedback**

Yes to ordinance changes please!!! There are no teeth in the current process. SRFD is way too lenient now ("it's too expensive for them to clear all that.... she's sick and can't find anyone to do it") when this is a true public health and safety issue. If a property owner or landowner cannot afford or won't clear their property, San Rafael should do it and put a lien or other charge against the land. This is how it is done in other municipalities in California.

**Wildfire Action Plan Feedback : Entry # 3752****Action Item/Objective**

9- Additional Vegetation Management staff

**Feedback**

There is high turnover in the vegetation management position.. it's a single position and the person always seems overwhelmed. I also don't understand why this position is in the fire department instead of public works -- though I do understand there is an enforcement component. Maybe a headcount in each area with the fire department person writing citations and doing inspections if property owners ignore orders from DPW.

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING THE WILDFIRE PREVENTION AND PROTECTION ACTION PLAN**

**WHEREAS**, on August 20, 2018, at their regularly scheduling meeting, the San Rafael City Council received an informational report entitled “Update” Regarding Ongoing City Efforts to Prevent and Prepare for Wildfires,” which outlined the City of San Rafael’s then-current efforts regarding wildfire prevention; and

**WHEREAS**, at the August 20, 2018 meeting, the San Rafael City Council directed staff to prepare a documented action plan that outlines goals, objectives, and strategies relating to wildfire prevention; and

**WHEREAS**, on January 22, 2019, City staff presented to the City Council a draft action plan, entitled “Wildfire Prevention and Protection Action Plan,” outlining goals, objectives, and strategies relating to wildfire prevention; and

**WHEREAS**, on January 22, 2019, City staff received feedback from the San Rafael City Council and from members of the public, and integrated their feedback by revising the draft Wildfire Prevention and Protection Action Plan; and

**WHEREAS**, since the January 22, 2019 City Council meeting, City staff has solicited feedback from residents and stakeholders relating to the draft Wildfire Prevention and Protection Action Plan through various community engagement initiatives, including the use of official City social media and digital engagement via the City of San Rafael’s official website; and

**WHEREAS**, at its regularly scheduled meeting on March 18, 2019, the City Council considered and received public comment on City staff’s final draft of the Wildfire Prevention and Protection Action Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the Wildfire Prevention and Protection Action Plan, incorporated herein by reference, is hereby approved as a framework for wildfire mitigation, prevention, and protection by the San Rafael City Council.

**BE IT FURTHER RESOLVED** that any amendments to the Wildfire Prevention and Protection Action Plan as deemed necessary by the City Manager or his or her designee from time-to-time shall require an amendment to this resolution by City Council action.

**I, LINDSAY LARA**, City Clerk of the City of San Rafael, hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council on the 18<sup>th</sup> day of March 2019, by the following vote to wit:

**AYES: Councilmembers:**

**NOES: Councilmembers:**

**ABSENT: Councilmembers:**

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Lindsay Lara, City Clerk