



AGENDA

CORTE MADERA TOWN COUNCIL
AND SANITARY DISTRICT NO. 2 BOARD
TOWN HALL COUNCIL CHAMBERS
300 TAMALPAIS DRIVE
TUESDAY, JULY 19, 2016
7:00 P.M.

7:00pm - CLOSED SESSION

I. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (One potential case)

1. 7:30pm: OPEN SESSION

I. CALL TO ORDER, ROLL CALL AND SALUTE TO THE FLAG

II. REPORT OUT OF CLOSED SESSION

2. OPEN TIME FOR PUBLIC DISCUSSION

Please confine your comments during this portion of the agenda to matters not already on this agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Mayor or the Presiding Officer.

The public will be given an opportunity to speak on each agenda item at the time it is called. The Council may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Council, no further comment from the public will be permitted unless authorized by the Mayor or the council and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Council or as otherwise limited by order of the Mayor or Council.

3. PRESENTATIONS

- 3.I. Presentation Of Letter From Vice President Joseph Biden Congratulating The Town Of Corte Madera On The Occasion Of Its Centennial Celebration
(Corte Madera resident Rhett Krawitt, age 8, will present the letter to the Town of Corte Madera and read it into the record)
- 3.II. Presentation Of Video From Congressman Jared Huffman Congratulating The Town Of Corte Madera On The Occasion Of Its Centennial Celebration

4. TOWN MANAGER AND COUNCIL REPORTS

- Town Manager Report
- Council Reports

5. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Town Council, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Mayor and Town Council.

- 5.I. Waive Further Reading And Authorize Introduction And/Or Adoption Of Ordinances And Resolutions By Title Only

This item contains standard language authorizing Town Council to introduce and/or adopt Resolutions and Ordinances by Title only and waive further reading.

- 5.II. Consideration And Possible Action To Adopt Resolution 25/2016 Approving A Complete Streets Policy, In Accordance With Requirements From The Metropolitan Transportation Commission (MTC)
(Report from Nisha Patel, Senior Civil Engineer)

Documents:

[5.II COMPLETE STREETS POLICY STAFF REPORT AND ATTACHMENTS.PDF](#)

- 5.III. Adopt Resolution 26/2016 To Award A Contract And Authorize Expenditures For Mariner Cove And Marina Village Storm Drainage Improvements Project No. 15-001
(Report from Kelly Crowe, Associate Civil Engineer)

Documents:

[5.III AWARD OF CONTRACT STORM DRAIN IMPROVEMENTS.PDF](#)

- 5.IV. Approve Voting Delegate For League Of California Cities Annual Conference
(Report from Rebecca Vaughn, Town Clerk)

Documents:

[5.IV APPOINT LEAGUE OF CITIES VOTING DELEGATE.PDF](#)

- 5.V. Adopt Resolution No. 27/2016 Endorsing The Twin Cities Girls Softball League And Allowing Temporary Signs In The Public Right-Of-Way From October 12, 2016 To November 25, 2016 Advertising Registration For The League And Determining That The Project Is Exempt From The California Environmental Quality Act (CEQA) Pursuant To CEQA Guidelines 15061(B)(3)
(Report from Douglas Bush, Associate Planner)

Documents:

- 5.VI. Approve Warrants And Payroll For The Period 6/15/16 Through 6/28/16:
Warrant Check Numbers 213865 through 213940, Payroll Check Numbers 5229 through 5243, Payroll Direct Deposit Numbers 29711 through 29846, Payroll Wire Transfer Numbers 2022 through 2029, and Wire Transfer of 6/27/16.

(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)

Documents:

[5.VI PAYROLL AND DEMANDS 6.15.16 TO 6.28.16.PDF](#)

- 5.VII. Approve Warrants And Payroll For The Period 6/29/16 Through 7/12/16:
Warrant Check Numbers 213865 through 213940, Payroll Check Numbers 5229 through 5243, Payroll Direct Deposit Numbers 29711 through 29846, Payroll Wire Transfer Numbers 2022 through 2029, and Wire Transfer of 6/27/16

(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)

Documents:

[5.VII PAYROLL AND DEMANDS 6.29.16 TO 7.12.16.PDF](#)

6. PUBLIC HEARING: None

7. BUSINESS ITEMS

- 7.I. Consideration And Possible Action To Approve A Supplemental Appropriation For Procurement Of Sand For The Sandbox At Town Park Playground
(Report from Kevin G. Kramer, Director of Public Works Maintenance and Operations)

Documents:

[7.I SUPPLEMENTAL APPROPRIATION SAND FOR TOWN PARK PLAYGROUND.PDF](#)

- 7.II. Consideration And Possible Action To Approve A Supplemental Appropriation To Fund A Crossing Guard At The Seawolf/Paradise Drive Intersection
(Report from David Bracken, Town Manager)

Documents:

[7.II SUPPLEMENTAL APPROPRIATION FUNDING FOR CROSSING GUARD.PDF](#)

- 7.III. Consideration And Possible Action To Approve A Supplemental Appropriation To Fund The Yellow Bus Challenge Program For The Reed Union School District
(Report from David Bracken, Town Manager)

Documents:

[7.III SUPPLEMENTAL APPROPRIATION FUNDING FOR YELLOW BUS CHALLENGE.PDF](#)

- 7.IV. Receive And Discuss Status Report On Long Term Financial Plan Project
(Report from David Bracken, Town Manager and Presentation By Consultants Libby Seifel, Seifel Consulting, and Craig Hill, NHA Advisors)

Documents:

[7.IV LONG TERM FINANCIAL PLAN UPDATE.PDF](#)

- 7.V. Review And Possible Acceptance Of The Draft Tamal Vista Corridor Study Report, Including Policy Recommendations
(Report from Adam Wolff, Director of Planning and Building)

Documents:

[7.V TAMAL VISTA CORRIDOR STUDY UPDATE.PDF](#)

- 7.VI. Consideration And Possible Action To Approve Agreement For Shared Fire Services
(Report from Todd Cusimano, Chief of Police)

Documents:

[7.VI SHARED FIRE SERVICES AGREEMENT.PDF](#)

- 7.VII. Consideration And Possible Action To Adopt Resolution 28/2016 Amending Resolution 05/2015 Parks And Recreation Fee Schedule To Reduce Fee For Filming Permit
(Report from Mario Fiorentini, Director of Recreation and Leisure Services)

Documents:

[7.VII AMEND FEE FOR FILM PERMITTING.PDF](#)

- 7.VIII. Consideration And Possible Action To Allocate Centennial Funds In The Amount Of \$16,000 For Art Weekend In Corte Madera
(Report from Mario Fiorentini, Director of Recreation and Leisure Services)

Documents:

[7.VIII APPROVE ART WEEKEND EVENT.PDF](#)

- 7.IX. Review Of Draft August 2 Town Council Agenda

Documents:

[7.IX DRAFT OF 8.02.16 AGENDA.PDF](#)

- 7.X. Approval Of Minutes Of June 21 Town Council Meeting

Documents:

[7.X 062116 DRAFT CORTE MADERA COUNCIL MINUTES.PDF](#)

8. ADJOURNMENT

TOWN COUNCIL STAFF REPORTS ARE USUALLY AVAILABLE BY 5:00 P.M., FRIDAY PRIOR TO THE

COUNCIL MEETING, AND MAY BE OBTAINED AT THE CORTE MADERA TOWN HALL, OR BY CALLING 927-5050. AGENDA ITEMS ARE AVAILABLE FOR REVIEW AT CORTE MADERA LIBRARY, FIRE STATION 13 (5600 PARADISE DRIVE) AND THE TOWN HALL. IF YOU CHALLENGE THE ACTION OF THE TOWN COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING DESCRIBED IN THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE TOWN CLERK, AT OR PRIOR TO THE PUBLIC HEARING.

Any member of the public may request placement of an item on the agenda by submitting a request to the Town Clerk. The public is encouraged to contact the Town Manager at 415-927-5050 for assistance on any item between Council meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 415-927-5086. For auxiliary aids or services or other reasonable accommodations to be provided by the Town at or before the meeting please notify the Town Clerk at least 3 business days (the Thursday before the meeting) in advance of the meeting date. If the town does not receive timely notification of your reasonable request, the town may not be able to make the necessary arrangements by the time of the meeting.

To sign up to receive automatic notifications regarding meetings and agendas, please visit the Town's website at <http://www.townofcortemadera.org> and click on "Notify Me" to register, or email the Town Clerk at: rvaughn@tcmmail.org.

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: July 13, 2016
MEETING DATE: July 19, 2016

TO: TOWN MANAGER, MAYOR AND MEMBERS OF THE TOWN COUNCIL
FROM: NISHA PATEL, SENIOR CIVIL ENGINEER
SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION 25/2016
APPROVING THE TOWN OF CORTE MADERA COMPLETE STREETS
POLICY



PURPOSE:

The Metropolitan Transportation Commission (MTC) requires Bay Area cities and counties to either update their General Plan circulation element after January 1, 2011 or adopt a “complete streets” policy before TAM submits their OBAG list of projects to MTC, to comply with the 2008 California Complete Streets Act. Compliant jurisdictions will be eligible for multi-modal infrastructure project funding through the One Bay Area Grant (OBAG) program administered by MTC.

STAFF RECOMMENDATION:

Adopt Resolution 25/2016.

OPTIONS:

1. Adopt attached Complete Streets Resolution and Policy as drafted
2. Provide comments to staff and recommend edits to the resolution and/or policy, as necessary, and adopt the Complete Streets Resolution and Policy as amended.

TOWN MANAGER'S RECOMMENDATION:

Support staff's recommendation.

ENVIRONMENTAL IMPACT:

Pursuant to Section 15302 of the California Environmental Quality Act, adoption of the Town of Corte Madera Complete Streets Policy is not a project under the California Environmental Quality Act per California Code of Regulations §15378(b).

FISCAL IMPACT:

Approval of the Complete Streets Resolution and Policy ensures that the City will be eligible for grant funding for certain transportation infrastructure improvements through the OBAG program administered by MTC. Staff notes that implementation of the policy would require additional time by staff and consultants, which could increase capital project costs.

BACKGROUND/DISCUSSION:

Complete Streets Legislation

The 2008 California Complete Streets Act (Assembly Bill 1358) intends to reduce statewide greenhouse gas (GHG) emissions by minimizing vehicle miles traveled (VMT) and enhancing multi-modal forms of transportation as an alternative to automobile use. The Act requires local governments to amend the Circulation Element of their General Plans upon any substantive revision, to support a multi-modal transportation network that meets the needs of all users. “All users,” as defined by the Act, include: bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors. This amendment is triggered by any substantial revision to the Circulation Element after January 1, 2011. The Town has Complete Streets language in its 2009 General Plan through Circulation Policies 1.1, 1.7, and 3.1. We have not made any substantive revision to the Circulation Element of our General Plan after January 1, 2011.

Regional Planning Process and One Bay Area Grant

Senate Bill 375 (“Sustainable Communities and Climate Protection Act”, 2008) prescribes a regional planning process to achieve the mandated GHG emission reduction goals established in Assembly Bill 32 (“The Global Warming Solutions Act”, 2006) by uniting land use and transportation planning. To comply with SB 375, Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) have coordinated with the Bay Area Air Quality Management District (BAAQMD) and the San Francisco Bay Conservation and Development Commission (BCDC) to produce **Plan Bay Area**, a Sustainable Communities Strategy for the Bay Area. Plan Bay Area unifies the Regional Housing Needs Allocation (RHNA), a long-range plan for housing the Bay Area (managed by ABAG), and the Regional Transportation Plan, which addresses the region’s transportation network (managed by MTC).

Plan Bay Area 2013 was approved by ABAG and MTC in May 2013, along with the new 8-year RHNA methodology and One Bay Area Grant program for local infrastructure improvement projects that help achieve the goals of Plan Bay Area. The next update, called Plan Bay Area 2040, is now underway and scheduled for adoption in 2017.

One Bay Area Grant Program and Complete Streets Policy

The One Bay Area Grant (OBAG) program is the regional funding program that integrates the region's federal transportation program with the objectives of SB 375 and Plan Bay Area. Distribution of OBAG funding will prioritize counties whose jurisdictions accept the RHNA, as an incentive to meet regional housing goals. Investments in Priority Development Areas (PDAs) is particularly prioritized (areas identified by jurisdictions as being able to accommodate more intense land uses and additional housing in proximity to transit and multi-modal transportation networks). OBAG 1 supported open space preservation through investment in Priority Conservation Areas (PCA). OBAG eliminates formerly required program investment targets for certain projects to allow flexibility to invest in transportation categories such as active transportation and TLC projects, bicycle and pedestrian improvements, local streets and roads preservation, and planning activities, while also providing targeted funding opportunities for efforts such as Safe Routes to School (SR2S). Given the positive results of OBAG 1 (FY 2012-2013 through 2016-2017), OBAG 2 maintains largely the same framework and policies.

OBAG2 is funded from two federal fund sources which are STP (Surface Transportation Program), and CMAQ (Congestion Mitigation and Air Quality Improvement Program).

The local match for OBAG funding is currently 11.47 percent. The Public Works Department- Engineering Division has applied for \$1,931,000 funds in OBAG funds, \$689,000 for the Paradise Drive Multi-use Pathway between San Clemente Drive and Seawolf Passage project, and \$1,242,000 for the Tamal Vista Boulevard Corridor Bicycle and Pedestrian Improvements project.

The OBAG2 program will distribute \$790 million over the current five-year funding cycle (FY 2017-2018 through FY 2021-2022), \$10 million of which has been allocated to Marin County to be distributed by the Transportation Authority of Marin. Per MTC's requirements, \$2.7 million must be distributed to projects located in Priority Development Areas (PDAs), or areas identified by jurisdictions as being able to accommodate more intense land uses and additional housing in proximity to transit and multi-modal transportation networks. Around \$3.8 million is set aside for TAM, Marin's Congestion Management Agency (CMA). The remaining \$3.5 million may be awarded to projects throughout the County, of which \$864,000 will be programmed to Safe Routes to School program elements.

In order for a jurisdiction's infrastructure project to be considered eligible for OBAG funding in the current funding cycle, MTC has required jurisdictions to adopt a Complete Streets policy before TAM submits its project list to MTC, which is anticipated this fall.

The Public Works Department- Engineering Division has also applied for \$2,626,000 of Active Transportation Program (ATP) grant funds for the Central Marin Regional Pathways Gap Closure project, and \$312,000 Priority Conservation Area (PCA) grant funds for the Paradise Drive Multi-use Pathway from Westward to Upupanda Way project which also require a Complete Streets Policy for funding eligibility.

Complete Streets Policy Components

MTC requires Complete Streets policies to address the following nine elements (excerpted from MTC guiding documents):

Complete Streets Principles

1. Serve all Users - All transportation improvements will be planned, designed, constructed, operated and maintained to support safe and convenient access for all users, and increase mobility for walking, bicycling and transit use.
2. Context Sensitivity- The planning and implementation of transportation projects will reflect conditions within and surrounding the project area, whether the area is a residential or business district or urban, suburban or rural. Project planning, design and construction of complete streets projects should include working with residents and businesses to ensure that a strong sense of place is maintained.
3. Complete Streets in all Departments – All departments in the jurisdiction and outside agencies whose work affects the roadway must incorporate a complete streets approach into the review and implementation of their projects and activities. Potential complete streets opportunities include transportation projects, road rehabilitation, new development, and utility work, among others.
4. All Projects/Phases - The policy will apply to all roadway projects including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or changes in the allocation of pavement space on an existing roadway, as well as those that involve new privately built roads and easements intended for public use.

Implementation

5. Plan Consultation –Any proposed improvements should be evaluated for consistency with all local bicycle, pedestrian and transportation plans and any other plans that affect the right of way.
6. Street Network/Connectivity - The transportation system should provide a connected network of facilities accommodating all modes of travel. This includes looking for opportunities for repurposing rights-of-way to enhance connectivity for cyclists, pedestrians and transit users. The network should include non-motorized connectivity to schools, parks, commercial areas, civic destinations, and regional non-motorized networks from publicly owned roads/land and private developments (or redevelopment areas).
7. BPAC Consultation – Input shall be solicited from local bicycle and pedestrian advisory committees (BPACs) or similar advisory group in an early project development phase to verify bicycling and pedestrian needs for projects. (MTC Resolution 875 requires that cities of 10,000 or more create and maintain a BPAC or rely on the county BPAC to receive TDA-3 funds.)
8. Evaluation – The City should establish a means to collect data and indicate how the jurisdiction is evaluating their implementation of complete streets policies (e.g., tracking

the number of miles of bike lanes and sidewalks, numbers of street crossings, signage etc.).

Exceptions

9. Process– Plans or projects that seek exception from the complete streets approach must provide written finding of how exceptional circumstances dictated that accommodations for all modes were not to be included in the project. The memorandum should be signed by the Public Works Director or an equivalently senior staff person. Plans or projects that are granted an exception must be made publicly available for review.

CONCLUSION:

It is recommended that the Town Council review the attached draft Town of Corte Madera Complete Streets Resolution and Policy, provide staff with comments and/or edits, if any, and adopt the Resolution and Policy as amended.

ATTACHMENTS:

1. Draft Resolution including Exhibit A– Complete Streets Policy

cc: Derek McGill, TAM
Kevin Mulder, MTC
Mallory Atkinson, MTC

ATTACHMENT I

DRAFT RESOLUTION INCLUDING EXHIBIT A

RESOLUTION NO. 25/2016

A RESOLUTION OF THE TOWN OF CORTE MADERA OF MARIN COUNTY
ADOPTING A COMPLETE STREETS POLICY



WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families; and

WHEREAS, the Town acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, the Town recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings; public health; and environmental sustainability;

WHEREAS, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that when cities or counties revise general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system”;

WHEREAS, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking;

WHEREAS, numerous California counties, cities, and agencies have adopted Complete Streets policies and legislation in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities;

WHEREAS, the Town therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the Town of Corte Madera, State of California, as follows:

1. That the Town adopts the Complete Streets Policy attached hereto as Exhibit A, and made part of this Resolution, and that said exhibit is hereby approved and adopted.



I, the undersigned, hereby certify that the foregoing is a full, true and complete copy of a resolution duly passed and adopted by the Town Council of the Town of Corte Madera at a regular meeting thereof held on the 19th day of July, 2016, by the following vote:

Ayes, and in favor thereof, Council Members:

Noes, Council Members:

Abstain, Council Members:

Absent, Council Members:

Dated: July 19, 2016

ATTEST:

Rebecca Vaughn, Town Clerk

APPROVED: _____
Sloan C. Bailey, Mayor

Exhibit A

This Complete Streets Policy was adopted by Resolution No. 25/2016 by the Town Council of the Town of Corte Madera on July 19, 2016.

COMPLETE STREETS POLICY OF THE TOWN OF CORTE MADERA

A. Complete Streets Principles

1. Complete Streets Serving All Users. The Town expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families.

2. Context Sensitivity. In planning and implementing street projects, the Town shall maintain sensitivity to local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements that will be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and other features assisting in the provision of safe travel for all users, including those identified in the Bicycle and Pedestrian Master Plan.

3. Complete Streets Routinely Addressed by All Departments. The Town shall work towards making Complete Streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation.

4. All Projects and Phases. Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C.1 of this policy.

B. Implementation

1. Plan Consultation and Consistency. Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit,

multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation. If the Town has a Bicycle and Pedestrian Advisory Committee (BPAC), such deviations shall be presented to the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to ensure the Bicycle and Pedestrian Advisory Committee has an opportunity to provide comments and recommendations.

2. Street Network/Connectivity. As feasible, the Town shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.

3. Bicycle and Pedestrian Advisory Committee Consultation. If the Town has a Bicycle and Pedestrian Advisory Committee, transportation projects shall be reviewed by the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to provide the Bicycle and Pedestrian Advisory Committee an opportunity to provide comments and recommendations regarding Complete Streets features to be incorporated into the project. If at any time, the Town does not have a BPAC, transportation projects shall be made available for review by another advisory body such as a County BPAC.

4. Evaluation. All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of the Town are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

C. Exemptions

1. Leadership Approval for Exemptions. Should a Town department seek to exempt a project from Complete Street requirements, the department head must provide a written explanation of why the accommodations for all modes were not included in the project to the Town Manager or the Town Manager's designee for approval. Projects that are granted exceptions will be made available to the public for review.

2. Specific Exemptions. Exemptions for Complete Streets elements for any category of user in new construction and reconstruction projects may be made when one or more of the following conditions are met:

a. Bicyclists and pedestrians are prohibited by law from using the roadway. In this instance, a greater effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the right of way or within the same transportation corridor.

b. The cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding twenty percent of the cost of the larger transportation project.

c. Sparsity of population served by the improvements or other factors indicates an absence of need.

- d. Topographic constraints and narrow right-of-way widths make the addition of safe pedestrian and bicycle ways financially prohibitive and logistically difficult.
- e. The addition of bicycle or pedestrian ways would require the removal of heritage trees that are an integral part of the neighborhoods historic character.
- f. The project is limited to street and sidewalk repair to address hazardous conditions, such as pothole repairs.

THIS MATERIAL HAS BEEN REVIEWED BY:



TOWN MANAGER

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: June 30, 2016
MEETING DATE: July 19, 2016

TO: TOWN MANAGER, MAYOR AND MEMBERS OF THE TOWN COUNCIL

FROM: KELLY CROWE, ASSOCIATE ENGINEER

SUBJECT: MARINER COVE AND MARINA VILLAGE STORM DRAINAGE IMPROVEMENTS, PROJECT NO. 15-001: **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA AWARDED A PUBLIC WORKS CONTRACT AND AUTHORIZING EXPENDITURES FOR CONSTRUCTION OF PROJECT #15-001, "MARINER COVE AND MARINA VILLAGE STORM DRAINAGE IMPROVEMENTS"**

* * * * *

PURPOSE:

Approval of the attached resolution will authorize award of the construction contract for the above referenced project.

STAFF RECOMMENDATION:

Staff recommends that the Town Council adopt the Resolution in Attachment #3. "Resolution of the Town Council of the Town of Corte Madera Awarding a Public Works Contract and Authorizing Expenditures for Construction of Project #15-001, "Mariner Cove and Marina Village Storm Drainage Improvements"

OPTIONS:

The Council may either award the contract to the lowest responsible bidder or reject all of the bids.

TOWN MANAGER'S RECOMMENDATION:

Support staff's recommendation.

GOVERNING POLICIES:

Action on this item is consistent with the implementing policies found in Section 2.9, "Public Utilities", of the General Plan.

ENVIRONMENTAL IMPACT:

Pursuant to Section 15302 of the California Environmental Quality Act, this project is categorically exempt from the provisions of that Act.

FISCAL IMPACT:

Estimated Expenditures:

Project Design, Project Administration, Contract Administration, and Construction Management Services	128,000
Construction	1,081,158
Contingency	<u>110,000</u>
Total Estimated Expenditures	\$1,319,158

Budgeted Funds :

Mariner Cove/Marina Village Drainage Improvements	890,000
Marina Village – Curb Drains and Pump Station	<u>845,000</u>
Total Budget	\$1,735,000

Funds for this project come from the Storm Drain Tax. The remaining budgeted funds will be used to build a pump station at the north end of Marina Village. A portion of these improvements will ultimately be tied into that pump station.

BACKGROUND:

The improvements consist of approximately 3,000 feet of drainage improvements to address street flooding and curb ponding issues within the Mariner Cove and Marina Village subdivisions. The modes of flooding that will be addressed by this project are outlined in the "Town-Wide Storm Drainage and Flood Control Study – Phase I" prepared by AN West Inc.

in May 2007. The study cites the installation of grated line drain as a recommended improvement to correct persistent curb ponding in the low lying areas of town.

The Town received seven (4) bids for this project on June 23, 2016. The lowest responsible base bid is from Team Ghilotti Inc. for \$878,992. An “add alternate” was included in the Bid Schedule and will be pursued at this time. The cost of the add alternate is \$202,166, bringing the total contract cost to \$1,081,158. The total budget amount for this project is \$890,000. Staff proposes to allocate \$429,158 from the budget for Project 11-007 “Marina Village-Curb Drains and Pump Station” (FY 2016-17 Storm Drainage Tax funds) to cover the additional cost of the current project since this project includes the curb drains that were anticipated to be included in that project.

For more details on the bid results, please review the attached bid analysis (ATTACHMENT #2).

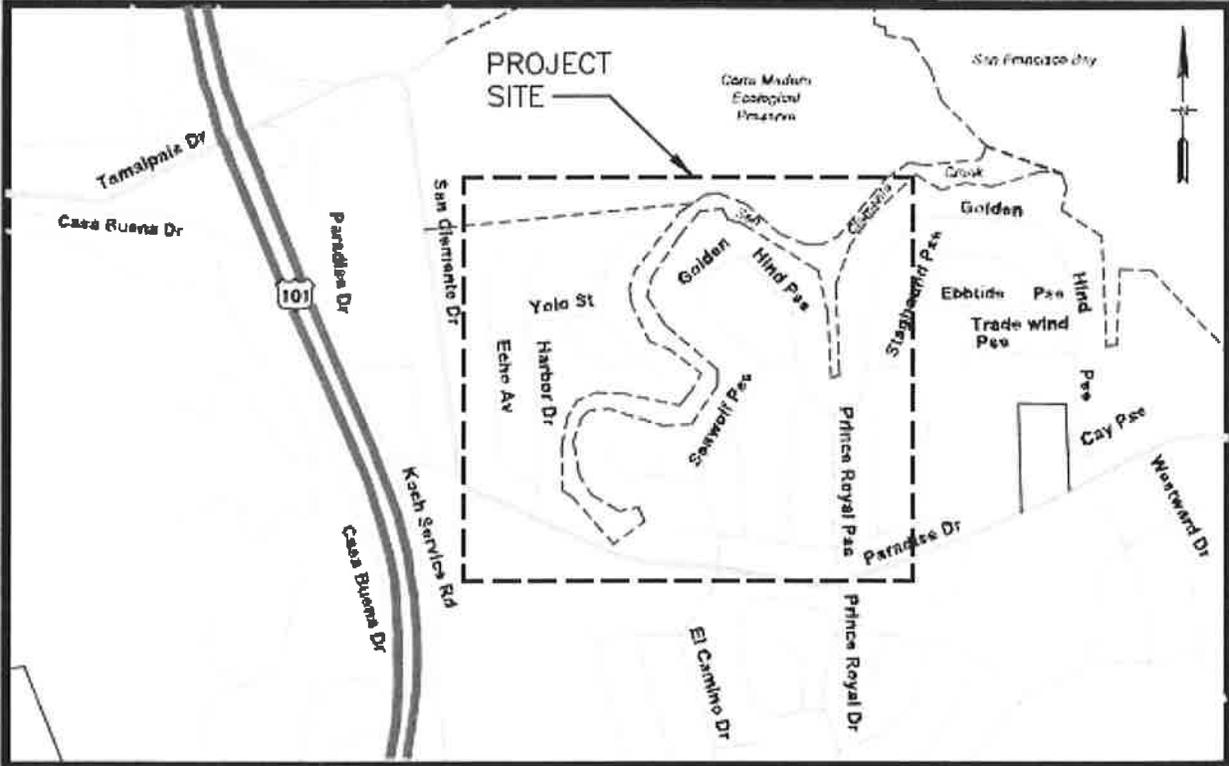
ATTACHMENTS:

1. Location Map
2. Bid Analysis
3. Draft Resolution

ATTACHMENT 1

LOCATION MAP

ATTACHMENT 1



LOCATION MAP
NO SCALE

ATTACHMENT 2

BID ANALYSIS

TOWN OF CORTE MADERA
MARINER COVE AND MARINA VILLAGE STORM DRAINAGE IMPROVEMENTS
 Project No. 15-001
 Date: 6/23/2016
BID SUMMARY - Bid Schedule

		Engineer's Estimate				Ghilotti Bros.		Team Ghilotti		BayPacific Pipelines		W.R. Forde Associates	
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$32,212.00	\$32,212.00	\$93,000.00	\$93,000.00	\$50,000.00	\$50,000.00	\$5,000.00	\$5,000.00	\$40,000.00	\$40,000.00
2	Signs and Traffic Control	LS	1	\$17,000.00	\$17,000.00	\$116,011.00	\$116,011.00	\$10,250.00	\$10,250.00	\$5,000.00	\$5,000.00	\$55,000.00	\$55,000.00
3	Remove Existing Curb and Gutter	LF	3033	\$10.00	\$30,330.00	\$22.00	\$66,726.00	\$22.00	\$66,726.00	\$25.00	\$75,825.00	\$28.00	\$84,924.00
4	Remove Existing Concrete Driveway	SF	2,268	\$5.00	\$11,340.00	\$5.00	\$11,340.00	\$12.00	\$27,216.00	\$25.00	\$56,700.00	\$11.00	\$24,948.00
5	Shoring and Dewatering	LS	1	\$21,250.00	\$21,250.00	\$12,000.00	\$12,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$50,000.00	\$50,000.00
6	6 inch PVC Pipe (SDR 26)	LF	1146	\$65.00	\$74,490.00	\$95.00	\$108,870.00	\$98.00	\$112,308.00	\$150.00	\$171,900.00	\$128.00	\$146,688.00
7	Grated Line Drain with Curb and Gutter	LF	2453	\$150.00	\$367,950.00	\$180.00	\$441,540.00	\$198.00	\$485,694.00	\$175.00	\$429,275.00	\$152.00	\$372,856.00
8	Drop Inlet	EA	17	\$3,000.00	\$51,000.00	\$2,000.00	\$34,000.00	\$3,500.00	\$59,500.00	\$2,500.00	\$42,500.00	\$6,500.00	\$110,500.00
9	Concrete Type A Curb	LF	580	\$40.00	\$23,200.00	\$45.00	\$26,100.00	\$46.00	\$26,680.00	\$50.00	\$29,000.00	\$45.00	\$26,100.00
10	Concrete Driveway	SF	2268	\$25.00	\$56,700.00	\$16.00	\$36,288.00	\$13.50	\$30,618.00	\$30.00	\$68,040.00	\$15.00	\$34,020.00
				\$685,472.00		\$945,875.00		\$878,992.00		\$888,240.00		\$945,036.00	
ADD ALTERNATE													
11	Mobilization	LS	1	\$5,684.00	\$5,684.00	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00
12	Signs and Traffic Control	LS	1	\$3,000.00	\$3,000.00	\$72,814.00	\$72,814.00	\$10,250.00	\$10,250.00	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00
13	Remove Existing Curb and Gutter	LF	548	\$10.00	\$5,480.00	\$30.00	\$16,440.00	\$22.00	\$12,056.00	\$25.00	\$13,700.00	\$28.00	\$15,344.00
14	Remove Existing Concrete Driveway	SF	216	\$5.00	\$1,080.00	\$10.00	\$2,160.00	\$12.00	\$2,592.00	\$10.00	\$2,160.00	\$10.00	\$2,160.00
15	Shoring and Dewatering	LS	1	\$3,750.00	\$3,750.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$2,500.00	\$2,500.00	\$9,000.00	\$9,000.00
16	6 inch PVC Pipe (SDR 26)	LF	162	\$65.00	\$10,530.00	\$180.00	\$29,160.00	\$98.00	\$15,876.00	\$150.00	\$24,300.00	\$128.00	\$20,736.00
17	Grated Line Drain with Curb and Gutter	LF	459	\$150.00	\$68,850.00	\$215.00	\$98,685.00	\$198.00	\$90,882.00	\$175.00	\$80,325.00	\$152.00	\$69,768.00
18	Drop Inlet	EA	1	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00	\$6,500.00	\$6,500.00
19	Concrete Type A Curb	LF	89	\$40.00	\$3,560.00	\$53.00	\$4,717.00	\$46.00	\$4,094.00	\$50.00	\$4,450.00	\$65.00	\$5,785.00
20	Concrete Driveway	SF	216	\$25.00	\$5,400.00	\$21.00	\$4,536.00	\$13.50	\$2,916.00	\$30.00	\$6,480.00	\$18.00	\$3,888.00
				\$110,334.00		\$261,012.00		\$202,166.00		\$146,415.00		\$168,181.00	
				\$795,806.00		\$1,206,887.00		\$1,081,158.00		\$1,034,655.00		\$1,113,217.00	

ATTACHMENT 3

DRAFT RESOLUTION

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
AWARDING A PUBLIC WORKS CONTRACT AND AUTHORIZING EXPENDITURES
FOR CONSTRUCTION OF PROJECT #15-001
MARINER COVE AND MARINA VILLAGE STORM DRAINAGE IMPROVEMENTS



WHEREAS, the Town of Corte Madera has caused to be prepared plans and specifications for the construction of a public project entitled " Mariner Cove and Marina Village Storm Drainage Improvements", No. 15-001 (hereinafter "Project"); and

WHEREAS, the Town has called for bid proposals to construct the Project and has provided notice thereof as is required by law;

WHEREAS, the Town has received bid proposals from various bidders, and Town staff and consultants have conducted the necessary examination to determine whether one of those bidders is the lowest, responsible bidder and has made a recommendation to the Town Council that it award the contract for the construction of the Project to the entity/person whose name is described below;

WHEREAS, based on the information supplied by the bidder named below and the examination conducted by the Town staff and consultants, the Town Council finds the said bidder to be the lowest, responsible bidder for construction of the Project.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA RESOLVES AS FOLLOWS:

1. The Town policy established by Resolution 2579, requiring that projects estimated to exceed twenty-five thousand dollars (\$25,000) in cost receive prior Council approval, is reaffirmed.
2. The recitals stated above are found to be true and correct and constitute the findings of the Town Council made in support of this resolution.
3. The contract for the construction of the Project is awarded to Team Ghilotti Inc. for the base bid price of \$878,992.
4. The town also elects to contract Team Ghilotti, Inc. for the construction of the additive alternate work in the amount of \$202,166, bringing the total contract cost to \$1,081,158
5. The Town of Corte Madera is authorized to expend the sums necessary to

complete said contract, in accordance with the provisions of said contract, and to draw said sums from the Town's Storm Drainage Tax Fund.

6. The Mayor or Town Manager is authorized and directed to execute the contract with Team Ghilotti Inc. in a form approved by the Town Attorney and to take all other action necessary to consummate said transaction.



I, the undersigned, hereby certify that the foregoing is a full, true and complete copy of a resolution duly passed and adopted by the Town Council of the Town of Corte Madera at a meeting thereof held on the 19th day of July, 2016, by the following vote:

Ayes, and in favor thereof, Council Members:

Noes, Council Members:

Abstain, Council Members:

Absent, Council Members:

Dated: July 19, 2016

ATTEST:

Rebecca Vaughn, Town Clerk

Approved: _____
Sloan Bailey, Mayor

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: July 12, 2016
Meeting Date: July 19, 2016

TO: TOWN MANAGER, MAYOR AND TOWN COUNCIL

FROM: REBECCA VAUGHN
TOWN CLERK/ASSISTANT TO THE TOWN MANAGER

SUBJECT: APPOINTING COUNCILMEMBER CONDON AS THE VOTING DELEGATE
TO THE LEAGUE OF CALIFORNIA CITIES GENERAL ASSEMBLY
MEETING, OCTOBER 5-7, 2016 IN LONG BEACH, CA

* * * * *

RECOMMENDATION

That the Town Council designate Mayor Carla Condon as the voting delegate at the General Assembly Meeting of the League of California Cities, which will take place in Long Beach, CA, from October 5-7, 2016.

OPTIONS

The Town Council may appoint another representative and/or an alternate representative.

TOWN MANAGER'S RECOMMENDATION

Support staff's recommendation

BACKGROUND

The League of California Cities will hold its annual conference in Long Beach, CA from October 5-7, 2016. Part of this conference is the Annual Business Meeting where the membership will consider and take action on resolutions that establish League policy.

At this time, the Town Council must designate a voting delegate and up to two alternate delegates. Councilmember Condon is planning to attend this conference and staff is requesting that Council appoint her as the Town of Corte Madera's voting representative. Travel to, and attendance at, this conference for any Councilmember wishing to attend was previously approved by the Town Council at the March 15, 2016 Town Council meeting. The Town Council may also appoint up to two alternates, if it so desires.

ATTACHMENTS

1. Designation of Voting Delegates and Alternates
2. 2016 Annual Conference Voting Delegate/Alternate Form

Council Action Advised by July 31, 2016

June 10, 2016

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: CORTE MADERA

2016 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: Carla Condon

Title: Council member

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, September 23, 2016

League of California Cities
ATTN: **Kayla Gibson**
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kgibson@cacities.org
(916) 658-8247

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: JULY 8, 2016
MEETING DATE: JULY 19, 2016

TO: TOWN MANAGER, MAYOR AND COUNCIL MEMBERS
FROM: DOUGLAS BUSH, ASSISTANT PLANNER
SUBJECT: ADOPT RESOLUTION NO. 27/2016 ENDORSING THE TWIN CITIES GIRLS SOFTBALL LEAGUE AND ALLOWING TEMPORARY SIGNS IN THE PUBLIC RIGHT-OF-WAY FROM OCTOBER 12, 2016 TO NOVEMBER 25, 2016 ADVERTISING REGISTRATION FOR THE LEAGUE AND DETERMINING THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES 15061(B)(3)

* * * * *

PURPOSE:

This is a request from the Twin Cities Girls Softball League to place two banners in the public right-of-way to advertise the registration period for participation with the league.

STAFF RECOMMENDATION:

Staff recommends that the Town Council adopt a resolution approving the temporary signs.

OPTIONS:

The following options are available to the Council:

1. Deny the request.
2. Refer the request to staff for further study.
3. Adopt Resolution No. 27/2016

TOWN MANAGER'S RECOMMENDATION:

Support staff's recommendation.

CEQA STATUS:

The activity is covered by the general rule that CEQA does not apply where it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment (CEQA, Article 5, Section 15061(b)(3)).

BACKGROUND:

The Zoning Ordinance allows signs, including banners, in the public right-of-way or on public

property if:

- (1) they are advertising Town-sponsored or Town-endorsed events; and
- (2) they are approved by the Town Council.

DISCUSSION:

The Twin Cities Girls Softball League is requesting Town Council approval to install two horizontal banners in the public right-of-way between October 12, 2016 and November 25, 2016 as described below. All banners will be installed in locations that the Council approved as part of the Banner Location Program in August 2011. The horizontal banners with text, graphics and locations are shown in Attachments A and B.

Horizontal Banners

There are two locations where the 4'-tall by 7'-wide horizontal banners are proposed to be installed per the Banner Location Program:

- 1 on Tamal Vista Blvd. at the end of Wornum Dr.
- 1 on Redwood Hwy. at the end of Wornum Dr.

The Public Works Department will install and remove the horizontal banners and the removable hardware for the League.

Pursuant to the revised Banner Procedures, these banners will not be displayed at this location for over 50 days in one calendar year.

CONCLUSION:

The proposed banner installations would be an effective way to publicize the Twin Cities Girls Softball League, a league which is open to residents from Corte Madera and Larkspur for over 30 years. Staff recommends approval of the League's request.

ATTACHMENTS:

1. Draft Town Council Resolution with Attachments A and B

cc: Kevin Kramer, Public Works Dept. (via email)
subject file copy

RESOLUTION NO. 27/2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA ENDORSING THE TWIN CITIES GIRLS SOFTBALL LEAGUE AND ALLOWING TEMPORARY SIGNS IN THE PUBLIC RIGHT-OF-WAY FROM OCTOBER 12, 2016 TO NOVEMBER 25, 2016 ADVERTISING THE LEAGUE AND DETERMINING THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES 15061(B)(3)

WHEREAS, on July 19, 2016, the Twin Cities Girls Softball League has requested permission to install banners in the public right-of-way to advertise the registration for the league; and

WHEREAS, the Twin Cities Girls Softball League has requested that the Corte Madera Town Council endorse the activities of the league; and,

WHEREAS, Corte Madera Municipal Code Section 18.22.050(10)(A) permits such signs with the approval of the Town Council.

NOW, THEREFORE, BE IT RESOLVED, that the Corte Madera Town Council does hereby approve the Twin Cities Girls Softball League’s request to endorse the activities of the league and approves the request to install two horizontal banners to be located in the public right-of-way to advertise the registration for the league as shown in Attachments A and B, provided that the requirements of Corte Madera Municipal Code Section 18.22.050(10)(A) are fully met and subject to the following conditions:

1. All of the banners shown in Attachment A are permitted to be displayed from October 12 to November 25.
2. The 3’ by 7’ horizontal banners will be installed and removed by the Public Works Department utilizing removable hardware at the locations shown on the map in Attachment B.

CALIFORNIA ENVIRONMENTAL QUALITY ACT(“CEQA”) DETERMINATION

The activity is covered by the general rule that CEQA does not apply where it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment (CEQA, Article 5, Section 15061(b)(3)).

* * * * *

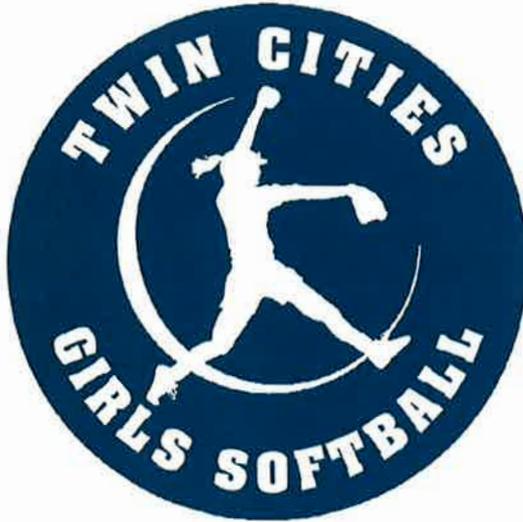
I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Town Council of Corte Madera at a regular meeting held on the July 19, 2016 by the following vote, to wit:

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

Sloan C. Bailey, Mayor

ATTEST:

Rebecca Vaughn, Town Clerk



REGISTRATION NOW OPEN!!

Ages 5 – 15



Have Fun!



Play with Friends and Make New Ones!



Develop Great Skills!



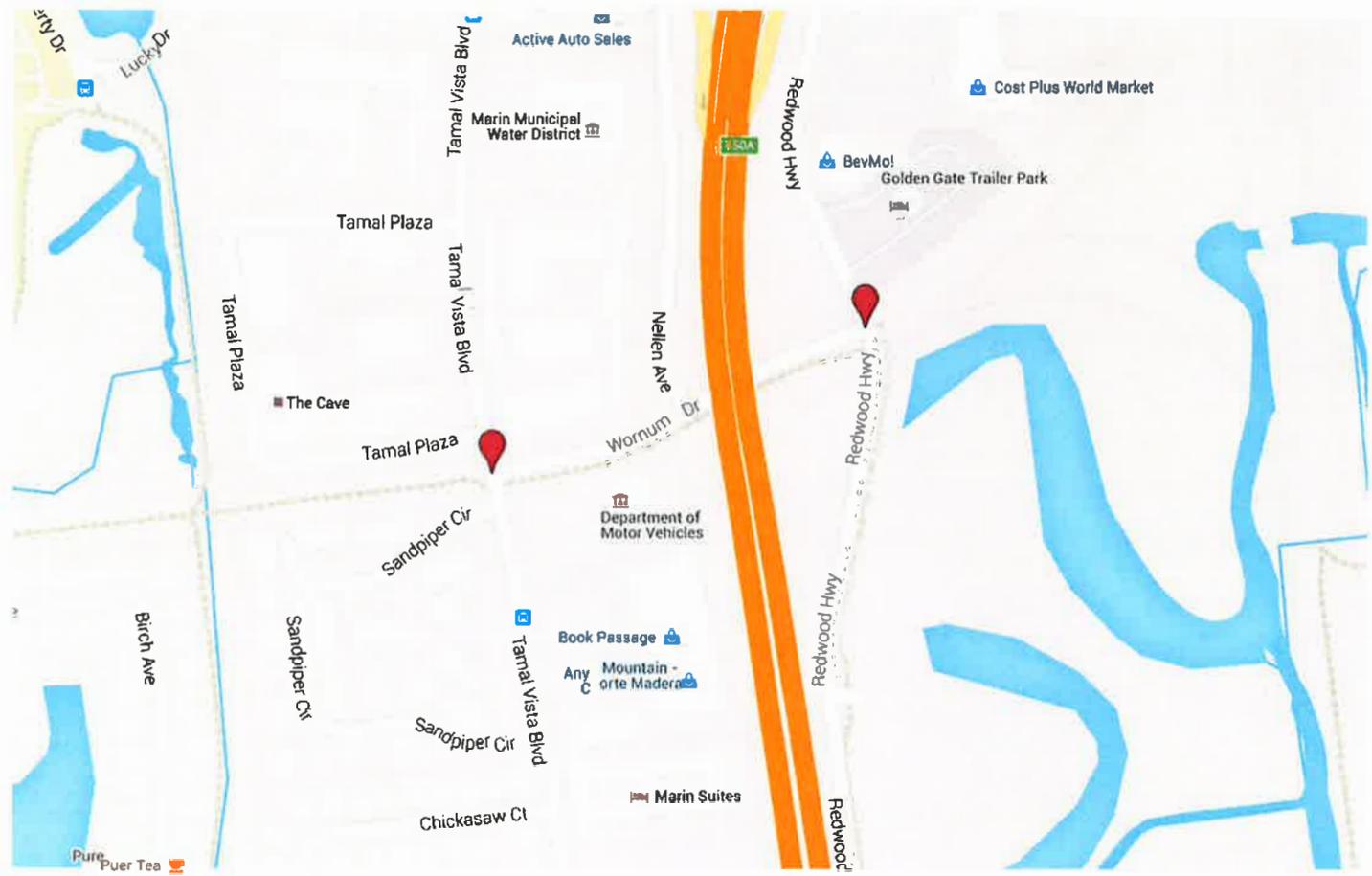
Learn Life Lessons!



Register online for the upcoming Softball Season:

WWW.TCSOFTBALL.ORG

Banner Example



TOWN OF CORTE MADERA
RATIFICATION AND APPROVAL OF
PAYROLL AND DEMANDS (ACCOUNTS PAYABLE)
PERIOD 06/15/16 – 06/28/16

Submitted herewith are the Payroll and Demands (Accounts Payable) paid during the period of 06/15/16 through and including 06/28/16 in accordance with Corte Madera Municipal Code Section 2.12.145 and Chapter 2.28(Statutory provisions contained in Government Code Sections 37202 through 37209 and Sections 40802 through 40805 and Section 40805.5).

Payroll (06/06/16 – 06/19/16)			
Payroll Check Numbers	5229 - 5242	\$	25,345.44
Payroll Direct Deposit Numbers	29711 - 29801		175,277.82
Payroll Wire Transfer Numbers	2022 - 2026		<u>168,112.57</u>
<u>Total Payroll</u>		\$	368,735.83
Payroll (Council-June)			
Payroll Check Numbers	5243 - 5243	\$	273.00
Payroll Direct Deposit Numbers	29847 - 29850		729.76
Payroll Wire Transfer Numbers	2027 - 2029		<u>326.39</u>
<u>Total Payroll</u>		\$	1,329.15
Payroll (06/01/16 – 06/30/16)			
Retiree Vested Rights Health Insurance Reimbursement			
Payroll Direct Deposit Numbers	29802 - 29846	\$	<u>27,625.19</u>
<u>Total Payroll</u>		\$	27,625.19
Warrant Check Numbers	213865 - 213940	\$	246,505.86
Wire – Central Marin Police Monthly Payment (00/00/00)		\$	0.00
Wire – Semi-Annual Debt Park Madera Ctr (06/27/16)		\$	272,291.60
Wire – CalPERS GASB68 Payment (00/00/00)		\$	<u>0.00</u>
<u>Total Demands(Accounts Payable)</u>			518,797.46
TOTAL PAYROLL AND DEMANDS		\$	916,487.63

David James Bracken
Town Manager

Date

George T. Warman, Jr. 07/08/16

George T. Warman, Jr. Date
Director of Administrative Services/
Town Treasurer

APPROVED AT MEETING OF 07/19/16

SLOAN C. BAILEY, MAYOR

DIANE FURST, VICE MAYOR

JAMES ANDREWS, COUNCIL MEMBER

CARLA CONDON, COUNCIL MEMBER

MICHAEL LAPPERT, COUNCIL MEMBER

*Checks listed do not correspond to a month or an accounting period because of overlap between months and accounting periods. Questions concerning the check register should be directed to George Warman at 927-5055. In his absence ask for Jonna Intoschi or Lina Azevedo.

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213865	6/22/2016	at095c A T & T U-VERSE, #117724553	05/10/16 -06/09/16		ON LINE STORAGE LINE TO TCPA ON LINE STORAGE LINE TO TCPA	85.00
					Total :	85.00
213866	6/22/2016	ai560c AIRGAS	9936864818		CHEMICALS, GASES CHEMICALS, GASES	237.38
					Total :	237.38
213867	6/22/2016	al050c ALHAMBRA AND SIERRA SPRINGS, 2877	5139740 061216		WATER WATER	121.23
					Total :	121.23
213868	6/22/2016	al047c ALHAMBRA AND SIERRA SPRINGS, 3274	6037959 061216		WATER WATER WATER WATER WATER WATER	9.12 9.12 9.12 9.12 9.11
					Total :	45.59
213869	6/22/2016	be050c BENEFITS STORE, INC., THE	JUNE-16		ADMINISTRATION ADMINISTRATION FINANCE FIRE FIREFIGHTERS FIREFIGHTERS PLANNING BUILDING PUBLIC WORKS-CORP PUBLIC WORKS PUBLIC WORKS PUBLIC WORKS RECREATION	8.17 24.51 16.34 24.51 65.26 8.17 8.17 8.17 16.34 40.85 8.17 16.34

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213869	6/22/2016	be050c be050c BENEFITS STORE, INC., THE	(Continued)			Total : 245.00
213870	6/22/2016	bo105c BOUND TREE MEDICAL, LLC	82170970		MEDICAL SUPPLIES MEDICAL SUPPLIES	1,916.62 Total : 1,916.62
213871	6/22/2016	br134c BRADLEY, CURLEY, ASIANO, ABEL	06/15/2016STMT		LIABILITY CLAIM EXPENSE GRIZEL LIABILITY CLAIM EXPENSE GRIZEL	5,646.60 Total : 5,646.60
213872	6/22/2016	co121c COMCAST- 028617, 0208847, 5594, 0010(06/14/2016STMT		REC. CTR. "DSL" LINE REC. CTR. "DSL" LINE	141.20 Total : 141.20
213873	6/22/2016	pe176c CORTE MADERA-PERS HEALTH BENEF	JULY-16		SERVICE CHARGE SERVICE CHARGE RETIRED LAPPER, MICHAEL PRETE QUADROS CRAFT LEHMAN BAROY SOFER	375.17 5,875.00 746.47 -133.53 -133.53 1,492.94 746.47 1,940.82 -746.47 Total : 10,163.34
213874	6/22/2016	dc115c DC ELECTRIC GROUP, INC.	25972		M5005-SL ROUTINE M5005-SL ROUTINE	1,085.76 Total : 1,085.76
213875	6/22/2016	di045c DIEGO TRUCK REPAIR, INC.	48962		MOTOR VEHICLE MAINT. 2002-FOF MOTOR VEHICLE MAINT. 2002-FOF	4,035.80 Total : 4,035.80
213876	6/22/2016	em119c EMS PERSONNEL FUND	R-35329		PARAMEDIC RENEWAL FOR ANTHC PARAMEDIC RENEWAL FOR ANTHC	200.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213876	6/22/2016	em119c em119c EMS PERSONNEL FUND	(Continued)			Total : 200.00
213877	6/22/2016	ev109c EVERBANK COMMERCIAL FINANCE	3800791		PHOTOCOPY EQUIPMENT MAINTENANCE PHOTOCOPY EQUIPMENT MAINTENANCE	799.23 Total : 799.23
213878	6/22/2016	fi020c FIRE MASTER; MASTER PROTECTION	0000333832		MAINTENANCE ANNUAL SERVICE MAINTENANCE ANNUAL SERVICE	152.50 Total : 152.50
213879	6/22/2016	fi047c FISHMAN SUPPLY CO. - (P/P/B)	1038716		OFFICE SUPPLIES OFFICE SUPPLIES	168.19 Total : 168.19
213880	6/22/2016	fi113c FLATTER, MARK	R-27446		PARKING AND BRIDGE TOLL PARKING AND BRIDGE TOLL	93.31 Total : 93.31
213881	6/22/2016	fo185c FORSTER & KROEGER LANDSCAPE, MA	5451		MAY 2016- FLOOD CONTROL MAY 2016- FLOOD CONTROL MAY 2016 - PARKS MAY 2016 - SEWER/SAINTARY MAY 2016 - SEWER/SANITARY MAY 2016 - STREETS NUISANCE WEED ABATEMENT NUISANCE WEED ABATEMENT NUISANCE WEED ABATEMENT NUISANCE WEED ABATEMENT	11,400.00 11,400.00 3,550.00 5,000.00 1,400.00 2,500.00 2,500.00 2,500.00 Total : 42,750.00
213882	6/22/2016	hu107c HURST, DALE	R-27447		COPIES - FROM ASSESSOR RECORDS COPIES - FROM ASSESSOR RECORDS	8.00 Total : 8.00
213883	6/22/2016	jp101c J.P. COOKE COMPANY	399946		STAMPS FOR BLDG. DEPT. STAMPS FOR BLDG. DEPT.	163.26

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213883	6/22/2016	jp101c jp101c J.P. COOKE COMPANY	(Continued)			Total : 163.26
213884	6/22/2016	jo124c JOHNSON, ROBERT B.	6562		BUILING MAINTENANCE	2,327.50
			6578		BUILING MAINTENANCE REC CENTER REC CENTER	410.29
						Total : 2,737.79
213885	6/22/2016	ka117c KAISER FOUNDATION HEALTH PLAN	06/08/2016STMT		MEDICAL BENEFITS MEDICAL BENEFITS	1,101.00
						Total : 1,101.00
213886	6/22/2016	kb100c KBA DOCUSYS	INV443976		COPIE SERVICE COPIE SERVICE COPIE SERVICE COPIE SERVICE	115.22 230.48 115.21
						Total : 460.91
213887	6/22/2016	la275c LARKSPUR, CITY OF	06/15/2016STMT		DIESEL - FUEL DIESEL - FUEL	240.44
						Total : 240.44
213888	6/22/2016	ma550c MARIN MUNICIPAL WATER DISTRICT	06/10/16STMT		WATER WATER WATER WATER WATER WATER WATER WATER	175.60 1,912.50 181.55 535.95 44.65
			06/10/2016STMT			
			06/10/2016STMTa			
						Total : 4,130.97
213889	6/22/2016	me068c METROPOLITAN PLANNING GROUP	2513		TAMAL VISTA EAST CORRIDOR TAMAL VISTA EAST CORRIDOR	4,722.50
						Total : 4,722.50

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213890	6/22/2016	ne040c NELSON PERSONNEL SERVICES	6124176		PART TIME HELP - LISA HARPER PART TIME HELP - LISA HARPER PART TIME HELP - LISA HARPER - /	442.20 1.00
Total :						443.20
213891	6/22/2016	nu040c NUTE ENGINEERING	16332		PARADISE WEST PROJECT PARADISE WEST PROJECT	1,977.79
			16342		PARADISE WEST PROJECT PARADISE WEST PROJECT	18,320.75
Total :						20,298.54
213892	6/22/2016	of026c OFFICE DEPOT - TOWN HALL	844675533001		OFFICE SUPPLIES OFFICE SUPPLIES MEETINGS MEETINGS MEETINGS MEETINGS MEETINGS	24.84 7.74 7.74 7.74 7.74 7.73
Total :						63.53
213893	6/22/2016	on102c O'NEIL CUSTOM BAGS &	16439		SWEET SHIRTS - RECREATION SWEET SHIRTS - RECREATION	6,000.00
Total :						6,000.00
213894	6/22/2016	po145c POLSKY PERLSTEIN ARCHITECTS	12637		MAY 1 - MAY 31, 2016 SERVICE MAY 1 - MAY 31, 2016 SERVICE	1,129.95
Total :						1,129.95
213895	6/22/2016	pr201c PRETE, KENNETH - FLEX BENEFITS	06/21/2016STMT		FLEX BENEFITS FLEX BENEFITS	511.40
Total :						511.40
213896	6/22/2016	pu103c PURCHASE POWER	06/07/2016STMT		POSTAGE FOR METER POSTAGE FOR METER SERVICE FEE	4,000.00 7.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213896	6/22/2016	pu103c pu103c PURCHASE POWER	(Continued)			Total : 4,007.00
213897	6/22/2016	ro200c ROSE, KEVIN - FLEX BENEFITS	06/21/2016STMT		FLEX BENEFITS FLEX BENEFITS	1,912.12 Total : 1,912.12
213898	6/22/2016	ro450c ROY'S SEWER SERVICE, INC.	193842		PARADISE CAY - CORTE MADERA PARADISE CAY - CORTE MADERA	9,145.00 Total : 9,145.00
213899	6/22/2016	va036c VAUGHN, REBECCA - FLEX BENEFITS	06/21/2016STMT		FLEX - 125 FLEX - 125	80.00 Total : 80.00
213900	6/22/2016	ve125c VERIZON WIRELESS 670722771-2	9766525560		UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE	333.69 333.69 Total : 667.38
213901	6/22/2016	ve023c VERIZON WIRELESS-6707227710001	9766525559		TELEPHONE - CORP. YARD TELEPHONE - CORP. YARD TELEPHONE - CORP. YARD	748.16 59.56 Total : 807.72
213902	6/22/2016	wa050c WARMAN, JR., GEORGE T. - FLEX BENE	06/21/2016		FLEX BENEFITS FLEX BENEFITS	693.43 Total : 693.43
213903	6/22/2016	wa300c WATERMAN INDUSTRIES, INC.	161051		FLAP GATE FLAP GATE	2,154.45 Total : 2,154.45
213904	6/22/2016	wh065c WHITLOCK & WEINBERGER, TRANSPOI	17821		200 NELLEN AVE - TIS 200 NELLEN AVE - TIS	442.50 Total : 442.50
213905	6/22/2016	wo153c WOLFF, ADAM - FLEX BENEFITS	06/21/2016STMT		FLEX - 125	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
----------------	-------------	---------------	----------------	-------------	----------------------------	---------------

213905	6/22/2016	wo153c	WOLFF, ADAM - FLEX BENEFITS (Continued)		FLEX - 125	113.88
--------	-----------	--------	--	--	------------	--------

Total : 113.88

41 Vouchers for bank code : bom

Bank total : 129,921.72

41 Vouchers in this report

Total vouchers : 129,921.72

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213906	6/28/2016	an032c ANGEL ISLAND-TIBURON FERRY	R-35061		ANGEL ISLAND FERRY FARE - SUM ANGEL ISLAND FERRY FARE - SUM	640.00
					Total :	640.00
213907	6/28/2016	at079c AT&T - 119112770-7	05/16/16-06/15/16		PROGRAMMING SERVICES PROGRAMMING SERVICES	95.00
					Total :	95.00
213908	6/28/2016	ca210c CAPFF, CALF. ASSN. OF PROF. F.F.	JULY 2016		PREMIUM PREMIUM	19.08
					Total :	19.08
213909	6/28/2016	ch250c CHEVRON & TEXACO BUSINESS CARD	06/22/2016STMT		FUEL - GASOLINE FUEL - DIESEL TAX FEE - LATE CHARGE - INTERE: FUEL - GASOLINE	550.27 399.91 446.55 605.51 690.10 168.66 694.88 60.84 100.03 909.32 30.63
					Total :	4,656.70
213910	6/28/2016	ci115c CIT - CUSTOMER #2000304630	28758271		CANNON SERVICES CANNON SERVICES CANNON SERVICES CANNON SERVICES CANNON SERVICES CANNON SERVICES	301.46 301.46 150.10 433.29 622.08
					Total :	1,808.39

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213911	6/28/2016	cl106c	CLICKTIME.COM	196943	CLICK TIME TRACKING SYSTEM	
					CLICK TIME TRACKING SYSTEM	204.00
					Total :	204.00
213912	6/28/2016	co195c	CORPORATE PAYMENT SYSTEMS	06/14/2016-CREDIT	RECREATION SUPPLIES	
				06/14/2016STMT	RECREATION SUPPLIES	-90.04
					MEETING EXPENSE	
					MEETING EXPENSE	131.38
					FOOD	29.65
					MEETING EXPENSE	40.71
					RECREATION SUPPLIES	4,293.50
					PUBLICITY/MARKETING	49.99
					UTILITIES-TELEPHONE	326.04
					OFFICE SUPPLIES	25.55
					RECREATION SUPPLIES	754.06
					RECREATION SUPPLIES	242.00
					PUBLICICY/MARKETING	59.98
					RECREATION SUPPLIES	109.89
					RADIO MAINTENANCE	175.41
					MEMBERSHIP, DUES, SUBSCRIPT	55.00
					FOOD	49.94
					BLDG. MAINT, SUPPLIES	22.99
					FOOD	55.00
					CITY CAR RADIO	585.50
					HAND TOOLS & MINOR EQUIPMEN	115.49
					SERIVCES	49.00
					RECREATION SUPPLIES	324.58
					5124 PARADISE DRIVE	6.47
					CLOTHIN G& UNIFORMS	72.73
					FOOD	227.97
					MISC. SUPPLIES	195.57
					MEDICAL SUPPLIES	22.50
					FOOD	255.15
					MEETINGS	47.10

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213912	6/28/2016	co195c	CORPORATE PAYMENT SYSTEMS	(Continued)		
					SENIOR CITIZENS PROGRAM	604.98
					RECREATION SUPPLIES	265.70
					MISC. PROF. SPECIALIZED SERVIC	1,076.11
					MISC. SUPPLIES	100.15
					PUBLICITY/MARKETING	124.99
					MISC. SUPPLIES	9.25
					GATES & PUMPS REPAIRS	361.56
					MISC. SUPPLIES	21.00
					MEETING	242.61
					HAND TOOLS & MINOR EQUIP.	72.58
					HAND TOOLS & MINOR EQUIP.	72.58
					HAND TOOLS & MINOR EQUIP.	59.25
					SAFETY & PROTECTIVE ITEMS	202.50
					CREDIT (SAFETY & PROTECTIVE I	-202.50
					EQUIP, MACHINERY RENTALS	390.00
					MEETINGS	176.04
					MEETINGS	49.66
					HAND TOOLS & MINOR EQUIP.	303.63
					MISC. SUPPLIES	14.60
					MEETINGS	37.00
					MISC. SUPPLIES	122.39
					BUILDING MAINTENANCE	67.20
					RECREATION SUPPLIES	2,165.29
					CREDIT	-121.52
					MISC. SUPPLIES	12.96
					RECREATION SUPPLIES	5,225.53
					Total :	19,686.65
213913	6/28/2016	co025c	CORTE MADERA TOW, INC.	117117		
					MOTOR VEHICLE MAINTENANCE	
					MOTOR VEHICLE MAINTENANCE	65.00
					Total :	65.00
213914	6/28/2016	da025c	D & K AUTO SERVICES	50862		
					OIL FILTERS/FUEL FILTERS	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213914	6/28/2016	da025c D & K AUTO SERVICES	(Continued)			
			50960		OIL FILTERS/FUEL FILTERS	193.78
			50994		2016 MOTOR VEHICLE MAINTENAN	158.39
					2016 MOTOR VEHICLE MAINTENAN	150.29
					2016 FORD - F150 - MOTOR VEHICI	150.29
					2016 FORD - F150 - MOTOR VEHICI	150.29
					Total :	502.46
213915	6/28/2016	su103c DANIEL MUTISO MUTHYA	1533		JANITORIAL SVCS.	2,200.00
					JANITORIAL SVCS.	2,200.00
					Total :	2,200.00
213916	6/28/2016	dc115c DC ELECTRIC GROUP, INC.	26016		M1005-TS ROUTINE	1,952.26
			26017		M1005-TS ROUTINE	1,952.26
					M1006-TS RESPONSE	2,309.31
					M1006-TS RESPONSE	2,309.31
					Total :	4,261.57
213917	6/28/2016	de305c DELTA DENTAL OF CALIFORNIA	JULY 2016		RETIREE HEALTH INSURANCE	1,671.12
					RETIREE HEALTH INSURANCE	1,671.12
					CRAFT AND LEHMAN	155.82
					SOFER	44.79
					BAROY	177.27
					Total :	2,049.00
213918	6/28/2016	fi046c FISHMAN SUPPLY CO. (REC-7856)	1038253		JANITORIAL SUPPLIES	292.61
					JANITORIAL SUPPLIES	292.61
					Total :	292.61
213919	6/28/2016	gl107c GLASS AND SASH, INC.	15699		MISC. SUPPLIES	13.11
					MISC. SUPPLIES	13.11
					Total :	13.11
213920	6/28/2016	go410c GOLDEN STATE CHEMICAL & SUPPLY	888882		RECREATION SUPPLIES	2,043.94
			888900		RECREATION SUPPLIES	2,043.94
					DOGI BAG LINERS	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213920	6/28/2016	go410c GOLDEN STATE CHEMICAL & SUPPLY	(Continued)		DOGI BAG LINERS	1,314.47
					Total :	3,358.41
213921	6/28/2016	he105c HERTZ EQUIPMENT RENTAL	28680319-001		EQUIPMENT & MACHINERY RENTA	608.83
			28696034-001		GALLON LIQUID PROPANE	30.44
			28698161-001		EQUIPMENT, MACHINERY RENTAL:	329.97
					Total :	969.24
213922	6/28/2016	jo124c JOHNSON, ROBERT B.	6582		CHECK LANDSCAPE TIMER	215.00
					Total :	215.00
213923	6/28/2016	ko200c KOCH, JANICE	06/27/2016STMT		PERMIT TECH. RECRUITMENT	403.44
					Total :	403.44
213924	6/28/2016	la046c LANDRY, NICOLE	R-34879		REFUND OF PICNIC DEPOSIT	200.00
					Total :	200.00
213925	6/28/2016	mc100c MC MASTER-CARR, SUPPLY CO.	65534900		STAINLESS STEEL RODS	80.64
					Total :	80.64
213926	6/28/2016	ne100c NERVIANI PAVING, INC.	4775		WORNUM ROAD - ASPHALT PATCH	725.00
					Total :	725.00
213927	6/28/2016	pa175c PACIFIC GAS & ELECTRIC	06/21/2016STMT		UTILITIES-ELECTRICITY	841.60
					UTILITIES-ELECTRICITY	661.93
					UTILITIES-ELECTRICITY	315.73

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213927	6/28/2016	pa175c PACIFIC GAS & ELECTRIC	(Continued)		UTILITIES-ELECTRICITY	2,014.20
					UTILITIES-ELECTRICITY	199.34
					UTILITIES-ELECTRICITY	474.20
					UTILITIES-ELECTRICITY	678.93
					UTILITIES-ELECTRICITY	2,416.86
					UTILITIES-ELECTRICITY	3,620.03
					UTILITIES-ELECTRICITY	854.51
					UTILITIES - NATURAL GAS	-74.26
					UTILITIES - NATURAL GAS	-66.16
					UTILITIES - NATURAL GAS	-90.64
					UTILITIES - NATURAL GAS	22.56
					UTILITIES - NATURAL GAS	-55.74
					MARIN CLEAN ENERGY	501.97
					MARIN CLEAN ENERGY	456.53
					MARIN CLEAN ENERGY	201.89
					MARIN CLEAN ENERGY	1,199.54
					MARIN CLEAN ENERGY	87.85
					MARIN CLEAN ENERGY	248.01
					MARIN CLEAN ENERGY	311.58
					MARIN CLEAN ENERGY	2,170.00
					MARIN CLEAN ENERGY	1,951.81
					MARIN CLEAN ENERGY	730.29
					UTILITIES - NATURAL GAS	-62.33
					Total :	19,610.23
213928	6/28/2016	pa031c PARISI TRANSPORTATION	16043		TAMALPAIS PEDESTRIAN CROSSIN	
					TAMALPAIS PEDESTRIAN CROSSIN	2,513.75
					Total :	2,513.75
213929	6/28/2016	ra108c RAM PRINT AND COMMUNICATIONS	257502		MISC. SUPPLIES	
					MISC. SUPPLIES	69.43
					Total :	69.43
213930	6/28/2016	ro450c ROY'S SEWER SERVICE, INC.	193919		GOLDEN HIND PASSAGE	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213930	6/28/2016	ro450c ROY'S SEWER SERVICE, INC.	(Continued)		GOLDEN HIND PASSAGE	900.00
					Total :	900.00
213931	6/28/2016	sa775c SAUSALITO, CITY OF	R-35864		MCCMC DINNER	275.00
					MCCMC DINNER	275.00
					Total :	275.00
213932	6/28/2016	sp109c SPARK	JUNE 2016		SLOAN BAILEY - DONATIONS OF M	350.00
					SLOAN BAILEY - DONATIONS OF M	350.00
					Total :	350.00
213933	6/28/2016	st025c STEVE ZAPPETINI & SON, INC.	8914180		SEWER MAIN REPAIR	926.85
					SEWER MAIN REPAIR	926.85
					Total :	926.85
213934	6/28/2016	ti124c TIFCO INDUSTRIES	71158138		MISC. SUPPLIES	172.21
			71161515		MISC. SUPPLIES	470.82
					HAND TOOLS AND MINOR EQUIPM	300.00
					HAND TOOLS AND MINOR EQUIPM	300.00
					MISC. SUPPLIES	300.00
					Total :	943.03
213935	6/28/2016	bo101c TOWNSEND, MICHAEL D.	06/23/2016a		5156 PARADISE DRIVE	18,500.00
			06/23/2016b		5156 PARADISE DRIVE	18,500.00
			06/23/2016c		CORNER OF EASTMAN AND MANZ	10,600.00
			06/23/2016STMT		CORNER OF EASTMAN AND MANZ	10,600.00
					81 LUCKY DRIVE	11,200.00
					81 LUCKY DRIVE	11,200.00
					PARADISE DRIVE	4,400.00
					PARADISE DRIVE	4,400.00
					Total :	44,700.00
213936	6/28/2016	jo135c VICTOR M. ROJAS, DBA JON'S BUILDING	06/27/2016STMT - TH		JANITORIAL SERVICES - JUNE - TH	2,100.00
			JUNE 2016-ENG		JANITORIAL SERVICES - JUNE - TH	2,100.00
					JANITOIRAL SERIVCES - ENG JUNE	2,100.00

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
213936	6/28/2016	jo135c VICTOR M. ROJAS, DBA JON'S BUILDING (Continued)			JANITAIRAL SERIVCES - ENG JUNE	750.00	
					Total :	2,850.00	
213937	6/28/2016	vi100c VSP (CA) #00 114728 0001 MAPE, ATTN: / JULY 2016			MEJIA, GUILLERMO		
					MEJIA, GUILLERMO	17.01	
					RAVINA, JAMES	17.01	
					SANTOS, VERNON	17.01	
					VELAZQUEZ, ODILON	17.01	
					DOWNING, GARY	17.01	
					PAYES, EDWIN	17.01	
					MITCHELL, MATTHEW	17.01	
					Total :	119.07	
213938	6/28/2016	vi099c VSP (CA) ACCT: 12 220077 0001, ATTN: A JULY 2016			RETIREEED EMPLOYEEES		
					RETIREEED EMPLOYEEES	-35.36	
					RETIREEED EMPLOYEEES	280.11	
					Total :	244.75	
213939	6/28/2016	wi132c WILLDAN FINANCIAL SVCS.	010-31315		DISLOSURE SERVICES		
					DISLOSURE SERVICES	250.00	
					Total :	250.00	
213940	6/28/2016	ze025c ZEE MEDICAL SERVICE	723701452		SAFETY & PROTECTIVE ITEMS		
			723701521		SAFETY & PROTECTIVE ITEMS	175.27	
					SAFETY & PROTECTIVE ITEMS		
					SAFETY & PROTECTIVE ITEMS	211.46	
					Total :	386.73	
35 Vouchers for bank code : bom						Bank total :	116,584.14
35 Vouchers in this report						Total vouchers :	116,584.14

TOWN OF CORTE MADERA
RATIFICATION AND APPROVAL OF
PAYROLL AND DEMANDS (ACCOUNTS PAYABLE)
PERIOD 06/29/16 – 07/12/16

Submitted herewith are the Payroll and Demands (Accounts Payable) paid during the period of 06/29/16 through and including 07/12/16 in accordance with Corte Madera Municipal Code Section 2.12.145 and Chapter 2.28(Statutory provisions contained in Government Code Sections 37202 through 37209 and Sections 40802 through 40805 and Section 40805.5).

Payroll (06/20/16-07/03/16)		
Payroll Check Numbers	5244 – 5251	\$ 18,237.76
Payroll Direct Deposit Numbers	29851 – 29945	210,907.19
Payroll Wire Transfer Numbers	2030 – 2033	<u>107,665.76</u>
<u>Total Payroll</u>		\$ 336,810.71
Warrant Check Numbers	213941 – 214057	\$ 644,585.58
Wire- Central Marin Police Monthly Payment (08/01/16)		258,000.00
Wire- CalPERS Fire Classic Annual Unfunded Liability Payment (07/07/16)		678,345.00
Wire- CalPERS Misc. Classic Annual Unfunded Liability Payment (07/07/16)		520,354.00
Wire- CalPERS Misc. PEPR Annual Unfunded Liability Payment (07/07/16)		25.00
Wire- MERA Annual Bond Payment (07/29/16)		33,462.84
Wire- Park Madera Semi-Annual Debt (00/00/00)		<u>0.00</u>
<u>Total Demands (Accounts Payable)</u>		\$ 2,134,772.42
TOTAL PAYROLL AND DEMANDS		\$ 2,471,583.13

David James Bracken
Town Manager

Date

George T. Warman, Jr. 07/12/16

George T. Warman, Jr. Date
Director of Administrative Services/
Town Treasurer

APPROVED AT MEETING OF 07/19/16

SLOAN C. BAILEY, MAYOR

DIANE FURST, VICE MAYOR

JAMES ANDREWS, COUNCIL MEMEBER

CARLA CONDON, COUNCIL MEMBER

MICHAEL LAPPERT, COUNCIL MEMBER

*Checks listed do not correspond to a month or an accounting period because of overlap between months and accounting periods. Questions oncerning the check register should be directed to George Warman at 927-45055. In his absence, ask for Jonna Intoschi or Lina Az

Voucher List
TOWN OF CORTE MADERA

JULY 2016

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213941	7/6/2016	al124c ALLIANT INSURANCE SVCS., INC.	1034696		PROPERTY AND VEHICLE INSURAN PROPERTY AND VEHICLE INSURAN	22,568.05
					Total :	22,568.05
213942	7/6/2016	at104c ATHENS INSURANCE SVC. INC.	11971		ANNUAL FEE IRVINE ANNUAL FEE IRVINE	15,000.00
					Total :	15,000.00
213943	7/6/2016	ba172c BAY ALARM COMPANY-1795028	1795028		MONITORING BUGLAR ALARM SYS MONITORING BUGLAR ALARM SYS	160.89
					Total :	160.89
213944	7/6/2016	ba550c BAY AREA BARRICADE SERVICE,INC	0338020-IN 0338021-IN		SIGNS SIGNS CAUTION TAPE/PAPER NO PARKIN CAUTION TAPE/PAPER NO PARKIN	872.00 416.93
					Total :	1,288.93
213945	7/6/2016	ca500c CALIF. PARK & REC. SOCIETY	05/19/2016STMT		MEMBERSHIP DUES FOR RECREA MEMBERSHIP DUES FOR RECREA MEMBERSHIP DUES FOR PUBLIC	630.00 150.00
					Total :	780.00
213946	7/6/2016	co121c COMCAST- 028617, 0208847, 5594, 0010	06/20/2016STMT		CABLE TV CABLE TV	132.86
					Total :	132.86
213947	7/6/2016	co845c CORTE MADERA BEAUT. COMMITTEE	06/02/2016STMT		FUNDS FOR BEAUTIFICATION COM FUNDS FOR BEAUTIFICATION COM	6,000.00
					Total :	6,000.00
213948	7/6/2016	cs100c CSFA	9287		ACTIVE FIREFIGHTER MEMBERSH ACTIVE FIREFIGHTER MEMBERSH	1,725.00
					Total :	1,725.00
213949	7/6/2016	da126c DARRELL HEPPNER INS. BROKER	06/16/2016STMT		EXCESS LIABILITY INSURANCE	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213949	7/6/2016	da126c DARRELL HEPPNER INS. BROKER	(Continued)		EXCESS LIABILITY INSURANCE	110,004.00
					Total :	110,004.00
213950	7/6/2016	fi026c FITNESS SF MARIN	06/28/2016STMT		MEMBERSHIP DUES	1,100.00
					MEMBERSHIP DUES	2,227.50
					MEMBERSHIP DUES	2,722.50
					MEMBERSHIP DUES	275.00
					MEMBERSHIP DUES	275.00
					MEMBERSHIP DUES	275.00
					MEMBERSHIP DUES	275.00
					Total :	7,150.00
213951	7/6/2016	iw010c IWORQ SYSTEMS, INC.	7863		INTERNET SOFTWARE MANAGMEN	3,000.00
					INTERNET SOFTWARE MANAGMEN	3,000.00
					Total :	3,000.00
213952	7/6/2016	ma345c MARIN COUNTY TAX COLLECTOR-, LAF	06/30/2016STMT		LAFCO CHARGES FISCAL YR 2016/	13,741.37
					LAFCO CHARGES FISCAL YR 2016/	13,741.37
					Total :	13,741.37
213953	7/6/2016	ma613c MARIN EMERG.RADIO AUTHORITY, (FUI 30-2016-474			ANNUAL PAYMENTS FOR OPERATI	7,982.00
					ANNUAL PAYMENTS FOR OPERATI	18,914.00
					Total :	26,896.00
213954	7/6/2016	ma612c MARIN EMERGENCY RADIO AUTHORIT	32-2016-500		ANNUAL PAYMENTS FOR NEW PRO	1,456.00
					ANNUAL PAYMENTS FOR NEW PRO	624.00
					ANNUAL PAYMENTS FOR NEW PRO	788.00
					ANNUAL PAYMENTS FOR NEW PRO	337.00
					Total :	3,205.00
213955	7/6/2016	ma116c MARIN GENERAL SVCS. AUTHORITY	FY2016/17		MGSA MEMBERSHIP CONTRIBUTIC	2,000.00
					MGSA MEMBERSHIP CONTRIBUTIC	2,000.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213955	7/6/2016	ma116c MARIN GENERAL SVCS. AUTHORITY	(Continued)		MGSA MEMBERSHIP CONTRIBUTIC MGSA MEMBERSHIP CONTRIBUTIC MGSA MEMBERSHIP CONTRIBUTIC MGSA MEMBERSHIP CONTRIBUTIC	6,750.00 2,250.00 6,984.00 43,078.50
Total :						61,062.50
213956	7/6/2016	mc164c MCFCA	R-35143		ANNUAL ASSN. DUES ANNUAL ASSN. DUES ANNUAL ASSN. DUES ANNUAL ASSN. DUES ANNUAL ASSN. DUES	300.00 200.00 200.00 150.00
Total :						850.00
213957	7/6/2016	pa032c PATEL, NISHA	R-18803		CA PROFESSIONAL ENGINEER LIC CA PROFESSIONAL ENGINEER LIC PARKING FEE	115.00 4.75
Total :						119.75
213958	7/6/2016	pi115c PITNEY BOWES GLOBAL FIN SVCS L	3100245934		LEASE OF PITNEY BOWES LEASE OF PITNEY BOWES	875.60
Total :						875.60
213959	7/6/2016	pr111c PROTECTION ONE ALARM MON., INC	110307314		UTILITIES - WIRE SYSTEMS UTILITIES - WIRE SYSTEMS	665.81
Total :						665.81
213960	7/6/2016	rc101c R.C. SYSTEMS, INC.	16865		ANNUAL SOFTWARE SUPPORT FO ANNUAL SOFTWARE SUPPORT FO	4,125.00
Total :						4,125.00
213961	7/6/2016	tr050c TRANSBAY SECURITY SERVICE, INC	63377		MISC. SUPPLIES MISC. SUPPLIES	369.27
Total :						369.27
21 Vouchers for bank code : bom						Bank total : 279,720.03

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>	
21	Vouchers in this report					Total vouchers :	279,720.03

vchlist
07/07/2016 11:06:31AM

Voucher List
TOWN OF CORTE MADERA

*ACCTS PAYABLE
JUNE
JULY CHECK PERM*

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213962	7/7/2016	an106c A N WEST INC., CONSULTING ENGINEEF	INV 594101-3		ASSIST WITH FINANCIAL STRATEG ASSIST WITH FINANCIAL STRATEG	750.00 Total : 750.00
213963	7/7/2016	ab051c ABBEY PARTY RENTAL	26068		PAYMENT FOR TENTING PAYMENT FOR TENTING	3,702.00 Total : 3,702.00
213964	7/7/2016	ab070c ABLE FENCE COMPANY, INC.	6597		FURNISH ALBOR AND MATERIALS FURNISH ALBOR AND MATERIALS	12,912.00 Total : 12,912.00
213965	7/7/2016	al056c ALL SEASON SOCCER	63016		RECREATION SUPPLIES RECREATION SUPPLIES	679.56 Total : 679.56
213966	7/7/2016	at111c AT & T MOBILITY - 436050713282	05/25/2016-06/24/16		UTILITES - TELEPHONE UTILITES - TELEPHONE	142.10 Total : 142.10
213967	7/7/2016	at110c AT & T MOBILITY-287016673845	287016673845X062316		UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE	5.60 11.20
			287245897656X061716		UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE	41.74 166.94 41.73
						Total : 267.21
213968	7/7/2016	at114c AT & T MOBILITY-876700579	876700579X06232016		UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE	62.82 63.00 63.00 63.00 63.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213968	7/7/2016	at114c at114c AT & T MOBILITY-876700579	(Continued)			Total : 314.82
213969	7/7/2016	at050c ATHENS ADMINISTRATORS, WORKERS' (07/01/2016STMT			W.C. CLAIM PAYMENT EXPENSE W.C. CLAIM PAYMENT EXPENSE	3,979.14 Total : 3,979.14
213970	7/7/2016	be053c BERTRAND, FOX, ELLIOT, OSMAN &	07/05/2016STMT		CM/LARKSPUR FIRE CONSOLIDATI CM/LARKSPUR FIRE CONSOLIDATI	4,280.25 Total : 4,280.25
213971	7/7/2016	bi112c BIG 4 PARTY	77057-1		CHAIR/GRILL BBQ/PROPANE TANK CHAIR/GRILL BBQ/PROPANE TANK	330.40 Total : 330.40
213972	7/7/2016	bo105c BOUND TREE MEDICAL, LLC	82188220		MEDICAL SUPPLIES MEDICAL SUPPLIS	1,641.90 Total : 1,641.90
213973	7/7/2016	br150c BRANDON TIRE SUPPLY, INC.	1001968		TIRES FOR S-16 TIRES FOR S-16	1,180.21 Total : 1,180.21
213974	7/7/2016	co136c CODE SOURCE	8854 8855 8856 8857 8858 8859		CODE SOURCE INVOICES TVA-BLDG 1 CODE SOURCE INVOICES TVA-BLDG 2 CODE SOURCE INVOICES TVA-BLDG 3 CODE SOURCE INVOICES TVA-BLDG 4 CODE SOURCE INVOICES TVA- BLDG 5&6 CODE SOURCE INVOICES TVA - BLDG 2 POOL	2,650.00 5,780.00 1,210.00 2,410.00 2,100.00 240.00 Total : 14,390.00
213975	7/7/2016	co017c COMMUNITY MEDIA CENTER OF	06/28/2016STMT		CABLE CASTING MEETING	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213975	7/7/2016	co017c	COMMUNITY MEDIA CENTER OF	(Continued)		
			06/29/2016STMT		CABLE CASTING MEETING	581.25
					CABLE CASTING MEETING	
					CABLE CASTING MEETING	1,650.00
					CABLE CASTING MEETING	1,650.00
					Total :	3,881.25
213976	7/7/2016	co835c	CORTE MADERA BEAUTIFICATION, % C.	06/28/2016STMT	DONATION OF COMMISSIONER ST	
					DONATION OF COMMISSIONER ST	320.00
					Total :	320.00
213977	7/7/2016	co755c	CORTE MADERA CHAMBER OF COMM.,	MAY 2016	CONTRIBUTION & SUBSIDIES	
					CONTRIBUTION & SUBSIDIES	16,131.53
					FINANCE COST RECOVERY	172.00
					FINANCE DEPT COST RECOVERY	-172.00
					Total :	16,131.53
213978	7/7/2016	co800c	CORTE MADERA COMM. FOUNDATION	06/28/2016STMT	DONATION OF COMMISSIONER ST	
					DONATION OF COMMISSIONER ST	120.00
					Total :	120.00
213979	7/7/2016	ma120c	COUNTY OF MARIN	MAY 2016	MARIN TOURISM IMPROVE DISTRIK	
					MARIN TOURISM IMPROVE DISTRIK	16,131.53
					FINANCE COST RECOVERY	172.00
					FINANCE DEPT COST RECOVERY	-172.00
					Total :	16,131.53
213980	7/7/2016	da025c	D & K AUTO SERVICES	51029	BLACK CABLE TIES	
				51038	BLACK CABLE TIES	133.97
				51050	BATTERY HEAVY DUTY	
				51055	BATTERY HEAVY DUTY	366.20
					1997 FORD - AIR CONIDTIONING S'	
					1997 FORD - AIR CONIDTIONING S'	526.55
					INTERSTATE BATTERY	
					INTERSTATE BATTERY	256.15

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213980	7/7/2016	da025c da025c D & K AUTO SERVICES	(Continued)			Total : 1,282.87
213981	7/7/2016	da120c DAVID KEANE	06/30/2016STMT		GENERAL ENG. GENERAL ENG. GENERAL SANITARY PLAN CHECK SANITARY PLAN CHECK	2,675.00 700.00 6,050.00 875.00 Total : 10,300.00
213982	7/7/2016	da021c DAVIS, KRIPA N.	78		CONTRACT INSTRUCTOR CONTRACT INSTRUCTOR	800.00 Total : 800.00
213983	7/7/2016	fi020c FIRE MASTER; MASTER PROTECTION	0000334999		BUILDING MAINTENANCE BUILDING MAINTENANCE	213.50 Total : 213.50
213984	7/7/2016	fi047c FISHMAN SUPPLY CO. - (P/P/B)	1039958 1039960		OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	77.41 8.16 Total : 85.57
213985	7/7/2016	go410c GOLDEN STATE CHEMICAL & SUPPLY	888901		HAND CREME/LYSOL WIPES HAND CREME/LYSOL WIPES HAND CREME/LYSOL WIPES	184.63 184.62 Total : 369.25
213986	7/7/2016	go300c GOODMAN BUILDING SUPPLY	06/25/2016STMT		MISC. SUPPLIES MISC. SUPPLIES MISC. SUPPLIES	94.18 89.31 Total : 183.49
213987	7/7/2016	he138c HEGARTY, TRACY	R-27448		OFFICE SUPPLIES OFFICE SUPPLIES	11.00 Total : 11.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213988	7/7/2016	he125c HEPPNER RISK MGMT., DARRELL	JUNE 2016		RISK MGMT - HEPPNER RISK MGMT - HEPPNER RISK MGMT - HEPPNER RISK MGMT - HEPPNER	1,924.00 1,924.00 427.00 Total : 4,275.00
213989	7/7/2016	he105c HERTZ EQUIPMENT RENTAL	28725851-001		EQUIPMENT & MACHINERY RENTA EQUIPMENT & MACHINERY RENTA	306.50 Total : 306.50
213990	7/7/2016	ho195c HOME DEPOT CREDIT SERVICES, DEPT 06/21/2016STMT			PLANT SUPPLIES PLANT SUPPLIES	109.14 Total : 109.14
213991	7/7/2016	la277c LARKSPUR RECREATION DEPARTMENT 06/30/2016STMT			SYNTHETIC FIELD RENTAL FOR TR SYNTHETIC FIELD RENTAL FOR TR	1,330.00 Total : 1,330.00
213992	7/7/2016	ma340c MARIN COUNTY TAX COLLECTOR, CEN' 06/17/2016STMT			RADIO SHOP SERVICES - MAY 2011 RADIO SHOP SERVICES - MAY 2011	206.55 Total : 206.55
213993	7/7/2016	ma700c MARKET ENGINEERING	59347 59349		CLEAN AND SANITIZE THE ICEM M. CLEAN AND SANITIZE THE ICEM M. SCOTSMAN ICE MAKER SCOTSMAN ICE MAKER	357.63 204.98 Total : 562.61
213994	7/7/2016	mc100c MC MASTER-CARR, SUPPLY CO.	66720537		GATES & PUMP REPAIRS GATES & PUMP REPAIRS	87.23 Total : 87.23
213995	7/7/2016	mo114c MOTOROLA	76899657		UTILITES - TELEPHONE UTILITES - TELEPHONE	400.07 Total : 400.07
213996	7/7/2016	ne040c NELSON PERSONNEL SERVICES	6126296		PART TIME HELP - LISA HARPER	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
213996	7/7/2016	ne040c NELSON PERSONNEL SERVICES	(Continued)		PART TIME HELP - LISA HARPER	596.97
					PART TIME HELP - LISA HARPER - /	1.35
					Total :	598.32
213997	7/7/2016	ne100c NERVIANI PAVING, INC.	4781		TAMALPAIS AVE - ASPHALT	2,270.00
					TAMALPAIS AVE - ASPHALT	2,270.00
					Total :	2,270.00
213998	7/7/2016	nh001c NHA ADVISORS, LLC	2016-0630a		GENERAL CONSULTING FINANCIAL	27,643.00
					GENERAL CONSULTING FINANCIAL	27,643.00
					Total :	27,643.00
213999	7/7/2016	of026c OFFICE DEPOT - TOWN HALL	847262384001		OFFICE SUPPLIES	267.27
					OFFICE SUPPLIES	7.80
					MEETINGS	7.80
					MEETINGS	7.80
					MEETINGS	7.80
					MEETINGS	7.80
					MEETINGS	7.79
			847748894001		OFFICE SUPPLIES	197.22
					OFFICE SUPPLIES	511.28
					Total :	511.28
214000	7/7/2016	of029c OFFICE DEPOT-FIRE-89507905, FILE #81	846139044001		OFFICE SUPPLIES	19.03
			846139044002		OFFICE SUPPLIES	37.23
					OFFICE SUPPLIES	56.26
					Total :	56.26
214001	7/7/2016	on102c O'NEIL CUSTOM BAGS &	16447		RECREAITON SUPPLIES	215.82
			16498		RECREATION SUPPLIES	447.29

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214001	7/7/2016	on102c on102c O'NEIL CUSTOM BAGS &	(Continued)			Total : 663.11
214002	7/7/2016	pu108c PURE POTENTIAL SOCCER	2016-0701		TRAINING IN LATE SPRING - CONTI TRAINING IN LATE SPRING - CONTI	2,175.00 Total : 2,175.00
214003	7/7/2016	ri042c RICOH USA, INC., (FIRE)	97043589		CONTRACT LEASE - 6/8/16-7/7/16 CONTRACT LEASE - 6/8/16-7/7/16	421.25 Total : 421.25
214004	7/7/2016	si160c SIEGMUT ACSHUTLY JR.	06/27/2016STMT		TOWN PARK DUMPSTER AREA TOWN PARK DUMPSTER AREA	650.00 Total : 650.00
214005	7/7/2016	sp109c SPARK	06/28/2016STMT		DONATION OF COMMISSIONER ST DONATION OF COMMISSIONER ST	160.00 Total : 160.00
214006	7/7/2016	su027c SUNNY COMMUNICAITONS, INC.	54348		RELACE 2006 EXPEDITION - BC14 RELACE 2006 EXPEDITION - BC14	790.00 Total : 790.00
214007	7/7/2016	th135c THE JB PIANO COMPANY	4006		TUNE SANGLER & SOHNE UPRIGH TUNE SANGLER & SOHNE UPRIGH	160.00 Total : 160.00
214008	7/7/2016	bo101c TOWNSEND, MICHAEL D.	06/28/2016A 06/28/2016STMT		WILLOW & BALTIMORE WILLOW & BALTIMORE TOWN HALL PARKING LOT TOWN HALL PARKING LOT	15,650.00 3,450.00 Total : 19,100.00
214009	7/7/2016	jo135c VICTOR M. ROJAS, DBA JON'S BUILDING	JUNE 2016-CC-ENG		CAPET CLEANING - ENG CAPET CLEANING - ENG	150.00 Total : 150.00
214010	7/7/2016	vi053c VISTA TEST ONLY CENTER	R-35063		SMOG REC 3	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
214010	7/7/2016	vi053c VISTA TEST ONLY CENTER	(Continued)		SMOG REC 3	81.50	
					Total :	81.50	
214011	7/7/2016	wa311c WATERSHED PRESERVATION NETWORK	SPRING 2016		CONTRACT INSTRUCTOR		
					CONTRACT INSTRUCTOR	7,435.00	
					Total :	7,435.00	
214012	7/7/2016	wi132c WILLDAN FINANCIAL SVCS.	010-31552		MUNICIPAL MARKET ACCESS		
					MUNICIPAL MARKET ACCESS	250.00	
					Total :	250.00	
51 Vouchers for bank code : bom						Bank total :	164,791.40
51 Vouchers in this report						Total vouchers :	164,791.40

vchlist
07/12/2016 8:07:15AM

Voucher List
TOWN OF CORTE MADERA

ACCOUNTS PAYABLE
JUNE

JULY CHECK RUN

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214013	7/12/2016	aa101c A & S LANDSCAPE MATERIALS, INC	06/30/2016STMT		PLANT SUPPLIES PLANT SUPPLIES	469.78
					Total :	469.78
214014	7/12/2016	at075c AT & T - CALNET 3	07/02/2016STMT		UTILITIES - TELEPHONE	
			93910223429		UTILITIES - TELEPHONE	126.16
					UTILITIES - TELEPHONE	9.07
					UTILITIES - TELEPHONE	6.45
			9391023426		UTILITIES - TELEPHONE	285.06
					UTILITIES - TELEPHONE	52.29
					UTILITIES - TELEPHONE	51.72
					UTILITIES - TELEPHONE	14.18
					UTILITIES - TELEPHONE	14.34
					UTILITIES - TELEPHONE	-39.36
					UTILITIES - TELEPHONE	144.40
			9391023427		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	0.38
			9391023428		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	627.20
			9391026356		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	10.27
					UTILITIES - TELEPHONE	7.70
			9391033626		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	10.27
					UTILITIES - TELEPHONE	7.70
			9391033627		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	10.27
					UTILITIES - TELEPHONE	7.70
			9391033628		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	48.26
			9391033629		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	31.12

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214014	7/12/2016	at075c AT & T - CALNET 3	(Continued)			
					UTILITIES - TELEPHONE	113.46
					UTILITIES - TELEPHONE	76.98
					UTILITIES - TELEPHONE	0.38
					UTILITIES - TELEPHONE	110.67
					UTILITIES - TELEPHONE	-52.92
			9391033630		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	126.26
					UTILITIES - TELEPHONE	36.94
					UTILITIES - TELEPHONE	-162.90
					Total :	1,674.05
214015	7/12/2016	bu050c BUCK'S SAW SERVICE	319804		EQUIPMENT & MACHINERY MAINTI	
					EQUIPMENT & MACHINERY MAINTI	346.68
					Total :	346.68
214016	7/12/2016	ce075c CENTRAL MARIN SANITATION AGEN.	16-8094		MAY INVOICE FOR CMSA ROUTING	
					MAY INVOICE FOR CMSA ROUTING	28,497.28
					Total :	28,497.28
214017	7/12/2016	co136c CODE SOURCE	8860		TAMAL VISTA APT - SITE IMP/PW -	
					TAMAL VISTA APT - SITE IMP/PW -	280.00
					Total :	280.00
214018	7/12/2016	co630c CORPORATE MEDIA SYSTEMS, INC.	24502		SERVICE/COUNCIL CHAMBER MIS(
					SERVICE/COUNCIL CHAMBER MIS(231.12
					Total :	231.12
214019	7/12/2016	co800c CORTE MADERA COMM. FOUNDATION	R-35064		CENTENNIAL SALE MERCHANDISE	
					CENTENNIAL SALE MERCHANDISE	1,230.00
					Total :	1,230.00
214020	7/12/2016	de105c DE FRANCIS, TONI	07/05/2016STMT		MINUTES CLERK	
					MINUTES CLERK	180.00
			07/11/2016STMT		MINUTES CLERK	
					MINUTES CLERK	190.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214020	7/12/2016	de105c DE FRANCIS, TONI	(Continued)			Total : 370.00
214021	7/12/2016	de230c DEPT. OF JUSTICE ACCT. OFFICE	176355		FINGERPRINTS FINGERPRINTS	343.00 Total : 343.00
214022	7/12/2016	ge120c GEORGE HILLS COMPANY, INC.	INV1010744		MONTHLY LIAB. CLAIMS ADMIN. FE MONTHLY LIAB. CLAIMS ADMIN. FE	731.00 Total : 731.00
214023	7/12/2016	gl102c GLOBALSTAR USA	1000000007420539		UTILITIES - TELEPHONE UTILITIES - TELEPHONE	50.46 Total : 50.46
214024	7/12/2016	go055c GOPHER-IT TRENCHLESS-	G1240 G1244 G1247		SEWER REPAIRS SEWER REPAIRS STORM DRAIN REPAIRS STORM DRAIN REPAIRS STORM DRAIN REPAIRS SEWER REPAIRS SEWER REPAIRS	33,200.00 10,000.00 16,500.00 32,600.00 Total : 92,300.00
214025	7/12/2016	ja025c JACKSON'S HARDWARE, INC.	06/30/2016STMT		SAFETY & PROTECTIVE ITEMS SAFETY & PROTECTIVE ITEMS HAND TOOLS & MINOR EQUIPMEN SAFTEY & PROTECTIVE ITEMS	540.04 40.00 301.50 Total : 881.54
214026	7/12/2016	kb100c KBA DOCUSYS	INV435908 INV449714		COPIES SERVICES COPIES SERVICES COPIES SERVICES BLACK TONER BLACK TONER	439.21 439.21 12.95 Total : 891.37
214027	7/12/2016	ma208c MARIN INDEPENDENT JOURNAL	06/30/2016STMT		ADVERTSING - LEGAL NOTICES	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214027	7/12/2016	ma208c MARIN INDEPENDENT JOURNAL	(Continued)		ADVERTSING - LEGAL NOTICES	170.40
					Total :	170.40
214028	7/12/2016	ma550c MARIN MUNICIPAL WATER DISTRICT	07/05/2016STMT		WATER	
					WATER	534.22
					WATER	801.32
					Total :	1,335.54
214029	7/12/2016	ma605c MARIN RESOURCE RECOVERY CENTE	06/30/2016STMT		WET COMTAM	
					WET COMTAM	577.50
					Total :	577.50
214030	7/12/2016	pe072c PERMIT CONSULTANTS, INC.	07/07/2016STMT		TOWN ENG. COST RECOVERY	
					TOWN ENG. COST RECOVERY	-225.00
					PLANNING COST RECOVERY	-516.60
					FINANCE DEPT. COST RECOVERY	-138.40
					5839 PARADISE DR	-22.50
					5839 PARADISE DR	902.50
					5839 PARADISE DR	1,097.50
					Total :	1,097.50
214031	7/12/2016	pe140c PEROZZI, CARLO	6352		JUNE MAINTENANCE	
					JUNE MAINTENANCE	400.00
					JUNE MAINTENANCE	200.00
					Total :	600.00
214032	7/12/2016	re036c RED VALVE COMPANY, INC.	505031		GATES & PUMPS REPAIRS	
					GATES & PUMPS REPAIRS	4,176.44
					Total :	4,176.44
214033	7/12/2016	re141c RENNE SLOAN HOLTZMAN SAKAI	31691		RENNE SLOAN HOLTZMAN SAKAI I	
					CORTE MADERA INN	130.00
			31692		RENNE SLOAN HOLTZMAN SAKAI I	
					GENERAL PLANNING	5,300.00
			31693		RENNE SLOAN HOLTZMAN SAKAI I	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214033	7/12/2016	re141c RENNE SLOAN HOLTZMAN SAKAI	(Continued)			
			31694		MARIN COUNT DAY SCHOOL	292.50
			31695		RENNE SLOAN HOLTZMAN SAKAI I NON-LITIGATION	6,100.00
					RENNE SLOAN HOLTZMAN SAKAI I RESTORATION HARDWARE	162.50
					Total :	11,985.00
214034	7/12/2016	sh100c SHAMROCK MATERIALS, INC. 11735	06/03/2016STMT		MISC. SUPPLIES	455.23
			06/30/2016-DISC		MISC. SUPPLIES	
					CREDIT TAKEN	-140.11
					CREDIT TAKEN	4.73
					LATE FEE	
					Total :	319.85
214035	7/12/2016	te030c TERRILL LAY PAINTING	06/29/2016STMT		BLACK KETTLE LAGOON "A"	4,130.00
			06/30/2016A		BLACK KETTLE LAGOON "A"	
					MARIN VILLAGE 2	6,810.00
					MARIN VILLAGE 2	
					Total :	10,940.00
214036	7/12/2016	tu200c TURF STAR, INC.	6942124-00		EQUIPMENT & MACHINERY REPLA	415.36
					EQUIPMENT & MACHINERY REPLA	
					Total :	415.36
214037	7/12/2016	ve117c VERIZON WIRELESS	9767576382		UTILITIES - TELEPHONE	58.88
					UTILITIES - TELEPHONE	58.88
					UTILITIES - TELEPHONE	
					Total :	117.76
214038	7/12/2016	wa305c WATERSAVERS IRRIGATION, INC.	1716666-00		IRRIGATION SUPPLIES	100.70
					IRRIGATION SUPPLIES	
					Total :	100.70
214039	7/12/2016	wh065c WHITLOCK & WEINBERGER, TRANSPOI 17997			200 NELLEN AVE - TIS	2,945.00
					200 NELLEN AVE - TIS	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214039	7/12/2016	wh065c	wh065c WHITLOCK & WEINBERGER, TRAN:		(Continued)	Total : 2,945.00
214040	7/12/2016	sm105c	WORLD TREE SERVICE, INC.	6125	TREE MAINTENANCE - TAMALPAIS	1,865.00
					TREE MAINTENANCE - TAMALPAIS	1,865.00
					Total :	1,865.00
28 Vouchers for bank code : bom						Bank total : 164,942.33
28 Vouchers in this report						Total vouchers : 164,942.33

Voucher List
TOWN OF CORTE MADERA

JULY

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214041	7/12/2016	aa100c A AND P MOVING, INC.	4046074		MONTHLY RECORD STORAGE FEE MONTHLY RECORD STORAGE FEE	35.00
					Total :	35.00
214042	7/12/2016	am114c AMERICAN MESSAGING	W4-101516		RADIO MAINTENANCE RADIO MAINTENANCE	145.24
					Total :	145.24
214043	7/12/2016	bi031c BLUE PRINT MART, LLC	6436 6457		PAVEMENT REHABILITATION PROJ PAVEMENT REHABILITATION PROJ PAVEMENT REHABILITATION PROJEC PAVEMENT REHABILITATION PROJEC	30.50 1,049.56
					Total :	1,080.06
214044	7/12/2016	ca450c CA MUNICIPAL TREASURERS ASSOC.	2016-055		2016-17 CMTA MEMBERSHIP RENE 2016-17 CMTA MEMBERSHIP RENE	155.00
					Total :	155.00
214045	7/12/2016	ca324c CALIFORNIA FIRE CHIEFS ASSOC.	R-35144		CORTE MADERA PORTION - MEMB CORTE MADERA PORTION - MEMB	200.00
					Total :	200.00
214046	7/12/2016	co165c COMCAST - 0208565, 0055313, FIRE DEF 07/06/16-08/05/16			FIRE STATION #13 "DSL" LINE FIRE STATION #13 "DSL" LINE	111.20
					Total :	111.20
214047	7/12/2016	su103c DANIEL MUTISO MUTHYA	1534		JANITORIAL SVCS. JANITORIAL SVCS.	2,200.00
					Total :	2,200.00
214048	7/12/2016	fi047c FISHMAN SUPPLY CO. - (P/P/B)	1041075		OFFICE SUPPLIES OFFICE SUPPLIES	70.84
					Total :	70.84
214049	7/12/2016	ga027c GARTON TRACTOR, INC.	06/14/2016STMT		NEW KUBOTA ZERO TURN MOWEF NEW KUBOTA ZERO TURN MOWEF	17,859.02

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214049	7/12/2016	ga027c ga027c GARTON TRACTOR, INC.	(Continued)			Total : 17,859.02
214050	7/12/2016	ge120c GEORGE HILLS COMPANY, INC.	INV1010742		MONTHLY LIAB. CLAIMS ADMIN. FE MONTHLY LIAB. CLAIMS ADMIN. FE	1,800.00 Total : 1,800.00
214051	7/12/2016	ho175c HORIZON	1Q068827		IRRIGATION SUPPLIES IRRIGATION SUPPLIES	565.21 Total : 565.21
214052	7/12/2016	ie150c IEDA, INC.	2119		LABOR RELATIONS CONSULTING 7 LABOR RELATIONS CONSULTING 7	9,204.00 Total : 9,204.00
214053	7/12/2016	ir020c IRON MOUNTAIN	MTP5170		RECORD STORAGE RECORD STORAGE	167.21 Total : 167.21
214054	7/12/2016	ra100c RAVINA, JIM	R-30822		MEETING MEETING	12.50 Total : 12.50
214055	7/12/2016	so063c SONIC.NET, INC.	8733766		TOWN 'DSL' LINE TOWN 'DSL' LINE	500.95 Total : 500.95
214056	7/12/2016	ta025c T & B SPORTS, INC.	255729-00		REC. SUPPLIES REC. SUPPLIES	866.48 Total : 866.48
214057	7/12/2016	ze025c ZEE MEDICAL SERVICE	723701633		SAFETY & PROTECTIVE ITEMS SAFETY & PROTECTIVE ITEMS	159.11 Total : 159.11
17 Vouchers for bank code : bom						Bank total : 35,131.82
17 Vouchers in this report						Total vouchers : 35,131.82

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: July 11, 2016
Meeting Date: July 19, 2016

TO: MAYOR AND TOWN COUNCIL

FROM: KEVIN G. KRAMER, DIRECTOR OF PUBLIC WORKS: FIELD
MAINTENANCE AND OPERATIONS

SUBJECT: DISCUSSION AND CONSIDERATION OF SUPPLEMENTAL
APPROPRIATION FOR PROCUREMENT OF SAND FOR THE SANDBOX
AT TOWN PARK PLAYGROUND

* * * * *

PURPOSE:

Following an act of vandalism, the sandbox at Town Park playground was emptied of its silica-based sand. Because the sand that was immediately available had no certification guaranteeing it to be dustless, staff filled the sandbox with certified dustless/splinterless engineered wood fiber so that the playground could be reopened in a timely manner. Upon further investigation, it was determined that silica-based sand continues to be linked with an increasing number of health concerns; therefore, alternatives to silica-based product were considered.

STAFF RECOMMENDATION:

Retain the certified dustless/splinterless engineered wood fiber in the sandbox for the foreseeable future.

OPTIONS:

1. Leave the certified dustless/splinterless engineered wood fiber in the sandbox - take no action.
2. Replace the certified dustless/splinterless engineered wood fiber with silica-based sand. This action would require a supplemental appropriation.
3. Replace the certified dustless/splinterless engineered wood fiber with feldspar-based sand. This action would require a supplemental appropriation.

CEQA STATUS:

Not applicable.

FISCAL IMPACT:

Adoption of Option 1 has no fiscal impact.

Adoption of Option 2 would require a supplemental appropriation in the amount of \$3,000.

Adoption of Option 3 would require a supplemental appropriation in the amount of \$40,000.

The current General Fund deficit is <\$3,876,000> as of June 30, 2015. Any supplemental appropriation would increase the deficit by that amount.

BACKGROUND/DISCUSSION:

Broken glass found in the sandbox area of the Town Park Playground required complete removal and disposal of the sand within the structure. In order to reopen the playground in a timely manner - the sand removal occurred on a Friday –staff filled the sandbox with approved wood fiber (the same wood fiber used throughout the playground). An attempt to locate and purchase the same type of certified dustless sand that had been used previously in the sandbox was unsuccessful: vendors were unwilling to provide certification that guaranteed that the sand was dustless. When they did provide a response as to why they no longer provided certification, the reply was, "...certification was simply no longer available."

I had been aware of an association between the breathing problem of silicosis and inhalation of silica dust but I assumed that malady required long term exposure; however, given the fact that I could not locate certified dustless sand, I began to investigate silica-based sand and any health-related concerns. That search resulted in finding that inhalation of silica-based dust – a concern that has been evident for a number of years –was only one of several problems associated with silica sand. Indeed, further scientific study determined that skin exposure poses some significant health risks. In late-2005 Health and Safety magazine *Occupational Hazards* (rebranded as *EHSToday*) asserted,

While the link between occupational exposure to silica and autoimmune disorders has been well-established, most studies have focused on inhalation exposure. This hypothesis is that "skin exposure to fine and ultrafine silica— probably crystalline silica— can result in a susceptible or predisposed individual developing an autoimmune disorder such as SLE, rheumatoid arthritis or scleroderma."¹

¹ <http://www.sclero.org/scleroderma/causes/environmental/silica/diseases.html>.

Also present within the chemical composition of silica-based sand is asbestos tremolite, a known cancer causer. Moreover, number of reputable, scientific organizations such as the Center for Disease Control in Atlanta have determined similar conclusions. However, much remains to be learned about the possible detrimental effects regarding contact (via inhalation and/or skin) with silica-based sand; yet, within society's current framework of sue first and ask no questions if you win, a prudent course for vulnerable entities who are perceived as *deep pockets* is to avoid allowing children to be exposed to silica-based sand within the sandbox at Town Park. Option 3 is too costly.

ATTACHMENTS:

1. Informational article from International Scleroderma Network, a 501(c)(3) U.S. – based public charitable foundation founded in 2002

SCLERO.ORG



[Home](#) [Scleroderma](#) [News](#) [*ScleroForums*](#) [Support](#) [World](#)

➔ [Scleroderma](#) ➔ [Symptoms](#) ➔ [Causes](#) ➔ [Environmental](#)

Causes of Scleroderma: Silica Exposure

[Overview](#)

[Diseases Caused by Silica](#)

[Silica Materials](#)

[Silicosis](#)

[Silica and Scleroderma](#)

[Occupational Exposure](#)

Diseases Caused by Silica Exposure

[Overview](#)

[Autoimmune](#)

[Lupus and Silica](#)

[Scleroderma and Silica](#)

[Silicosis](#)

[Vasculitis](#)

Overview of Diseases Caused by Silica Exposure



Silica exposure can cause autoimmune diseases such as lupus, scleroderma, and vasculitis. It can also cause silicosis, kidney disease, lung cancer, tuberculosis, and other airways diseases. Environmental exposure to silica can occur in workers and bystanders in many industries, including agriculture, construction, and potters.

Autoimmune Diseases and Silica

[Study Looks at Possible Link Between Skin Exposure to Silica and Autoimmune Disorders.](#)

While the link between occupational exposure to silica and autoimmune disorders has been well-established, most studies have focused on inhalation exposure. This hypothesis is that "skin exposure to fine and ultrafine silica— probably crystalline silica— can result in a susceptible or predisposed individual developing an autoimmune disorder such as SLE, rheumatoid arthritis or scleroderma." *Occupational Hazards*. 10/11/05.

[Immunoglobulin and lymphocyte responses following silica exposure in New Zealand mixed mice.](#)

These studies begin to provide possible mechanisms for environmentally induced autoimmune diseases that have been reported in many epidemiological studies. *PubMed, Inhal Toxicol*. 2004 Mar;16(3):133-9.

Lupus and Silica

[Silica accelerated systemic autoimmune disease in lupus-prone New Zealand mixed mice.](#)

Lungs of the silica-exposed mice had increased inflammatory infiltrates as well as fibrotic lesions characterized by excess collagen deposition. Silica exposure significantly exacerbated the course of disease. *PubMed, Clin Exp Immunol 2003 Mar;131(3):415-21. (Also see [Lupus](#))*

Scleroderma and Silica

[Causes of Scleroderma: Silica and Occupational Exposure.](#) Occupational exposure to silica is a known cause of scleroderma. It is legally recognized as an occupational disease in many countries, including the United States. Scleroderma predominantly affects women. A striking finding is that when scleroderma occurs in men, it is often due to occupational exposure, such as to silica. *ISN.*

[Overview](#)

[South Africa](#)

[Canada](#)

[United States](#)

[France](#)

[Research](#)

[Germany](#)

Silicosis and Silica

[Silicosis and Silica.](#) Significant exposure to airborne crystalline silica can cause tuberculosis, lung cancer, lupus, rheumatoid arthritis, sarcoidosis, silicosis, and scleroderma. Silicosis can cause a nodular type of lung fibrosis, tuberculosis, and kidney disorders. *ISN.*

[Overview](#)

[Epidemics](#)

[Video](#)

[Disability](#)

[Silicosis Symptoms](#)

[Prevention](#)

Vasculitis and Silica

[Exposure to silica and risk of antineutrophil cytoplasmic antibodies \(ANCA\)-associated vasculitis.](#) Long-term silica exposure may be one of the exogenous factors contributing to ANCA production, however, silica exposure alone, without typical silicosis, was not associated with ANCA positivity. *PubMed, Am J Ind Med. 2006 May 11. (Also see [Vasculitis](#) and [Antibodies](#))*

[\(Case Report\) Silica exposure and systemic vasculitis.](#) I present the case of a 63-year-old male who worked in DOE (Department of Energy) facilities for 30 years as a weapons testing technician. In addition to silica, other workplace exposures included beryllium, various solvents and heavy metals, depleted uranium, and ionizing radiation. The patient's diagnoses included

microscopic polyangiitis, systemic necrotizing vasculitis, leukocytoclastic vasculitis, and glomerulonephritis. *PubMed, Environ Health Perspect. 2003 Dec;111(16):1933-8. (Also see [Vasculitis](#))*

Go to [Materials Containing Silica](#)



United Way of Central New Mexico
United Way of Snohomish County

SCLERO.ORG is the world leader for trustworthy research, support, education and awareness for scleroderma and related illnesses, such as pulmonary hypertension. We are a service of the nonprofit [International Scleroderma Network \(ISN\)](#), which is a 501(c)(3) U.S.-based public charitable foundation, established in 2002. [Meet Our Team](#), [Volunteer](#), or [Donate](#).

International Scleroderma Network (ISN)
7455 France Ave So #266
Edina, MN 55435-4702 USA

Email support@sclero.org to request our Welcome email, or to report bad links or to update this page content.

Toll Free US/Canada Scleroderma and Pulmonary Arterial Hypertension Hotline: **800-564-7099**.
[Privacy Policy](#).

*The most important thing in the world to know about scleroderma is **sclero.org!***
[Home](#) [Scleroderma](#) [News](#) [*ScleroForums*](#) [Support](#) [World](#)

Copyright 1998-2016, International Scleroderma Network. AKA Scleroderma from A to Z and SCLERO.ORG. All Rights Reserved.

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: July 5, 2016
Meeting Date: July 19, 2016

TO: MAYOR AND TOWN COUNCIL
FROM: DAVID BRACKEN, TOWN MANAGER *DB*
SUBJECT: APPROVAL OF A SUPPLEMENTAL APPROPRIATION TO FUND A
CROSSING GUARD AT THE SEAWOLF/PARADISE DRIVE
INTERSECTION

PURPOSE:

The Larkspur-Corte Madera School District is requesting that the Town fund the cost of a school crossing guard for 2015-16 at the Seawolf/Paradise Drive intersection. The requested amount of \$16,000 will require the Town Council to approve a supplemental appropriation from the General Fund.

TOWN MANAGER'S RECOMMENDATION:

The Town Council should be prudent when approving supplemental appropriations that increase the General Fund deficit. However, it should be noted that had this need been known at the time the 2016-17 FY budget was prepared, staff would have requested that it be included in the budget.

OPTIONS:

- Approve a supplemental appropriation of \$16,000 to fund the cost of a crossing guard for the upcoming school year at the Seawolf/Paradise Drive intersection.
- Take no action.

CEQA STATUS:

Not applicable

FISCAL IMPACT:

Approval of a \$16,000 supplemental appropriation to fund a school crossing guard would increase the General Fund deficit by that amount. The current General Fund deficit is <\$3,876,000> as of June 30, 2015.

BACKGROUND/DISCUSSION:

The Transportation Authority of Marin (TAM) administers a School Crossing Guard program in Marin County. The locations for crossing guards are based on a needs assessment and available funding. As noted in the attached letter from the Larkspur-Corte Madera School District, there are two locations in Corte Madera that were staffed during the 2015-16 school year but have fallen just below the threshold for TAM funding in 2016-17. These locations are the Seawolf/Paradise Drive intersection and the Golden Hind/Paradise Drive intersection. Both have a high volume of students walking to and from the Cove School and as Ms. Pitts indicates in her letter it is extremely important that both intersections have help for the children crossing Paradise Drive.

The School District has indicated that they will provide volunteers at Golden Hind/Paradise since it is in close proximity to the school, and are requesting that the Town provide money to fund a crossing guard at the Seawolf/Paradise intersection. The requested amount is \$16,000 which would fund a crossing guard for the entire school year. Additional information on this request is provided in the attached letter.

ATTACHMENTS:

1. Letter from the Larkspur-Corte Madera School District

cc: Valerie Pitts, Superintendent

ATTACHMENT 1:

Letter from the Larkspur-Corte Madera School District

CLC

DB



BOARD OF TRUSTEES

Daniel Durkin
Sarah Mueller
Andrea Pierpont
Sally Relova
Maya Tuve

June 21, 2016

Mr. David Bracken
Town Manager
Town of Corte Madera
300 Tamalpais Avenue
Corte Madera, CA 94925

Dear Mr. Bracken:

As you know, the Transportation Authority of Marin (TAM) is the transportation sales tax authority for Marin County and administers the voter-approved Crossing Guard program. Currently, for the 2016-17 school year, the Crossing Guard program has three locations in Corte Madera - Tamalpais Drive & Eastman Avenue; Hickory Avenue at Neil Cummins (NC); and Spindrift Passage and Prince Royal Passage. These locations are completely paid by the TAM program. There were two locations that were staffed in 2015-16 that fall just below the threshold for TAM funding next year - the crossing at Seawolf Passage and Paradise Drive and the crossing at Golden Hind in front of The Cove School. These are extremely important and busy intersections given the enrollment at The Cove School.

The Larkspur-Corte Madera School District pays for one additional guard at Mohawk (in front of NC). TAM will provide a guard at Seawolf and Paradise for a cost of \$16,000/yr. We are seeking the Town's commitment to this crossing. We request funding of \$16,000. The area at Seawolf and Paradise is a difficult intersection for biking and walking, due to the lack of sidewalk extension on the school side of Paradise. We will provide volunteers at Golden Hind to the extent we are able.

We appreciate our collaboration with the Town and Safe Routes to School to ensure our students can travel to and from school safely. We welcome additional conversation on this topic and we look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Valerie Pitts". The signature is written in a cursive, flowing style.

Valerie Pitts, Ed.D.
Superintendent

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: July 5, 2016
Meeting Date: July 19, 2016

TO: MAYOR AND TOWN COUNCIL
FROM: DAVID BRACKEN, TOWN MANAGER *DB*
SUBJECT: APPROVAL OF A SUPPLEMENTAL APPROPRIATION TO FUND
THE YELLOW BUS CHALLENGE PROGRAM FOR THE REED
UNION SCHOOL DISTRICT

* * * * *

PURPOSE:

The Town of Tiburon, City of Belvedere, and the Reed Union School District (RUSD) are requesting that the Town of Corte Madera continue to participate in the Yellow School Bus Challenge Program to subsidize the cost of busing students to the Reed School District in order to mitigate traffic congestion along the routes to and from the schools in that District. The requested amount of \$25,000 will require the Town Council to approve a supplemental appropriation in that amount from the General Fund.

TOWN MANAGER'S RECOMMENDATION:

The Town Council should be prudent when approving supplemental appropriations that increase the General Fund deficit.

OPTIONS:

- Approve a supplemental appropriation of \$25,000 to provide a subsidy for the cost of bussing Corte Madera students to and from the schools in the Reed Union School District.
- Take no action.

CEQA STATUS:

Not applicable

FISCAL IMPACT:

Approval of a \$25,000 supplemental appropriation for the Yellow School Bus Program would increase the General Fund deficit by that amount. The current General Fund deficit is <\$3,876,000> as of June 30, 2015

BACKGROUND/DISCUSSION:

The purpose of the Yellow Bus Challenge program is to attempt to mitigate peak hour traffic congestion on Tiburon Boulevard and other roads used to get to and from the schools in the Reed Union School District (RUSD) - Reed School, Bel Aire School, and Del Mar School. It should be noted that a portion of Corte Madera south of Paradise Dr. is within the RUSD. Approximately 150 Corte Madera students attend schools in that District.

The Town Council approved a \$25,000 supplemental appropriation in Fiscal Year 2015 - 2016 to support the Yellow Bus Challenge Program. The Mayors of the Town of Tiburon and the City of Belvedere have requested that Corte Madera continue that same support for FY 2016-2017, indicating that the program has resulted in a very meaningful reduction in morning and afternoon congestion on the main arterials in the three communities of Belvedere, Tiburon and Corte Madera. This request was made in the attached letter from the mayors dated June 14, 2016, and in a presentation they made at our June 21st Town Council meeting. The letter and the presentation provided support for the effectiveness of the program and also provided a letter of support from 46 Corte Madera residents.

ATTACHMENTS:

1. Letter from the Mayors of Tiburon and Belvedere dated June 14, 2016
2. Information received from Jim Fraser, Vice Mayor of the Town of Tiburon dated July 14, 2016.

cc: Greg Chanis, Tiburon Town Manager
Mary Neilan, Belvedere City Manager

ATTACHMENT 1:

Letter from the Mayors of Tiburon and Belvedere dated June 14, 2016

June 14, 2016

Mayor Sloan Bailey
Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925

RE: Yellow Bus Program

Dear Mayor Bailey:

We respectfully request that Corte Madera continue its support of the Yellow Bus Program for the Reed Union School District students, commonly referred to as the *Yellow Bus Challenge*. You generously subsidized \$25,000 of the costs of the pilot 2015-16 program and we ask that you support the program in a similar amount for the coming year.

The 2015-16 pilot program continued to be administered by the school district itself. Effective last month, the Tiburon Peninsula Traffic Relief Joint Powers Agency was established, and will now administer the Yellow Bus Program from this point forward. Marin Transit, which has administrative responsibilities for the Ross Valley and the new Mill Valley bus programs, has been engaged to manage key aspects of the enhanced Yellow Bus Program.

We are continuing to seek other avenues of funding for this program through the County of Marin and other alternatives. But, these funding possibilities are still uncertain and, at best, may require several years to materialize.

Here are some key points about the program for your consideration:

- 1,329 one-way bus passes were sold in 2015-16, equivalent to 665 round-trip passes. With total RUSD enrollment of 1,521 students, this means approximately 44% of RUSD students rode the bus, more than double that of prior years.
- In 2015-16, 15% of bus passes were sold to families living in Corte Madera. Approximately 10% of RUSD students live in Corte Madera.
- There will be seven buses serving 13 different bus routes in Belvedere, Tiburon and Corte Madera in 2016-17. Advance bus pass sales indicate that an equal or larger number of students in Corte Madera will ride the bus next school year. Because the number of students requesting bus passes exceeds the seats available on the route from East Corte Madera to Bel Aire School, an additional bus has been added.
- Although the final bill for the pilot 2015-16 program is still being tallied, the excess of expenses over revenues is estimated to be approximately \$250,000. This cost will be covered by Belvedere and Tiburon, and the \$25,000 subsidy from Corte Madera.
- The projected budget for the coming school year is reflected in the attached schedule. Costs are expected to go up because of necessary program improvements. For example, management of the program has moved from the school district to the newly-formed Tiburon Peninsula Traffic Relief Joint Powers Authority, with logistical support provided by Marin Transit. In addition, a

tracking app has been developed to allow parents to track the progress of buses in real time, and to know the exact location of their child's bus at all times.

- Tiburon and Belvedere plan to cover whatever deficit remains in 2016-17 after obtaining financial support from Corte Madera and other potential funding sources. Although we are actively seeking funding from various sources – including the County of Marin – such funding is uncertain and may take several years to materialize.
- And most importantly, the *Yellow Bus Challenge* has resulted in a very meaningful reduction in morning and afternoon congestion on the main arteries in our three neighboring municipalities, achieving the underlying objective of the program. This benefits all of our citizens, including the many parents driving their children to the three schools accessed via Paradise Drive: the Cove School, Marin Country Day School and Marin Montessori School.

Enclosed is a letter signed by 46 residents of Corte Madera in support of the program. It includes separate comments by a number of the individuals signing the letter.

Thank you for your consideration. We believe it is important that our three councils collaborate on projects that impact all of our communities.

Sincerely,

Jim Fraser
Tiburon Town Council

Bob McCaskill
Belvedere City Council

Claire McAuliffe
Mayor, City of Belvedere

Erin Tollini
Mayor, Town of Tiburon

**Tiburon Peninsula Traffic Relief Joint Power Agency
Draft 2016-2017 Budget
June 13, 2016**

ESTIMATED REVENUE AND EXPENSES

REVENUE	2016-17
YBC Bus Pass Sales	343,750
RUSD Contribution	15,000
Grant Funding (Belvedere and Tiburon Community foundations)	15,950
Corte Madera Contribution	0
Citizen Donation Appeal	0
Subtotal	374,700
Tiburon Contribution to Subsidy (80% of Deficit)	249,883
Belvedere Contribution to Subsidy (20% of Deficit)	62,471
Total Revenue	\$687,054

EXPENSES	
Bus Contract Cost	522,900
Contract Overrun	12,500
Consulting to Develop Program	10,000
Operations Support Contract with Marin Transit	45,000
JPA Program Manager	30,000
Printing, Advertising, Supplies, Web & Email Hosting, IT support	8,000
Vehicle Tracking System	16,898
Find My Bus App	16,500
Credit Card Processing Fees	10,261
JPA Liability Insurance	7,500
Legal expense	2,500
Miscellaneous	5,000
Total Expenses	\$687,054

ASSUMPTIONS	
Cost Per 4-hour Bus	\$415
Number of 4-hour Buses	7
School Days	180
No. Pass Sales (excludes free passes for low-income students)	1250
Pass Price	\$275

May 31, 2016

Corte Madera Town Council
300 Tamalpais Drive
Corte Madera, CA 94925

To: Corte Madera Town Council

The undersigned residents of Corte Madera wish to encourage the Corte Madera Town Council to continue its financial support for the recently-formed Tiburon Peninsula Traffic Relief Joint Powers Agency in its efforts to both expand and subsidize the Yellow Bus Program for transporting students from East Corte Madera to the three public schools in the Reed Union School District.

The Yellow Bus Program will have seven buses next year serving 12 different bus routes for children attending schools in the Reed Union School District. About 15% of the students currently riding these buses live in East Corte Madera.

The Yellow Bus Program provides three separate morning and afternoon bus routes for children in East Corte Madera attending Reed Elementary School, Bel Aire Elementary School and Del Mar Middle School. Because the number of students requesting bus passes exceeds the seats available on the route from East Corte Madera to Bel Aire School, an additional bus is being added to this route for the 2016-17 school year.

Not only does this program provide a safe and affordable form of school transportation for our children, it also dramatically reduces the traffic congestion on Paradise Drive, the primary traffic artery for our community. Without this bus program, as many as an additional 100 cars would be on Paradise Drive taking children to and from school in both the morning and afternoon. This program eases access to the Cove School, MCDS and Marin Montessori School, while reducing other impacts on our environment.

We appreciate the Council's decision last year to provide funds to support this program for the current school year, and we encourage the Council to continue this financial support for the coming school year.

Sincerely,

(See attached list of signatures and comments)

Total signatures 46 (Signature comments can be viewed in the Appendix of this document)

	FirstName	Surname	Email	Address	Town/City	Comment	Date
46	Gunnar	Niemi	niemihi@yahoo.com	5 Enterprise Drive	Corte Madera	N/G	Jun 11, 2016
45	Heather	Niemi	heathergillasoy@yahoo.com	5 Enterprise Drive	Corte Madera	N/G	Jun 11, 2016
44	Sean	Niemi	niemitoad@yahoo.com	5 Enterprise Drive	Corte Madera	N/G	Jun 11, 2016
43	Carcl	Strickler	strickler1974@yahoo.com	Robin Drive	Corte Madera	N/G	Jun 04, 2016
42	Julie	Gilligan	julie@gilligan.us	5 windward drive	Corte Madera	N/G	Jun 03, 2016
41	Michael	Miller	mike.miller@calalum.org	250 Balclutha Dr	Corte Madera	N/G	Jun 03, 2016
40	Linda	Tull	linda.tull@pacunion.com	242 Balcultha	Corte Madera	View	Jun 02, 2016
39	Vicki and Joe	Englert	vickienglert@me.com	1910 Mar West St.	Tiburon	View	Jun 02, 2016
38	Reshma	Lensing	rpensing@yahoo.com	9 Endeavor Cove	Corte Madera	N/G	Jun 02, 2016
37	Joseph S	Englert	sebenglert@yahoo.com	41 Mariner Green Drive	Corte Madera	View	Jun 02, 2016
36	Lenira	Campos	lotuspresents@hotmail.com	41 Mariner Green Drive	Corte Madera	View	Jun 02, 2016
35	Jim	Glennon	jtglennon@yahoo.com	63 Prince Royal Drive	Corte Madera	N/G	Jun 02, 2016
34	Richard	Austen	austen14@gmail.com	131 Upland Circle 94925	Corte Madera	N/G	Jun 02, 2016
33	Azita	Taghavy	azita.taghavy@gmail.com	110 Geanada Drivr	Corte Madera	N/G	Jun 02, 2016
32	Mo	Saleh	asharafsaleh@yahoo.com	110 Granada Drive	Corte Madera	N/G	Jun 02, 2016
31	Kris	Kilayko	kriskilayko@hotmail.com	59 prince royal drive	Corte madera	View	Jun 02, 2016
30	Anna	Johnson	ajohnsonsip@gmail.com	30 Privateer Dr	Corte Madera	N/G	Jun 02, 2016
29	Lilia	Acquistapace	liliamak@hotmail.com	46 Mariner Green Drive	Corte Madera	N/G	Jun 02, 2016
28	Don	Danmeier	dgdanmeier@gmail.com	29 enterprise drive	corte madera	View	Jun 02, 2016
27	Lisa	Churton	lisa@babyjak.com	9 Buccaneer Ct	Corte Madera	N/G	Jun 02, 2016
26	Jimmy	Heritschek	jimmyheritschek@gmail.com	536 Robin Dr	Corte Madera	N/G	Jun 02, 2016
25	Joel	Hernandez	joelhernandez369@gmail.com	159 Prince Royal Drive	Corte Madera	N/G	Jun 02, 2016
24	Tyler	Hampton	tyisfly@me.com	236 Granada Dr	Corte Madera	N/G	Jun 02, 2016
23	Carl	Krawitt	carl@wine-wits.com	74 Sonora Way	Corte Madera	View	Jun 02, 2016
22	Michael	McGregor	mcmgregom@me.com	5 Balclutha Drive	Corte Madera	View	Jun 02, 2016

	FirstName	Surname	Email	Address	Town/City	Comment	Date
21	Donna	Collings	donna.collings@marriott.com	131 Prince Royal Drive	corte Madera	View	Jun 02, 2016
20	Karen	Goldfarb	kareng7@gmail.com	22 Endeavor Drive	Corte Madera	View	Jun 02, 2016
19	Gummee	Chanpommier	gchampommier@hotmail.com	108 Mariner Green Drive	Corte Madera	N/G	Jun 02, 2016
18	Masako	Takagi	masakosfo@gmail.com	138 Mariner Green Ct	Corte Madera	N/G	Jun 02, 2016
17	Cheryl	Rusting	crusting@gmail.com	18 Privateer Drive	Corte Madera	N/G	Jun 02, 2016
16	Connie	Merron	connie.merron@gmail.com	500 Prince Royal Dr	Corte Madera	View	Jun 02, 2016
15	Ariel	Vigo	arielfvigo@gmail.com	128 mariner green ct	Corte Madera	N/G	Jun 02, 2016
14	Tanya	McGregor	tomcgreg@gmail.com	5 Balclutha Drive	Corte Madera	View	Jun 02, 2016
13	Teri	Garsten	tgarsten@comcast.net	146 Granada Drive	Corte Madera	View	Jun 02, 2016
12	Lucy	Churton	lur@mindspring.com	404 Prince Royal Drive	Corte Madera	View	Jun 02, 2016
11	Andrea	Dyer	andrea@demeternatrix.com	250 Balclutha Drive	Corte Madera	N/G	Jun 02, 2016
10	Leilah	Gilligan	leilahgilligan@yahoo.com	93 manner green drive	Corte Madera	N/G	Jun 02, 2016
9	Greg	Johnson	gjohnson352@gmail.com	30 Privateer Drive	Corte Madera	N/G	Jun 02, 2016
8	Paul	Gildea	paul.jen62@gmail.com	732 Robin Drive	Corte Madera	N/G	Jun 02, 2016
7	Thomas	Stickley	tomstickley@gmail.com	43 Mariner Green Dr	Corte Madera	View	Jun 02, 2016
6	Amy	Slater	avslater@copper.net	50 Sonora Way	Corte Madera	View	Jun 02, 2016
5	Tamila	Faridjoo	tamilafarid@live.com	163 Prince Royal Drive	Corte Madera	N/G	Jun 02, 2016
4	Jennifer	Chou	thechous@me.com	118 Westward Drive	Corte Madera	N/G	Jun 02, 2016
3	Tetyana	Hrekh	threkh@hotmail.com	426 Robin Dr	Corte Madera	N/G	Jun 02, 2016
2	Murad	Sofizade	sofizade@yahoo.com	426 Robin Dr	Corte Madera	N/G	Jun 02, 2016
1	arno	ghelfi	ag@starno.com	28 mariner green dr	corte madera	N/G	Jun 02, 2016

* N/C - field not collected by the author

* N/G - not given by the signer

* S/C/P - State, County or Province

* View - view comment

Appendix: All signatures comments

40 Linda Tull

[Back to signature list](#)

Corte Madera needs to get on board!

39 Vicki and Joe Englert

[Back to signature list](#)

Traffic up and down Tiburon Blvd. from approximately 8:00am to 9:15am and from about 1:30 pm to 5 pm Mon - Fri is bumper to bumper when school is in session. Please consider joining Belvedere and Tiburon by helping to subsidize school bus rides. Our granddaughter commutes via bus from Mariner Green town homes in Corte Madera. The bus subsidy is a blessing for her hard-working parents who struggle to make ends meet. Having to drive their child to and from school is a burden to both parents who need to be at their respective jobs early each morning. Our granddaughter is one of the "Latch Key Kids" in the neighborhood. It gives us a secure feeling to know she can get to and from school safely and her parents are relieved to have the financial support from our communities. Not every family in the RSD is well-off. Many are struggling to live in this fine community in order to provide an outstanding education for their children. Thank you for your consideration.

37 Joseph S. Englert

[Back to signature list](#)

Please, lets be on board on this very importante matter for your community.

36 Lenira Campos

[Back to signature list](#)

Please, lets be on board on this very importante matter for your community.

31 Kris Kilayko

[Back to signature list](#)

This town needs the school bus to alleviate the traffic problem and safety for kids walking!

28 Don Danmeier

[Back to signature list](#)

I have two children who use this bus service regularly, and my wife and I count on it. I strongly encourage the town to continue its support for this critical service.

23 Carl Krawitt

[Back to signature list](#)

Thank you Corte Madera for supporting efforts to reduce traffic with reliable and safe transportation for our children.

22 Michael McGregor

[Back to signature list](#)

This is an obvious plus for this neighborhood and encourages parents to keep their children in the Tiburon schools, thereby reducing the population at Corte Madera schools.

We also have no need to drive the kids to and from school, meaning that we don't have to add to the traffic on Paradise Drive. There are already enough parents shuttling their kids to and from the Cove school and Marin Day.

Please continue to support this program.

Thank you,
Michael McGregor

21 Donna Collings

[Back to signature list](#)

I would appreciate my town supporting this initiative. I am a single working Mom and depend upon this great transportation for my daughter, and have for 5 years.. Since we live the furthest from the schools, it is crucial to have this transportation available. The cost reduction has also been a tremendous relief financially. Supporting this initiative will help continue to alleviate the bad congestion on Paradise Drive now by the Cove School, which will get worse with more cars on the road from East Corte Madera to Tiburon. Please continue to support this important initiative!

20 Karen Goldfarb

[Back to signature list](#)

Considering that we are the families in the area furthest from the RUSD schools, and the families more likely to benefit from financial subsidies, it only makes sense to financially support us in doing our part to get traffic off the road. Please contribute so that we can afford to have our kids ride the bus.

16 Connie Merron

[Back to signature list](#)

Please help for the traffic and our KIDS! Thank you

14 Tanya McGregor

[Back to signature list](#)

A large number of students from the east Corte Madera neighborhood near the Cove School use these buses to get to school in Tiburon. The number of cars they take off the road benefits us all!

13 Teri Garsten

[Back to signature list](#)

Please help to keep our kids safe, conserve precious resources, reduce traffic and provide a community for kids to bond with one another!

12 Lucy Churton

[Back to signature list](#)

The bus program last year was a huge success and a big thanks to Corte Madera for participating financially in the program. I'm a parent who has relied on the school bus system for the past 6 years for two children at two different schools and it's critical to get students onto the busses and out of individual traffic inducing cars. The program was such a success, other schools in Mill Valley are copying the program (Edna McGuire). We need to keep these programs alive in Marin and all towns need to support each other in this effort of reducing traffic. Who knows - maybe one day Corte Madera will be asking Tiburon or Belvedere to help support Corte Madera with a similar Redwood Bus program.

7 Thomas Stickley

[Back to signature list](#)

Please continue your support for this service that is beneficial to all in our community.

6 Amy Slater

[Back to signature list](#)

Please support the challenge!

ATTACHMENT 2:

Information received from Tiburon Vice Mayor Jim Fraser, including:

- An updated fact sheet on the Tiburon Peninsula Traffic Relief Joint Powers Authority Yellow Bus Challenge – Reed Union School District
- Proposed 2016-2017 Operating Budget
- Transit time recap, provided by Marin Transit, comparing the just ended school year with the previous school year.
- Letters from Senator Mike McGuire, Assemblyman Mark Levine, Supervisor Kate Sears

**Tiburon Peninsula Traffic Relief Joint Powers Authority
Yellow Bus Challenge-Reed Union School District
2016-2017 Fact Sheet**

Key Changes to Program for 2016-2017

- Tiburon Peninsula Traffic Relief Joint Powers Authority (JPA) formed to more efficiently manage program. Members include Tiburon, Belvedere, and the Reed Union School District (RUSD)
- JPA partnering with Marin Transit for Day to day operations support
- JPA funding development of “Find My Bus” mobile app for users to track bus locations in real time.
- Routes and stops have been adjusted, including adding an additional route as a result of the popularity of the service from Corte Madera. For 2016-2017, there will be a total of seven buses serving 13 routes in Tiburon, Belvedere and Corte Madera.

Bus Pass Sales

- The one way pass price increased \$25.00, from \$250 to \$275, for the upcoming 2016-2017
- Year to date pass sales have increased 8% as compared to the same time last year.
- YTD sales for buses serving East CM are tracking at 67% of available capacity.
- YTD sale, in total, are tracking at 59% of capacity.
- We estimate in 2016-2017 over 45% of RUSD students will ride the bus. In 2015-2016, this percentage was approximately 45%. The table below summarizes pass sale information.

	Cost of one way Bus pass	Total Number of Bus Passes Sold	Sales to Corte Madera Residents	Pass Sales as of 7/10/15 vs. 7/10/16
2015-2016	250	1289	193 (15%)	1029
2016-2017	275	1114 (As of 7/10/16)	165 (15%) (As of 7/10/16)	1114

Program Budget

The projected budget for the upcoming school year estimates total expenditures of approximately \$700,000, with the revenue from bus pass sales estimated at approximately \$345,000. In addition to pass sale revenue, the JPA has secured \$15,950 in grant funding, \$15,000 from RUSD, and \$37,000 from the County of Marin. Accounting for all of these revenue sources results in an estimated remaining shortfall of approximately \$287,000. The JPA is requesting \$25,000 from Corte Madera, with Tiburon and Belvedere agreeing to fund the remaining shortfall.

**Tiburon Peninsula Traffic Relief Joint Powers Authority
Proposed 2016-2017 Operating Budget
July 15, 2016**

REVENUE	2016-17
YBC Bus Pass Sales	343,750
Corte Madera Contribution	0
RUSD Contribution	15,000
County Funding	37,000
Grant Funding (BCF & TPF)	15,950
Donations	1,500
Subtotal	413,200
Tiburon Contribution to Subsidy (80% of Deficit)	229,163
Belvedere Contribution to Subsidy (20% of Deficit)	57,291
Total Revenue	\$699,654

EXPENSES	
Bus Contract Cost	522,900
Estimated Contract Overrun	12,500
Consulting to Develop Program	10,000
Marin Transit contract	45,000
JPA Program Manager	30,000
Printing, Advertising, Supplies, Web & Email Hosting, IT support	8,000
Vehicle Tracking System	16,893
Find My Bus App	16,500
Credit Card Processing Fees	10,261
JPA Liability Insurance	7,500
Legal expense	2,500
Parking for buses	12,600
Miscellaneous	5,000
Total Expenses	\$699,654

ASSUMPTIONS	
Cost Per 4-hour Bus	\$415
Number of 4-hour Buses	7
School Days	180
Pass Sales	1250
Pass Price	\$275

Marin Transit 219 Travel Times – 2015/2016

More Children on Yellow Buses = Fewer Cars on the Road

Route	Eastbound AM			Westbound AM			Eastbound PM			Westbound PM		
	2015	2014	% Change	2015	2014	%Change	2015	2014	%Change	2015	2014	%Change
N Knoll (Strawberry) to Downtown:												
3 Month Average Drive Time	0:13	0:17	-24%	0:15	0:25	-40%	0:10	0:10	-	0:13	0:19	-32%
Stewart to Downtown:												
3 Month Average Drive Time	0:07	0:09	-22%	0:11	0:20	-45%	0:06	0:06	-	0:08	0:13	-38%

- Reduction in travel times during peak school bell times is a result of fewer cars on the road, i.e. more school kids travelling by yellow buses. The same would hold true for the main roads in Corte Madera. Fewer Corte Madera parents transporting their children to Reed, Bel Air and Del Mar contribute to a reduction in the number of cars on Paradise Drive.



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

California State Senate

SENATOR
MIKE MCGUIRE
SECOND SENATE DISTRICT



July 13, 2016

Corte Madera Town Council
300 Tamalpais Drive
Corte Madera, CA 94925

Dear Corte Madera Town Council:

I am writing in strong support of your continued funding of the Yellow School Bus Challenge for the coming year. It not only represents a commitment to prioritizing congestion prevention programs, but also to making a conscious effort to reduce air pollution caused by automobiles.

As a long-time advocate of the use of school buses and author of SB 523 which replaces old school buses in rural school districts, it is my pleasure to join in praising our leaders in Tiburon, Belvedere and Corte Madera for their successful traffic reduction program in Marin - - - The Yellow School Bus Challenge.

With an estimated 25% of cars on the road at peak hours related to school trips, last year with more than 1200 bus passes sold through the Yellow Bus Campaign approximately 2,000 daily car trips were eliminated on Tiburon Boulevard and Paradise Drive.

I urge your support of the Tiburon Peninsula Traffic Relief Joint Powers Agency to enable the Yellow School Bus Program to have seven buses next year serving 12 different bus routes for children attending schools in the Reed Union School District. As 15% of the students currently riding these buses live in East Corte Madera, the Council's support will help add a fourth bus to serve that community.

Thank you for your consideration and if our office can be of any assistance please don't hesitate to call
(415) 479-6612.

Warmest regards,

A handwritten signature in black ink, appearing to read "Mike McGuire".

MIKE MCGUIRE
Senator

July 12, 2016

Corte Madera Town Council
300 Tamalpais Drive
Corte Madera, CA 94925

Dear Corte Madera Town Council:

I am writing in strong support of your continued funding of the Yellow School Bus Challenge for the coming year. It not only represents a commitment to prioritizing congestion prevention programs, but also to making a conscious effort to reduce air pollution caused by automobiles.

As an advocate for accessible public education, it is my pleasure to join in praising leaders in Tiburon, Belvedere and Corte Madera for their successful traffic reduction program in Marin – The Yellow School Bus Challenge.

With an estimated 25% of cars on the road at peak hours related to school trips, last year with more than 1,200 bus passes sold through the Yellow Bus Campaign approximately 2,000 daily car trips were eliminated on Tiburon Boulevard and Paradise Drive.

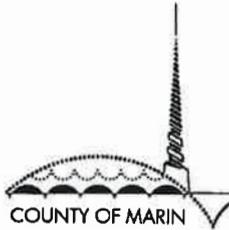
I urge your support of the Tiburon Peninsula Traffic Relief Joint Powers Agency to enable the Yellow School Bus Program to have seven buses next year serving 12 different bus routes for children attending schools in the Reed Union School District. As 15% of the students currently riding these buses live in East Corte Madera, the Council's support will help add a fourth bus to serve that community.

Thank you for your consideration and if our office can be of any assistance please don't hesitate to call my office at (415) 479-4920.

Sincerely,

A handwritten signature in black ink that reads "Marc Levine". The signature is written in a cursive, slightly slanted style.

MARC LEVINE



Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
KSears@marincounty.org
www.marincounty.org/bos

July 12, 2016

Mayor Sloan Bailey
Honorable Members of the Corte Madera Town Council
300 Tamalpais Drive
Corte Madera, CA 94925

RE: Funding for the Yellow School Bus Challenge

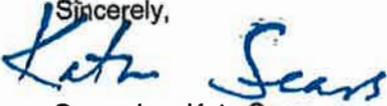
Dear Mayor Bailey and Members of the Council,

I recognize that the Larkspur-Corte Madera School District, along with both towns, together have a long history of supporting alternative means of getting school-age students to and from our local schools, which has helped reduce our morning traffic congestion in Marin. We have had tremendous success in Mill Valley and the Tiburon Peninsula in reducing car trips by encouraging parents to sign their children up for the Yellow School Bus Challenge.

A significant number of students in East Corte Madera attend the K-8 schools in the Reed Union School District, and many more students from the Peninsula and Corte Madera, when they graduate from middle school, attend Redwood High School. The role of the bus program is, of course, to reduce traffic congestion on our over-crowded roads. An ancillary benefit is also the reduction of air pollution caused by those cars.

It is my hope that there can be a strong collaborative effort to support the expansion of this program. Revenue from the sale of bus passes is projected to cover almost half of the annual expense, augmented by grants (\$15,950) and commitments from the Reed Union School District (\$15,000), and the County of Marin (\$37,000). The contributions that Tiburon and Belvedere have made, with the hoped-for support from Corte Madera, will enable the program to deploy seven yellow school buses over thirteen routes, including four buses that will serve East Corte Madera. This is a great service to the schools, the students, their families, and the greater community.

I applaud your history of funding programs such as this and heartily support this collaboration. Thank you for your consideration of support for The Yellow School Bus Challenge.

Sincerely,

Supervisor Kate Sears

cc: David Bracken, Town Manager

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: July 13, 2016
MEETING DATE: July 19, 2016

TO: MAYOR AND TOWN COUNCIL
FROM: DAVID BRACKEN, TOWN MANAGER
SUBJECT: FINANCIAL STRATEGY

BACKGROUND

The Town Council was presented a proposal to review the Town's financial practices and accounting procedures at its June 2015 Council Meeting. NHA Advisors, LLC, the Town's Municipal Advisor was engaged along with Seifel Consulting Inc. to review, analyze and propose improvements to the Town's accounting and financial reporting systems to better deliver transparency and financial information to both the Town Council and general public.

FINDINGS AND RECOMMENDATIONS

NHA Advisors and Seifel Consulting have been working over the last six months to better understand the needs of the Town Council members and Town staff, evaluate the Town's accounting system, procedures and capabilities, and investigate options available to enhance financial reporting and enable the Town to develop a long term financial strategy. Based on the review of the Town's accounting system (Eden), the recommendation was made to implement a "best practice review" of Eden, undertake improvements to Eden and to utilize the reporting system of OpenGov, which integrates directly with Eden and can be customized to generate reports both at the Town level and ultimately through a website for citizens.

In addition to the accounting review, NHA Advisors and Seifel Consulting have developed a list of recommendations around financial operations, reserve levels and financial management for consideration by the Town Council for implementation. All of these items are detailed in the attached memo.

CLOSING COMMENT

The Town staff has been working hard with NHA Advisors and Seifel Consulting to review and develop the recommendations. Upon approval by the Town Council, implementation of many of the proposed recommendations can be undertaken by the December 2016.

ATTACHMENT:

1. Memo from NHA Advisors, LLC

MEMORANDUM

To: Dave Bracken, Town Manager/Director of Public Works/Town Engineer
George Warman, Director of Administrative Services/Town Treasurer

From: Craig Hill, Principal – NHA
Libby Seifel, Principal – Seifel Consulting

Date: July 14, 2016

RE: Town of Corte Madera – Financial Strategy Project

Background

The Town of Corte Madera (“Town”) engaged NHA Advisors, LLC and Seifel Consulting Inc. (the “consultants”) to review and provide guidance on the overall financial health of the Town based on industry standards and metrics common to other similarly sized public agencies. The work involved discussions with each of the Town Councilmembers, senior Town staff and the finance department to better understand the operational and accounting practices used.

Project Scope Implementation

The consultants approached the project through the following process:

- Understanding Town Council and Town Staff Objectives
This included interviews, review and analysis of Town financial reports, and other discussions with third-party experts.
- Development of recommendations on financial process, reporting and other areas of improvement
- Final phase includes the implementation of recommendations

Key Findings – Budget and Financial Reporting

- Simplify and develop standard set of reports that are easily understandable to all interested parties
- Recommendations and Policy Objectives for:
 - Minimum Reserve/Fund Balance Levels
 - Volatile Revenue Sources (e.g. Sales Tax)
 - Prioritization of Town Expenditures
 - Capital Project Budgeting (e.g. Performance Management)
 - Future Obligations (e.g. Debt, Pension, CIP, Reserves)
- Accounting System
 - Eden System by Tyler Technologies is industry standard
 - Accounting system capabilities exceed current use
 - Additional features available and proposed to be implemented

Key Findings – Town’s Financial Health

- Town needs to develop financial planning around key metrics, which include:
 - Economic/Business Climate
 - Fiscal Revenue Growth
 - Fiscal Revenue vs. Costs (Cash Flow)
 - Cash Position and General Fund Balance
 - Debt service burden on discretionary General Funds
 - Dedicated reserves
 - Long term pension and OPEB liabilities

Town General Fund Revenue and Expenditure Summary

Fiscal Year Ending	Actual 2013	Actual 2014	Actual 2015	Estimated 2016*	Estimated 2017*
Revenues:					
Taxes	13,192,956	14,988,429	17,468,266	17,627,500	18,107,000
Fines and Forfeitures	6,553	13,766	13,446	5,000	15,000
Intergovernmental	673,926	628,073	772,896	746,000	107,000
Use of Money and Property	45,630	46,024	46,761	49,000	50,000
Charges for Services	1,413,721	1,641,138	1,650,723	1,597,000	1,597,000
Other Revenues	589,406	219,291	181,667	469,000	364,000
Total Revenues	15,922,192	17,536,721	20,133,759	20,493,500	20,240,000
Expenditures:					
Current:					
General Government	1,838,868	2,015,679	2,400,982	2,575,300	2,545,600
Community Development	894,455	1,073,133	1,117,964	1,394,300	1,375,500
Public Safety	8,115,016	8,331,321	8,512,134	8,770,000	8,433,200
Public Works	1,900,258	1,992,667	1,998,005	2,146,400	2,188,700
Cultural and Leisure	985,860	1,021,612	1,120,333	1,129,600	1,150,200
Capital Outlay	725,734	683,147	880,339	2,670,300	3,811,500
Debt Service	282,884	279,084	202,684	79,400	79,400
Total Expenditures	14,743,075	15,396,643	16,232,441	18,765,300	19,584,100
Revenues over (under) expenditures	1,179,117	2,140,078	3,901,318	1,728,200	655,900
Other financing sources (uses):					
Proceeds from sale of assets	8,898	-	1,600	-	-
Operating transfers in	-	-	-	-	-
Operating transfers out	(603,388)	(773,910)	(796,646)	(678,200)	(627,200)
Total other financing sources (uses)	(594,490)	(773,910)	(795,046)	(678,200)	(627,200)
Net change in fund balance	584,627	1,366,168	3,106,272	1,050,000	28,700
Beginning Fund Balance	1,545,622	2,130,249	3,496,417	6,602,700	7,652,700
Ending Fund Balance	2,130,249	3,496,417	6,602,689	7,652,700	7,681,400

Source: Town of Corte Madera Finance Department

Town General Fund Tax Revenue Detail

Fiscal Year Ending	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015
Property taxes ^{(1) (2)}	\$ 4,532,625	\$ 4,544,929	\$ 4,568,011	\$ 5,060,483	\$ 5,188,410
Sales and use tax	\$ 5,336,001	\$ 5,455,458	\$ 5,779,542	\$ 6,908,593	\$ 9,183,269
Sales tax override	-	-	-	\$ 534,848	\$ 2,531,023
Transient occupancy tax	\$ 570,792	\$ 684,621	\$ 728,551	\$ 861,925	\$ 963,590
Franchise tax	\$ 839,792	\$ 931,732	\$ 1,091,827	\$ 1,108,727	\$ 1,071,598
Business license tax	\$ 455,919	\$ 466,780	\$ 501,624	\$ 517,143	\$ 498,912
Real property transfer tax	\$ 72,267	\$ 85,346	\$ 94,369	\$ 85,046	\$ 94,135
Paramedic special tax	\$ 394,151	\$ 396,032	\$ 429,032	\$ 446,512	\$ 468,352
Total	\$ 12,201,547	\$ 12,564,898	\$ 13,192,956	\$ 14,988,429	\$ 17,468,266
% Change		2.2%	5.9%	19.5%	32.9%

[1] Property tax revenue includes secured, unsecured and supplemental property tax revenue along with penalties and interest.

[2] Includes property taxes in lieu of sales taxes as a result of Proposition 57 and motor vehicle in-lieu fee revenue.

Source: Town of Corte Madera Finance Department

Review of Town's Financial Health (Informed by Standard & Poor's Rating Analysis)

The following is a brief summary of the findings based on key financial metrics, with further information presented below according to each of these major categories:

- Economic climate
 - Strong economy, high incomes and healthy businesses
 - Retail sales and property values rebounded quickly after recession
- Adequate financial management
- Strong budgetary performance
 - Positive growth in revenues and cash flow in recent years
 - Operating surplus of 17% of expenditures in General Fund and 23.5% across all governmental funds in 2015.
- Very strong budgetary flexibility
 - Available fund balance in 2015 of 25% of operating expenditures or \$4.4 million.
- Strong liquidity
 - Available cash at 50.8% of total governmental fund expenditures and 9.3x governmental debt service in 2015
- Adequate debt and contingent liability profile
 - Total Town fund debt service is 5.5% of total fund expenditures, net direct debt is 49.8% of total fund revenue, and overall net debt is low at 2.8% of market value.
 - Need to strategically address long term pension and OPEB liabilities
- Adequate institutional framework score

The Town was also recently reviewed and rated by Standard & Poor's as part of the refinancing of the Park Madera Center property. The Town received an "AA-" general fund rating based on the following conclusions and analysis by S&P based on data provided by the Town and consultants:

- **Very strong economic climate, with access to broad and diverse economy**
The Town has an estimated population of 9,266 and is located in San Francisco, Oakland, and Hayward MSA, which are considered broad and diverse. Town has a projected per capita effective buying income of 215% of the U.S. level and per capita market value of \$312,441. Overall, the Town's assessed value grew by 8% in the past year to \$2.9 billion in 2016. The county unemployment rate was 3.5% in 2015.
- **Adequate management, with standard financial policies and practices under our financial management assessment (FMA) methodology**
The Town's management has standard financial policies and practices under the FMA methodology, indicating the Finance Department maintains adequate policies in some, but not all key areas. Strengths of Corte Madera's approach include quarterly budget reports to council and a formal investment management policy with strong reporting and monitoring. The Town does not maintain a long-term financial or capital plan.
- **Strong budgetary performance, with operating surpluses in the General Fund and at the total governmental fund level in fiscal year 2015 (2015)**
In S&P's opinion, Corte Madera's budgetary performance is strong. The Town had operating surpluses of 17% of expenditures in the General Fund and 23.5% across all governmental funds in fiscal 2015. This assessment accounts for S&P's expectation that budgetary results could deteriorate somewhat from 2015 results in the near term.

Revenue generated by the sales tax override will allow the Town to catch up on previously deferred capital projects beginning in 2016.

The Town's Park Madera enterprise, a shopping center purchased in 2006, is projected as a long-term revenue generator for Corte Madera, but has historically performed poorly and weakened the Town's overall financial performance and flexibility. Despite the Town's continuing support of the Park Madera fund, General Fund operations are not expected to deteriorate, but rather the Town is anticipated to maintain structural balance during the next two fiscal years as economically sensitive revenues improve.

The Town's budgetary performance was also found to be strong with large surplus operating results in the General Fund and a 23% surplus across all governmental funds in fiscal year 2015. Town management projects a surplus for both the general fund and the total governmental funds for fiscal 2016, but smaller than experienced in 2015. With the increased revenue from the sales tax override, capital outlays are budgeted to increase significantly. Town management is expecting closer to a balanced budget in 2017.

- **Very strong budgetary flexibility, with an available fund balance in fiscal 2015 of 25% of operating expenditures**
Corte Madera's budgetary flexibility is very strong with an available fund balance in FY 2015 of 25% of operating expenditures or \$4.4 million.

The negative position of the Town's Park Madera fund has historically weakened its financial flexibility. However, in 2015, the Town's ending reserves increased significantly as a result of its decision to set aside sales taxes collected under its half-cent override for cash flow purposes. Available reserves (including the Park Madera fund balance of negative \$2.9 million and an

additional \$1.4 million committed for emergency reserves) rose to above 24% of expenditures for 2015 or \$4.4 million, from 3% or \$519,000 in 2014.

Town management expects Corte Madera's available General Fund balance to remain the same over the next two years. Excess money collected in its sales tax override sub account will be used to fund some deferred capital projects and hold approximately \$2.5 million for cash flow volatility.

- **Very strong liquidity**

In S&P's opinion, Corte Madera's liquidity is very strong, with total government available cash at 50.8% of total governmental fund expenditures and 9.3x governmental debt service in 2015. In S&P's view, the Town has satisfactory access to external liquidity if necessary. The Town's strong access to external liquidity is demonstrated by its regular issuance of tax and revenue anticipation notes (TRANS) within the past 10 years, which Corte Madera last issued in 2014. The Town also issued certificates of participation within the past 10 years.

The Town has historically maintained a very strong liquidity position across all funds. Unless there is a major draw on all of the Town's cash, no change is anticipated.

- **Adequate debt and contingent liability profile**

In S&P's view, Corte Madera's debt and contingent liability profile is adequate. Total governmental fund debt service is 5.5% of total governmental fund expenditures and net direct debt is 49.8% of total governmental fund revenue. Overall net debt is low at 2.8% of market value, which is a positive financial credit factor.

In S&P's opinion, a credit weakness is Corte Madera's large pension and OPEB obligation, which is without a plan in place that can potentially sufficiently address the obligation. Corte Madera's combined required pension and actual OPEB contributions totaled 13.8% of total governmental fund expenditures in 2015. Of that amount, 8.7% represented required contributions to pension obligations and 5.1% represented OPEB payments. The Town made its full annual required pension contribution in 2015.

The Town participates in the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer defined-benefit plan that was 77.8% funded as of June 30, 2015. Recent state legislation aimed at fully funding all CalPERS plans within 30 years will increase employer contributions in the short-to-medium term and will likely result in budgetary pressure, but reduce long-term pension liabilities. The Town took measures to stem the future growth of its OPEB liability by reducing retiree health benefits as well as paying current OPEB costs. In 2015, it made a \$500,000 contribution to pre-fund its OPEB liability through the California Employers' Retiree Benefit Trust Fund, an expense it expects to budget for annually.

- **Adequate institutional framework score**

The institutional framework score for California municipalities, which are not required to submit a federal single audit, is adequate. The institutional framework score is based on the state legislative and functional environment under which these local governments operate, including a framework that does not encourage transparency for local governments, including the Town, not subject to the federal single-audit requirement.

Phase 2 of Financial Strategy- Implementation of Initial Recommendations (Underway)

Based on the information gathered to date and the completed analysis, the implementation of recommendations is proposed to include the following components, several of which are underway:

- Enhance financial operations, recommend financial policies and improve reporting procedures
 - “Best Practices Review” of Town’s accounting system (Eden, Tyler Technologies)
 - Recommend new ways to present financial information
 - Implement new web-based tool (OpenGov) to better manage financial information and produce better financial reports
- Evaluate long-term financial sustainability
 - Identify capital replacement, repair and improvement needs
 - Evaluate pension and retiree health obligations
 - Prepare 10-Year budget forecast (alternative forecasts)
 - Recommend key financial objectives and/or metrics
- Present findings and recommendations

In collaboration with Town staff and Tyler Technologies, the consultants helped organize and facilitate a “Best Practices Review (BPR)” of the Town’s accounting system, which included a three-day onsite meeting from June 29 to July 1. The BPR consisted of the following:

- Identified series of techniques (tips) to better leverage Eden to streamline operations
 - Finance staff is implementing many immediately
- Reviewed and summarized Eden BPR report on findings and recommendations, that outline how the Town can better leverage the Eden system and take advantage of recent software updates and features
- Developed a set of recommendations to enhance Town’s financial systems and reporting
 - Implement best practice tips from BPR to streamline current operations
 - Conduct future training sessions with Town staff
 - Better utilize recently installed “Permits & Inspections” module
 - Conduct a BPR or authorize follow up training on system
 - Identify key improvements to streamline system
- Consider purchase and implementation of following Eden modules, which will have a significant positive benefit/cost ratio as they will improve operations, facilitate sharing of information, standardize procedures and reports, and enhance staff efficiency:
 - “Project Accounting”– streamlines management of direct deposits and helps manage project budgets
 - “Tyler Output Process (TOP)” – provides easy means of emailing internal reports and/or documents such as Purchase Orders and Invoices
 - “Tyler Content Manager (TCM)” module– provides electronic filing system for financial documentation and reporting.

In collaboration with Town staff, the consultants explored the use of two major software tools to enhance financial reporting and transparency – Tyler Citizen Transparency (part of Eden System) and OpenGov. The following are the key findings and results from this effort:

- While Tyler Citizen Transparency is designed to help communities provide more open and transparent financial information using the Eden system, only a limited number of cities nationally have deployed it, and none are in California. Tyler’s systems are not as robust or user friendly as those of OpenGov.

- OpenGov has more than 1,000 public agencies in 45 states and 4 Canadian provinces currently using its system. It has a strong community of users that are very pleased with its user-friendly capabilities and report generation.
- OpenGov directly integrates with Eden and can be customized to generate reports both at the Town level and ultimately through a website for citizens.
- Consultants and Town staff reviewed both systems and recommended purchase of the OpenGov system. Review included uploading test data from Town financials and concluded much better tool than Citizen Transparency
- Consultants and Town staff have initiated work to test OpenGov with six years of historical data
- In process of developing a crosswalk and proposed grouping of multiple accounting codes from Eden to prepare streamlined summary tables and graphs from OpenGov

Phase 3 – Implementation

Based on the analysis conducted to date, the proposed next steps would include the following tasks, some of which are already underway:

- Enhance financial systems and reporting tools
 - Better utilize Eden System
 - Implement recommended best practice tips and procedures from BPR
 - Potentially purchase and implement new Eden modules
 - Utilize Eden more robustly in upcoming budget process
 - Conduct BPR and/or additional trainings on Permits and Inspection module
- Online resources to enhance transparency and reporting
 - Deploy OpenGov
 - Develop system to prepare key reports and tables
 - Upload additional historical data and prepare financial projections, summary financial reports and graphs from OpenGov
 - Recommend and upload financial metrics that could also be monitored
- Identify capital replacement, repair and improvement needs
 - Focus on Town’s biggest potential Capital Improvement Project (CIP) obligations related to Storm Drainage and Flood Control system
 - Retained AN West to evaluate potential long term costs for replacement and upgrades to Storm Drainage and Flood Control system
 - Work is in process but will use this as a “beta test” to develop a new approach to the Town’s CIP process and potential performance management tools.
- Evaluate pension and retiree health obligations
 - Reviewed historical information and recent changes to reporting (OPEB now shown as separate line item)
 - Will use OpenGov to evaluate and forecast obligations, and make recommendations
- Develop 10-Year budget forecast (alternative forecasts assuming different revenue/expense assumptions)
 - Work in progress with OpenGov, building upon recent bond analysis
- Recommend key financial objectives and/or metrics to be monitored in the future
 - Collected data to metrics of financial health
 - Managed through OpenGov
- Recommend performance measures and annual reporting tools
 - Leverage OpenGov based on what other local communities are doing and reporting

NHA Advisors, LLC is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (“MSRB”). Pursuant to MSRB Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients, which include, among other things, Duty of Care, Duty of Loyalty, Conflicts of Interest and any Legal or Disciplinary events of NHA Advisors, LLC and its associated persons. As such, NHA Advisors, LLC has a Fiduciary duty to each public agency and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care

- exercise due care in performing its municipal advisory activities;
- possess the degree of knowledge and expertise needed to provide public agency with informed advice;
- make a reasonable inquiry as to the facts that are relevant to public agency’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to public agency; and
- undertake a reasonable investigation to determine that NHA Advisors, LLC is not forming any recommendation on materially inaccurate or incomplete information; NHA Advisors, LLC must have a reasonable basis for:
 - any advice provided to or on behalf of the public agency;
 - any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the public agency, any other party involved in the municipal securities transaction or municipal financial product, or investors in public agency’s securities; and
 - any information provided to public agency or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty

NHA Advisors, LLC must deal honestly and with the utmost good faith with Town and act in Town’s best interests without regard to the financial or other interests of NHA Advisors, LLC. NHA Advisors, LLC will eliminate or provide full and fair disclosure (included herein) to Issuer about each material conflict of interest (as applicable). NHA Advisors, LLC will not engage in municipal advisory activities with Town as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in Town’s best interests.

Conflicts of Interest

NHA Advisors, LLC represents that in connection with the issuance of municipal securities, NHA Advisors, LLC may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, NHA Advisors, LLC hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding NHA Advisors, LLC’s ability to provide unbiased advice to enter into such transaction. This conflict of interest will not impair NHA Advisors, LLC’s ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer. If NHA Advisors, LLC becomes aware of any additional potential or actual conflict of interest after this disclosure, NHA Advisors, LLC will disclose the detailed information in writing to the Issuer in a timely manner.

Legal or Disciplinary Events

NHA Advisors, LLC does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. Public agencies may electronically access NHA Advisors, LLC’s most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: JULY 15, 2016
MEETING DATE: JULY 19, 2016

TO: TOWN MANAGER, MAYOR AND COUNCIL MEMBERS
FROM: ADAM WOLFF, DIRECTOR OF PLANNING AND BUILDING
SUBJECT: REVIEW AND POSSIBLE ACCEPTANCE OF THE DRAFT TAMAL VISTA
CORRIDOR STUDY REPORT, INCLUDING POLICY RECOMMENDATIONS
APPLICABILITY: TAMAL VISTA CORRIDOR STUDY AREA – AREA BOUND BY
MADERA BOULEVARD TO THE SOUTH, TAMAL VISTA
BOULEVARD TO THE WEST, WORNUM DRIVE TO THE NORTH,
AND HIGHWAY 101 TO THE EAST.

* * * * *

PURPOSE AND PROCEDURE:

The Corte Madera Town Council is conducting a public meeting to review the Draft Tamal Vista Corridor Study Report, receive public comment, and consider accepting the report, including its recommendations to guide land use policy along the Tamal Vista Corridor.

The review and acceptance of the report by the Town Council would not in itself change or affect any land use regulations. It is expected that an application by the Planning Department to amend the Corte Madera Zoning Ordinance will follow the Town Council review of the Study report. Proper noticing and public hearings will be required at both the Planning Commission and Town Council at that time to review any proposed regulatory changes. These public hearings are expected to be held in September and October.

STAFF RECOMMENDATION:

Staff recommends that the Town Council review the Study, Planning Commission comments, and staff's recommendations, receive public comment, make modifications as necessary to the report's recommendations, accept the report, and direct staff to prepare zoning ordinance amendments for Planning Commission review.

TOWN MANAGER'S RECOMMENDATION:

Support staff recommendations.

FISCAL IMPACT:

The acceptance of the report will not have an impact on the Town's General Fund. The preparation of a zoning ordinance amendment to implement the recommendations outlined in the report will require significant staff time and costs associated with the preparation of environmental review (CEQA) documents by an environmental consultant.

BACKGROUND and DISCUSSION:

The Draft Tamal Vista Corridor Study Report contains detailed background and analysis related to the purpose and goals of the Study, the extensive community outreach conducted and feedback received, and analysis of existing conditions. The draft Study recommendations are listed in Chapter 5 on pages 26-33 and a short explanation of the intent and rationale is included to provide the reader with important context. The full Study is attached (Attachment 1) and can be accessed at the following web address: <http://www.townofcortemadera.org/579/Tamal-Vista-Corridor-Study>.

As discussed in the report, the recommendations stem from the Planning Principles that were derived from public comment during staff and M-Group's community outreach efforts.

TRAFFIC

Throughout the Study process, concerns related to vehicular traffic, in and around the Study area, were cited as one of the most significant issues that should be addressed. As noted in response to such concerns, the specific focus of this Study – centered around creating new zoning and land use regulations for the private property subject to the moratorium – can recommend measures in conjunction with new development intended to facilitate greater non-vehicular trips and ensure that development of property will not significantly exacerbate existing conditions, but cannot solve multi-jurisdictional and regional traffic problems that may already exist.

Nonetheless, in an effort to recognize and address the larger concerns about traffic that have been raised, staff has worked with the Public Works Department to identify the various efforts that the Town and others are undertaking or which are planned to help improve existing and future circulation conditions in the area of the Tamal Vista Corridor. Attachment 2 contains a list of these various efforts. While significant funding gaps remain for the completion of many of these projects, and therefore it is not known if implementation will be successful, these projects are being actively pursued.

Additionally, any proposed changes to the zoning ordinance that follow the Tamal Vista Corridor Study Report will need to be analyzed in accordance with CEQA for its effect on transportation/traffic. As noted during public meetings and in Appendix B of the Study, given that the Corridor contains existing commercial uses and already allows commercial

development at .34 FAR, the proposed changes may be relatively neutral with respect to vehicular traffic.

PLANNING COMMISSION COMMENTS

The Corte Madera Planning Commission, at its June 14, 2016 meeting, reviewed the draft Tamal Vista Corridor Study Report, received public comment, and provided several comments for Town Council review. Meeting minutes are also available in Attachment 3 and the video recording of the meeting can be accessed on the Town's website at: https://www.youtube.com/channel/UCXRfUh7kV_4mHVgpEWCRIXw.

In general, the Commission supported the recommendations outlined in the Draft Tamal Vista Corridor Study Report. The below summarizes the Commission's main comments expressed at the June 14, 2016 meeting.

- Consistent with the report's recommendations, the allowable commercial uses in the Corridor should better reflect the residential character of the area and provide neighborhood services and feel.
- Housing, as part of mixed commercial and residential projects, is generally appropriate in the corridor at the densities recommended. Additional consideration should be given to ways to incentivize rental housing versus condominium or "for-sale" housing. Consideration should also be given to prohibiting housing on portions of the site closest to the highway. The majority of the Commission recommends allowing housing as a conditional use as recommended in the report.
- The proposed .34 FAR is appropriate for both commercial and residential use and could be increased to .50 FAR as a way to encourage future redevelopment with public benefits, while maintaining appropriate massing and scale, but only if appropriate analyses are done that clearly demonstrate that additional intensity can be handled by existing roads and other public infrastructure. At this point, .34 FAR should be maintained.
- Beyond the initial public use setback area of approximately 20 feet recommended in the report, an additional setback should be required so that buildings are not immediately adjacent to the public use area. Consideration should be given to requiring different setback distances depending on the use.
- The height maximums of 25 feet in the neighborhood zone and 35 feet in the highway zone are appropriate, and consideration should be given to allowing some additional height for achieving architectural and/or design quality.
- Implementation of pedestrian and bicycle improvements along Tamal Vista Boulevard is critical to the future success of the corridor as a way to enhance circulation and the Corridor's aesthetic character. Efforts to obtain funding for such improvements should continue in parallel to this process and further consideration should be devoted to coordination between individual site

redevelopment and Town capital projects so that implementation of streetscape improvements can be advanced as a comprehensive project.

- Parallel efforts to address traffic in the broader area surrounding the Corridor should be a Town priority.

ENVIRONMENTAL ASSESSMENT:

The review and acceptance of the Draft Tamal Vista Corridor Study Report is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15060(c)(3) since the activity in question is not a project as defined in CEQA Guidelines Section 15378.

CONCLUSION

The Tamal Vista Corridor Study Report, and the extensive public outreach that has been conducted, has resulted in a set of recommendations that staff believes: 1) is responsive to and representative of the community's input and vision for the Corridor; 2) sets forth sound and responsible land use policies that will allow redevelopment and reinvestment to occur, but at a scale and with uses and improvements that better reflect and support the surrounding residential character of the area; 3) is consistent with the policies and programs identified in the adopted Corte Madera General Plan and Housing Element; and 4) provide a potential land use blueprint for other areas of Town.

Staff is hopeful that the process followed to arrive at these recommendations will allow for their successful implementation with the support of Corte Madera residents, business and property owners, and other stakeholders.

Written public comments received on the Draft Tamal Vista Corridor Report since its release on June 7 are included in Attachment 4.

OPTIONS

1. By motion accept the Draft Tamal Vista Corridor Study Report and its recommendations (as may be modified) and direct Staff to prepare Zoning Ordinance Amendments based on accepted recommendations
2. Direct staff to revise recommendations or other sections of the report based on Council input and return to the Council for acceptance at the next opportunity

ATTACHMENTS:

1. DRAFT TAMAL VISTA CORRIDOR STUDY REPORT
2. SUMMARY OF PROJECTS TO IMPROVE CIRCULATION
3. PLANNING COMMISSION JUNE 14, 2016 MEETING MINUTES
4. PUBLIC COMMENTS

ATTACHMENT 1

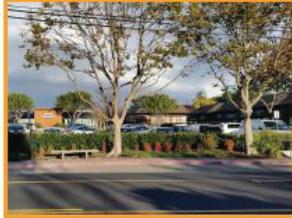
DRAFT TAMAL VISTA CORRIDOR STUDY REPORT (JULY 14, 2016)

TAMAL VISTA BOULEVARD | DRAFT CORRIDOR STUDY REPORT

75 Tamal Vista Blvd (DMV)



47-71 Tamal Vista Blvd (Retail Shopping Center)



41 Tamal Vista Blvd (Cinema)



21 Tamal Vista Blvd (Offices)



50 Madera Blvd (Office/Bank)



Bicycle Lanes (Wornum Dr)



Tamal Vista Blvd Streetscape (Retail Shopping Center)



Tamal Vista Blvd Streetscape (Cinema)



Tamal Vista Blvd Streetscape (Offices)



Tamal Vista Blvd Streetscape (Hotel)



TAMAL VISTA BOULEVARD CORRIDOR STUDY

DRAFT REPORT

- 1. INTRODUCTION 4
 - 1.1 STUDY AREA 5
 - 1.2 STUDY AND DEVELOPMENT CONTEXT 5
 - 1.3 GOALS AND OBJECTIVES..... 6
 - 1.4 STUDY OVERVIEW 7
- 2. EXISTING DEVELOPMENT GOALS, POLICIES, AND STANDARDS 8
 - 2.1 GENERAL PLAN..... 8
 - 2.2 ZONING ORDINANCE..... 10
- 3. EXISTING CONDITIONS AND DEVELOPMENT PATTERNS 12
 - 3.1 ADJACENT AREA 12
 - 3.2 CORRIDOR CHARACTERISTICS..... 13
 - 3.3 SITE CHARACTERISTICS..... 14
 - 3.4 CIRCULATION..... 17
 - 3.5 EXISTING ROADWAY INFRASTRUCTURE..... 18
 - 3.6 STREETSCAPE 18
- 4. OUTREACH SUMMARY 20
 - 4.1 OUTREACH TIMELINE..... 20
 - 4.2 COMMUNITY FEEDBACK 22
- 5. RECOMMENDATIONS..... 26
 - 5.1 PERMITTED LAND USES 27
 - 5.2 INTENSITY/DENSITY OF DEVELOPMENT 28
 - 5.3 DEVELOPMENT STANDARDS..... 29
 - 5.4 DESIGN GUIDELINES AND STANDARDS..... 32
 - 5.5 TRAFFIC..... 32
 - 5.6 NEXT STEPS : IMPLEMENTATION ACTION ITEMS AND FURTHER STUDY 33





Appendices

Appendix A – Tamal Vista Boulevard Corridor Study Process Graphic

Appendix B – Frequently Asked Questions (FAQ) Document

Appendix C - Relevant General Plan Goals, Policies, and Programs

Appendix D – Existing Permitted and Conditional Uses

Appendix E – Community Input and Survey Results

Appendix F – Example of Mixed-Use Design Guidelines



Figures

Figure 1 – Tamal Vista Boulevard Corridor Study Project Schedule4

Figure 2 – Corridor Study Area Map..... 5

Figure 3 – Site Context..... 5

Figure 2 – Corridor Study Area Map..... 5

Figure 3 – Town of Corte Madera General Plan Land Use 9

Figure 4 – Town of Corte Madera Zoning 10

Figure 5 – Corridor Study Area Site Context Map 13

Figure 6 - DMV (75 Tamal Vista Boulevard)..... 14

Figure 7 - The Market Place (47-71 Tamal Vista Boulevard) 15

Figure 8 - Marin Suites (45 Tamal Vista Boulevard)..... 15

Figure 9 - Century Cinema (41 Tamal Vista Boulevard)..... 16

Figure 10 - Corte Madera Plaza (21 Tamal Vista Boulevard)..... 16

Figure 11 - Corte Madera Inn (56 Tamal Vista Boulevard)..... 17

Figure 12 - TD Ameritrade (50 Madera Boulevard)..... 17

Figure 13 – Community Workshop #1 22

Figure 14 – Community Workshop #2..... 23

Figure 15 – Pedestrian and Building Zones..... 31

Tables

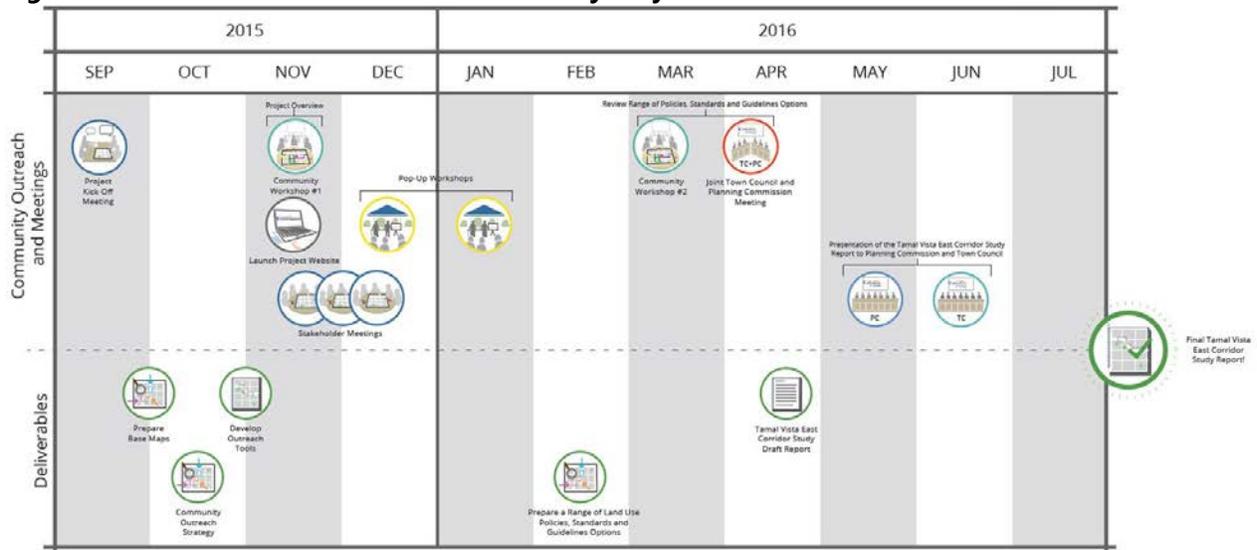
Table 1 - Development Standards for C-3 and P/SP 11



1. INTRODUCTION

The Tamal Vista Boulevard Corridor Study (Corridor Study) is a Town-led analysis and assessment of the existing conditions, development constraints, opportunities, and community vision for the area bounded by Madera Boulevard to the south, Tamal Vista Boulevard to the west, Wornum Drive to the north, and US Hwy 101 to the east. The Corridor Study was initiated by the Town, which hired Metropolitan Planning Group (M-Group) to develop analytical tools and facilitate community discussion and input into the study process. The result is a series of specific policy recommendations that will directly inform the development of new zoning or other land use regulations to govern development in this area over both the short and long term (see the illustrative project schedule below in Figure 1 and in Appendix A).

Figure 1 – Tamal Vista Boulevard Corridor Study Project Schedule



Source: Graphic created by M-Group



1.1 STUDY AREA

This Corridor Study explores existing assets and opportunities and identifies community-supported objectives for the Tamal Vista corridor. The study also analyzes existing development patterns and site conditions in order to further understand development constraints and opportunities along this segment of Tamal Vista Boulevard. Outreach efforts throughout the preparation of this study provided the community opportunities to share ideas and help shape the vision and recommendations for this area.

Existing uses within the Study Area include commercial and public services. The majority of the parcels within this area are zoned Highway Commercial (C-3), with one parcel at the corner of Wornum Drive and Tamal Vista Avenue zoned Public and Semi-Public Facilities (P/SP).

Figure 2 – Corridor Study Area Map



Source: Map created by M-Group using Google Earth

There are seven properties within the Study Area; specific uses include the following:

- Department of Motor Vehicles
- Market Place shopping center
- Marin Suites Hotel
- Century Cinema Theaters
- Corte Madera Plaza offices
- Best Western Inn and restaurant
- TD Ameritrade financial services

1.2 STUDY AND DEVELOPMENT CONTEXT

In October 2014, the Corte Madera Town Council adopted a moratorium prohibiting the granting of permits for new development along the east side of Tamal Vista Boulevard between Madera Boulevard and Wornum Drive. This area ultimately defined the boundaries of the Tamal Vista Boulevard Corridor Study Area (Study Area), as shown above. The moratorium has since been extended twice and is currently set to expire in October 2016. The moratorium was adopted to slow development activities within the corridor until the Town was able to implement new zoning regulations and land use policies consistent with the policies adopted in the Corte Madera General Plan. A Frequently Asked Questions (FAQ) document was prepared as a resource about the



Corridor Study process and distributed as a resource throughout the outreach effort (Appendix B).

Adopted in 2009, the Corte Madera General Plan includes a new “Mixed-Use Commercial” land use designation intended to allow both residential and commercial uses in a variety of existing commercial areas of the Town, and called for Community Plans to further develop specific land use and zoning policies in these areas. The Corridor Study is intended to achieve the purpose of the Community Plans and implementation of some or all of its recommendations, which would be consistent with the stated objectives of both the moratorium and the 2009 General Plan.

1.3 GOALS AND OBJECTIVES

Several goals, shown below, were identified at the beginning of the study process that focused on the planning process itself and desired results.

PROCESS

- Provide an opportunity for Corte Madera residents and stakeholders in the community to engage in an informed dialogue about potential development along Tamal Vista Boulevard;
- Provide educational opportunities to increase/improve the public’s understanding of development regulations and processes in Corte Madera; and
- Engage in proactive Town-led discussion related to development in the community as opposed to development-led discussion.

OUTCOMES

- Develop specific policy recommendations related to use and character of future development along the Tamal Vista Corridor;
- Identify specific improvements to the corridor, if any, that would enhance its functionality, utility, and value to the surrounding residents and Town as a whole; and
- Identify recommendations that might be applicable to other mixed-use areas of Town (across various mixed-use land use designations, as referenced in General Plan Program LU-1.1b).



1.4 STUDY OVERVIEW

This study is organized by the following chapters:

Chapter 2. Existing Development Goals, Policies, and Standards

Highlights key development goals, policies, and standards as called out in the Town's General Plan and Zoning Ordinance.

Chapter 3. Existing Conditions and Development Patterns

Examines the context of the Study Area in relation to site characteristics, permitted uses, and circulation, as well as adjacent areas.

Chapter 4. Outreach Summary

Highlights community input gathered through community workshops, pop-up workshops, an online survey, stakeholder meetings, and joint Town Council-Planning Commission meeting.

Chapter 5. Recommendations

Provides final recommendations regarding planning principles, permitted and conditional land uses, intensity/density of development, and corridor character design guidelines.



2. EXISTING DEVELOPMENT GOALS, POLICIES, AND STANDARDS

The Town's General Plan and Zoning Ordinance outline development goals, policies, and standards relevant to the Study Area and the Town as a whole. As noted above, the General Plan created a new mixed-use land use designation which was applied broadly to many commercial areas in Town, and called for future zoning changes to carry out the intent of these mixed-use policies. The Town's Zoning Ordinance sets the framework and parameters for allowable uses and development standards within each zoning district.

2.1 GENERAL PLAN

The 2009 Corte Madera General Plan guides growth and development within the Town, outlining policies and implementation programs to achieve desired development. In general, as it relates to the Study Area, the General Plan promotes and encourages infill development that achieves a more livable, sustainable community (Goal LU-3). This includes the concept of allowing for mixed-use development, including the potential for residential and commercial development on the same site. These goals, as well as others related to the Study Area, are carried forward through General Plan programs related to:

- Creating a mixed-use zoning district
- Developing a Community Plan for the Fifer/Tamal Vista Boulevard area
- Regulating site planning for both the mixed-use and public/semi-public facilities land use designations
- Guiding infill development by meeting specific design characteristics

Specific General Plan goals, policies, and programs related to the Study Area are described below and included in Appendix C.

MIXED-USE DEVELOPMENT

The General Plan includes several land use policies and programs, listed below, that support the mixed-use development concept and encourage mixed-use development in the Study Area.

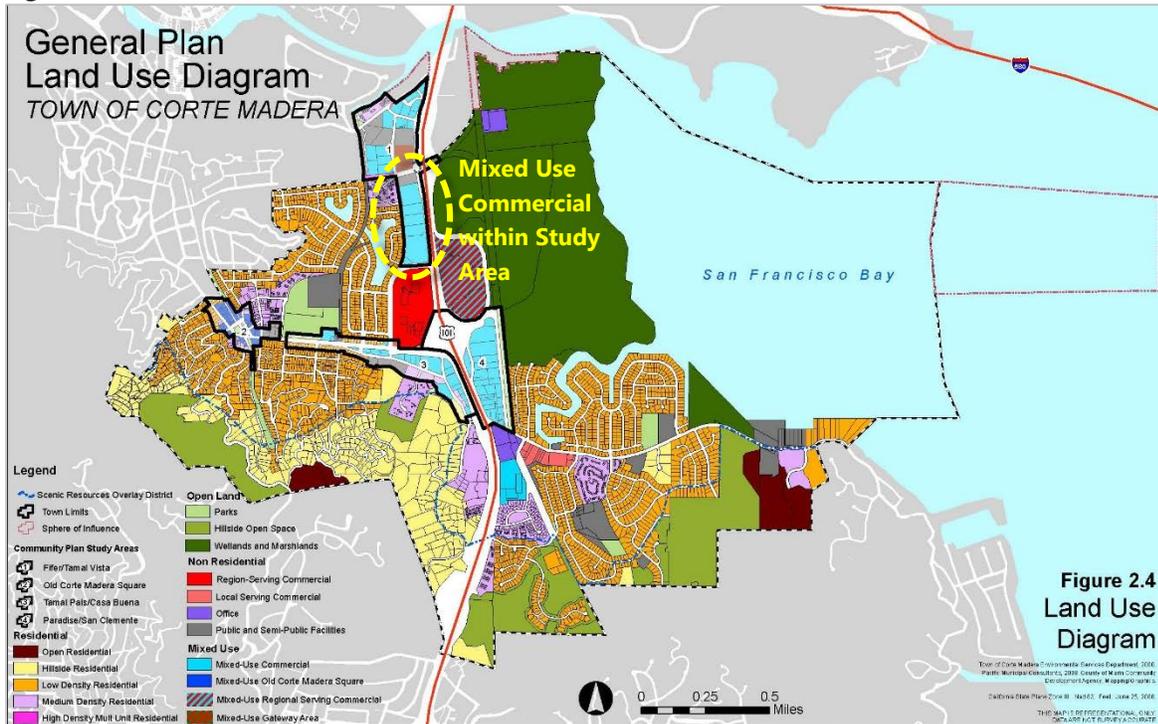
- Support commercial, mixed-use and high-density residential uses when consistent with Town objectives (Policy LU-2.14)
- Support live-work combinations (Program LU-2.15a)
- Support ground-floor retail with upper story residential (Program LU-2.15a)
- Encourage projects with mixed use over standard single uses in zoning that allows for mixed use (Program LU-2.15a)
- Encourage opportunities for live/work developments with housing for workers on-site or caretakers (Program LU-2.15a)
- Create opportunities for new light industrial land uses within the Mixed Use Commercial land use designation (Policy LU-2.17)



COMMUNITY PLAN PREPARATION AND OBJECTIVES

- Implementation Program LU-1.6a within the General Plan calls for the development of a Community Plan within the Tamal Vista Boulevard area. As noted above, the Tamal Vista Corridor Study and this report serves to achieve the purposes of this program.

Figure 3 – Town of Corte Madera General Plan Land Use



Source: 2009 Town of Corte Madera General Plan

SITE PLANNING REGULATIONS

The General Plan describes site planning attributes for land use designations including mixed use development. The characteristics of the Mixed-Use Commercial land use designation are described below.

Mixed-Use Commercial

Intended to accommodate infill activity along commercial corridors to allow redevelopment of existing neighborhood commercial centers. Office, light industrial, and commercial uses, as well as housing developments, are allowed, encouraging a variety of activities in proximity to each other that may reduce the need for automobile trips. Below are some of the key site planning characteristics for this land use designation:

- Reduced parking standards may be allowed on a site within a quarter-mile of a transit stop for sites with this land use
- Minimum lot size of 6,000 square feet
- Floor area ratio (FAR) up to 0.34



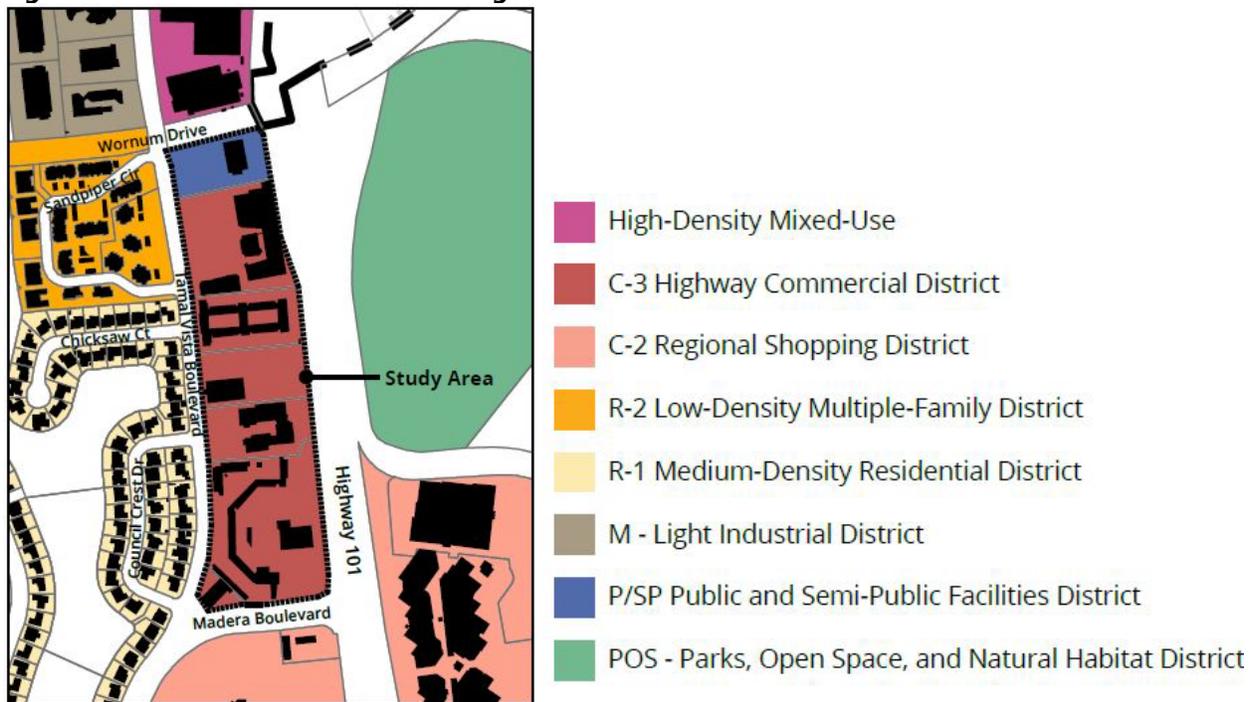
- Approximate development density from 15.1 to 25.0 dwelling units per gross acre, and up to 31.0 dwelling units per gross acre if meeting State requirements for density bonus
- The Town will amend the Zoning Code to include MRX (Mixed Use District)

2.2 ZONING ORDINANCE

The Town’s Zoning Ordinance (Corte Madera Municipal Code Title 18) implements the General Plan by guiding physical development through specific zoning standards and fostering harmonious land uses. This section summarizes the existing development standards and permitted uses applicable to the Highway Commercial (C-3) and Public and Semi-Public Facilities (P/SP) zoning districts found within the Study Area.

The following map (Figure 4) shows zoning designations found within the Study Area (C-3 and P/SP), as well as surrounding zoning including R-1, R-2, C-2, M, POS, and High-Density Mixed-Use.

Figure 4 – Town of Corte Madera Zoning



Source: Town of Corte Madera Zoning Ordinance, map created by M-Group

DEVELOPMENT STANDARDS

The Zoning Ordinance provides standards for development on lots zoned C-3 and P/SP within the Study Area, which shapes physical development related to:

- **Lot Size:** The square footage of the parcel
- **Height:** The distance between the ground and the highest point
- **Setbacks:** The distance between property lines and the face of the building
- **Floor Area:** The square footage of all stories of every building on the lot



- **Floor Area Ratio (FAR):** A ratio of the total floor area of all buildings on a lot to the net lot area.
- **Lot Coverage.** The percentage of the total lot area covered by structures primarily over three feet in height

Table 1 - Development Standards for C-3 and P/SP

	C-3	P/SP
Minimum Front Setback	20 feet	Equivalent to the most stringent requirement of residential or office zoning districts adjacent or across the street.
Minimum Side Setback (Interior Lot)	No Requirement	Equivalent to the most stringent requirement of residential or office zoning districts adjacent or across the street.
Minimum Side Setback (Corner Lot, Street Facing Side)	20 feet	Equivalent to the most stringent requirement of residential or office zoning districts adjacent or across the street.
Rear Yard	No Requirement	Equivalent to the most stringent requirement of residential or office zoning districts adjacent or across the street.
Height	35 feet	30 feet
Floor Area Ratio	0.34	0.35
Landscaped Area	10 feet minimum adjoining the property line of a required front, side, or rear yard adjacent to a street shall be landscaped; each off-street parking area with ten or more spaces shall have landscaped areas at least 10% of parking lot area	Equivalent to the most stringent requirement of zoning districts adjacent or across the street.

Source: Corte Madera Zoning Ordinance

PERMITTED USES

The Zoning Ordinance also dictates what uses are allowed within each zoning district, and either categorizes a use as a:

- **Permitted Use.** A use permitted by right in the zoning district in which the use is located
- **Conditionally Permitted Use.** A use which is not permitted by right, but which is allowed with an approved Conditional Use Permit

All existing permitted and conditionally permitted uses for the C-3 and P/SP zones are outlined in Appendix D.



3. EXISTING CONDITIONS AND DEVELOPMENT PATTERNS

A key step in laying the foundation for the Tamal Vista Corridor Study is gaining a comprehensive understanding of the physical form, character, and relationship of land uses which currently exist in and around the Study Area. Sites within the Study Area were assessed, through both site visits and aerial imagery, in order to document detailed information on existing development patterns and land uses. In addition, a walking inventory was performed to survey existing roadway infrastructure along Tamal Vista Boulevard such as road and sidewalk widths. The findings of these assessments are provided below, along with a brief discussion of residential and commercial areas adjacent to the Tamal Vista Boulevard corridor.

3.1 ADJACENT AREA

The Study Area is adjacent to both residential and commercial uses. Established residential uses are located along the west side of Tamal Vista Boulevard. Sixty-one single-family homes are located along Council Crest Drive, the west side of Tamal Vista Boulevard, and Chickasaw Court. Along Sandpiper Circler there are 65 dwelling units in duplexes, condominiums and townhomes located along Sandpiper Circle. A new 180-unit multi-family apartment complex including 3,000 square feet of retail use is under construction and is located directly north of the Study Area. South of the Study Area, along Madera Boulevard, is Town Center at Corte Madera, which is a regional and local shopping center. To the east of Highway 101 is Shorebird Marsh, a protected open space, and the Village at Corte Madera regional shopping center (see Figure 5).

Figure 5 – Corridor Study Area Site Context Map



Source: Map created by M-Group using Google Earth

3.2 CORRIDOR CHARACTERISTICS

The Tamal Vista Corridor contains seven parcels, six of which extend from Tamal Vista Boulevard to Highway 101. The Corridor is unique in that all but one property directly abuts the Highway right-of-way and no frontage road exists. Except for the Corte Madera Inn and TD Ameritrade sites, all properties are accessed from Tamal Vista Boulevard. Tamal Vista Boulevard also serves as the only access for the adjacent residential neighborhoods on Tamal Vista Boulevard, Chickasaw Court, and Sandpiper Circle.

In total, the Corridor contains approximately 17.6 acres of private property, with a total of approximately 285,000 square feet of developed floor area.



Existing uses and development patterns within the Study Area vary significantly. Uses generally consist of automobile-oriented commercial and public services, such as the Department of Motor Vehicles (DMV) and hotel developments. The area does not have a unifying architectural style and building frontage along the street is inconsistent. Buildings are diverse in terms of height and floor area, and lot size ranges from less than one acre to more than five acres. Lot coverage and building setbacks differ from lot to lot.

3.3 SITE CHARACTERISTICS

As part of the analysis of the Corridor, specific site characteristics of each property were identified and are provided below.

Note: the calculations in the following figures are approximations. Graphics prepared and pictures taken by M-Group.

Figure 6 - DMV (75 Tamal Vista Boulevard)

Existing Use: California State Department of Motor Vehicles Office

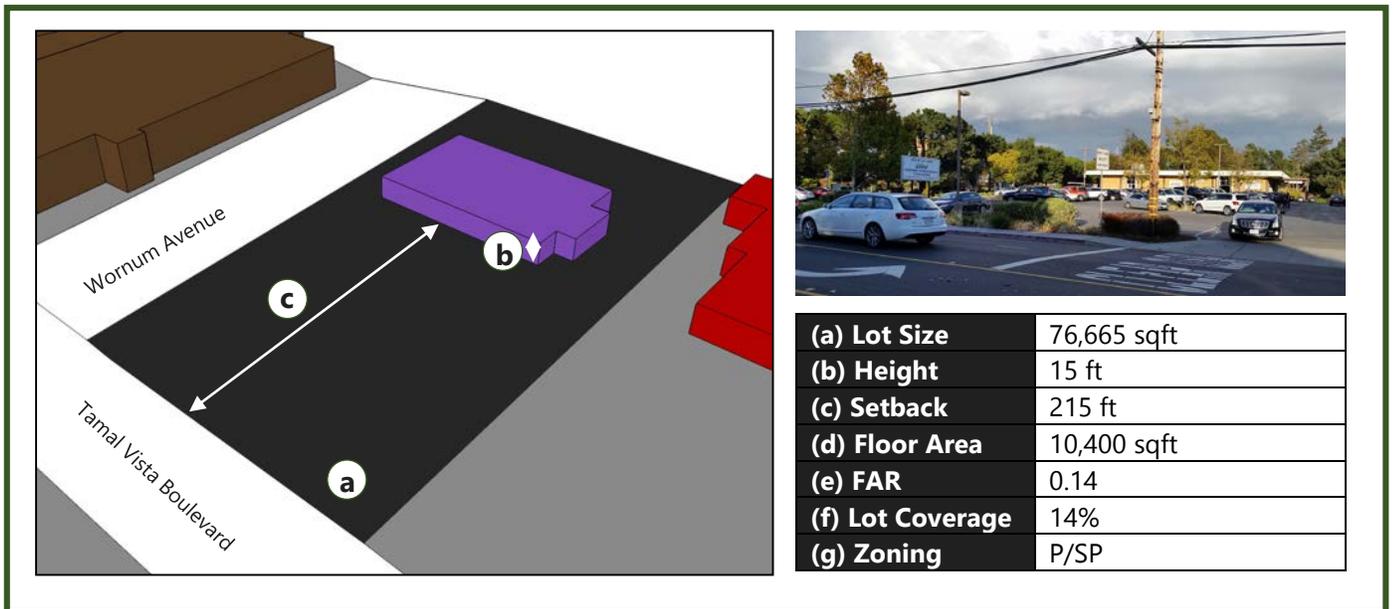




Figure 7 - The Market Place (47-71 Tamal Vista Boulevard)

Existing Uses: Retail (e.g. Book Passage bookstore, Any Mountain) and Restaurants (Brick & Bottle)

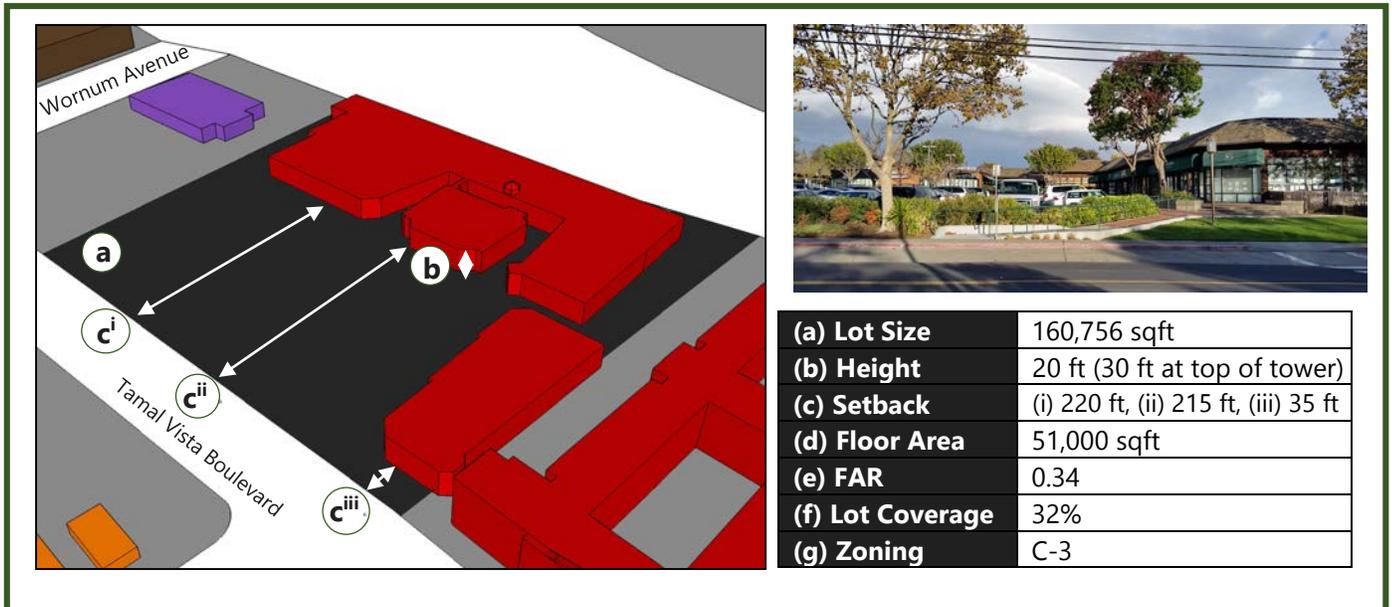


Figure 8 - Marin Suites (45 Tamal Vista Boulevard)

Existing Use: Hotel

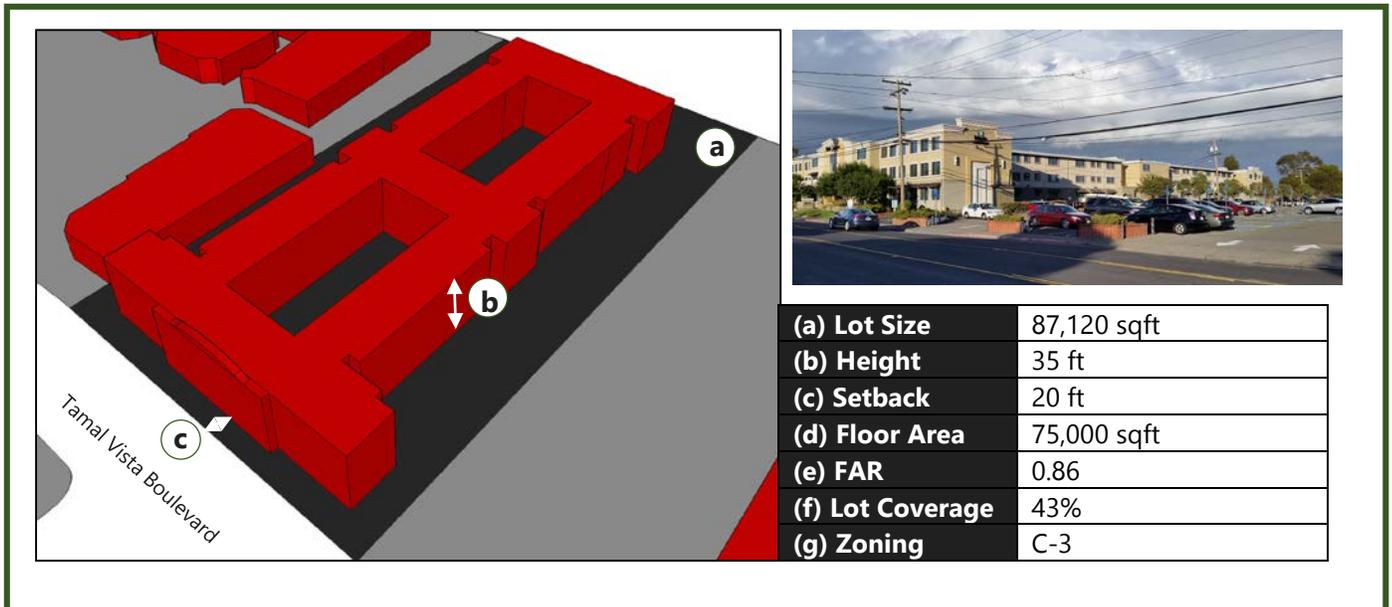




Figure 9 - Century Cinema (41 Tamal Vista Boulevard)

Existing Use: Movie Theater

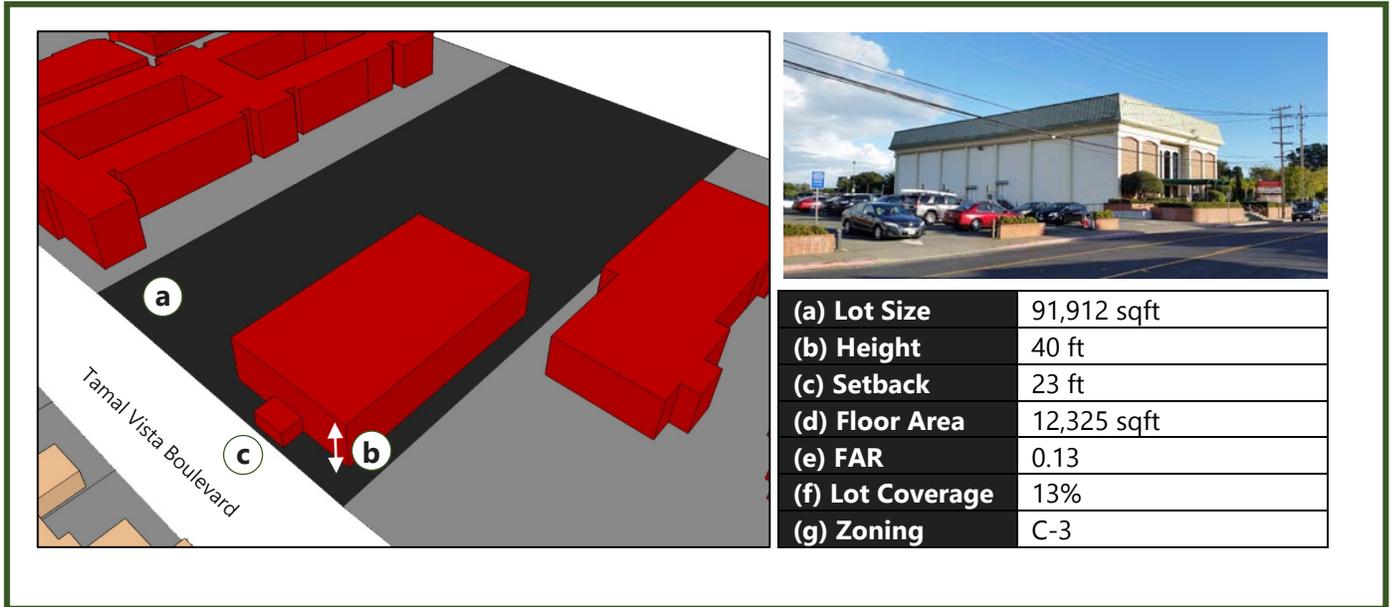


Figure 10 - Corte Madera Plaza (21 Tamal Vista Boulevard)

Existing Use: Office/Medical Office

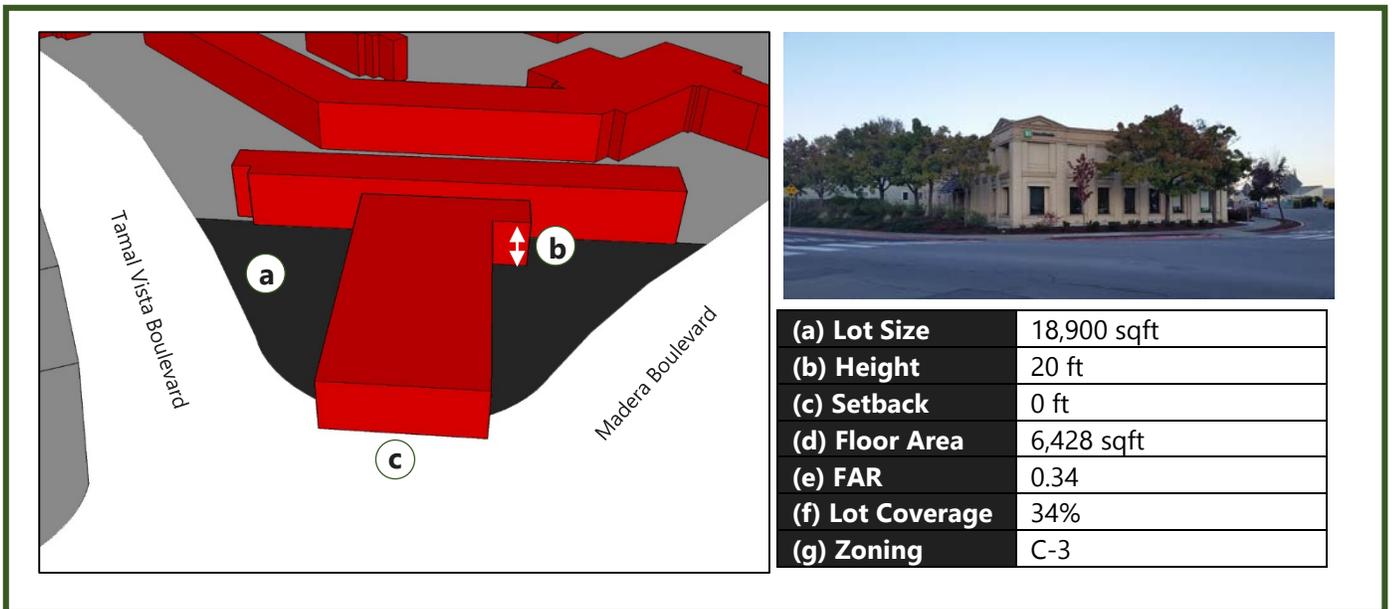




Figure 11 - Corte Madera Inn (56 Tamal Vista Boulevard)
Existing Uses: Hotel and Restaurant



Figure 12 - TD Ameritrade (50 Madera Boulevard)
Existing Uses: Financial/Investment Center



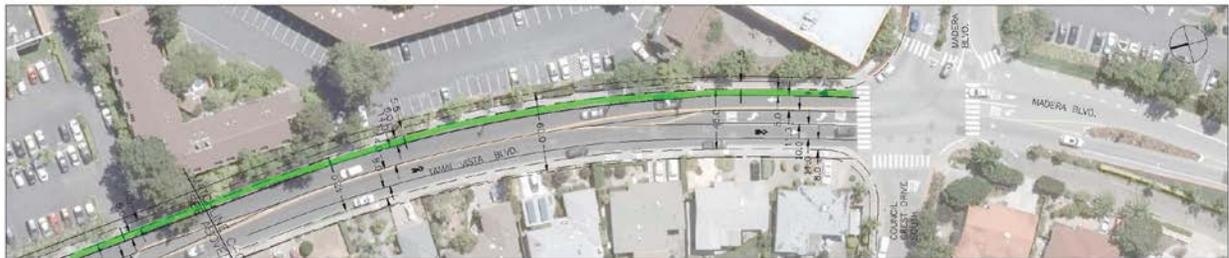
3.4 CIRCULATION

Tamal Vista Boulevard is a two-lane street providing circulation through the Town of Corte Madera, to adjacent jurisdictions (e.g. Larkspur), and to/from the Highway 101 corridor. Existing roadway conditions and traffic volumes within the area are discussed below.



3.5 EXISTING ROADWAY INFRASTRUCTURE

Tamal Vista Boulevard is a two-lane roadway with an additional center turn lane running down the middle of the corridor. The width of the right-of-way is approximately 60 feet, including curb, gutter, and sidewalk. Traffic lanes make up approximately 45-50 feet of the right of way. There is a right-turn lane at the intersection of Tamal Vista Boulevard and Wornum Drive. A study of the corridor has been prepared to assess existing roadway dimensions and to explore the potential for future pedestrian and bike related improvements. Additional analysis may be necessary to determine the feasibility of the desired streetscape enhancements (e.g., bike lanes, wider sidewalks, crosswalks and amenities).



 1700 Balfour, Suite 200 Redwood, CA 94068 415.444.8000		TOWN OF CORTE MADERA - TAMAL VISTA BOULEVARD CONCEPT A: NB BIKE LANE ONLY MADERA BOULEVARD TO SANDPIPER CIRCLE		REVISIONS	DATE BY CHECKED BY DRAWN BY SCALE
		NO. AT NO. AT	PFC DP PFC DP	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230 1231 1232 1233 1234 1235 1236 1237 1238 1239 1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1255 1256 1257 1258 1259 1260 1261 1262 1263 1264 1265 1266 1267 1268 1269 1270 1271 1272 1273 1274 1275 1276 1277 1278 1279 1280 1281 1282 1283 1284 1285 1286 1287 1288 1289 1290 1291 1292 1293 1294 1295 1296 1297 1298 1299 1300 1301 1302 1303 1304 1305 1306 1307 1308 1309 1310 1311 1312 1313 1314 1315 1316 1317 1318 1319 1320 1321 1322 1323 1324 1325 1326 1327 1328 1329 1330 1331 1332 1333 1334 1335 1336 1337 1338 1339 1340 1341 1342 1343 1344 1345 1346 1347 1348 1349 1350 1351 1352 1353 1354 1355 1356 1357 1358 1359 1360 1361 1362 1363 1364 1365 1366 1367 1368 1369 1370 1371 1372 1373 1374 1375 1376 1377 1378 1379 1380 1381 1382 1383 1384 1385 1386 1387 1388 1389 1390 1391 1392 1393 1394 1395 1396 1397 1398 1399 1400 1401 1402 1403 1404 1405 1406 1407	



TAMAL VISTA BOULEVARD CORRIDOR STUDY REPORT

- Inadequately sized and inconsistent landscape buffers, placed between the sidewalk and the parking lots/buildings provide little to no room to accommodate future streetscape improvements such as widened sidewalks or the addition of bicycle lanes; and
- There are currently no on-street bicycle lanes on Tamal Vista Boulevard.





4. OUTREACH SUMMARY

A comprehensive outreach strategy was implemented to obtain input from the community into potential new zoning or other regulatory changes for the Tamal Vista Corridor. Outreach efforts included facilitation of two community workshops, a “pop-up” workshop, several stakeholder meetings, a neighborhood meeting, administration of an online survey, and a joint study session between the Town Council and Planning Commission. Additionally, a project website was created to allow the public and interested parties to access background information, analytical tools, meeting summaries, and presentations. Notices of all public meetings were posted on the Town’s website and sent to those requesting email notification regarding the Corridor Study. The following provides an overall timeline of the outreach effort and a summary of the community feedback received through these meetings. Complete summaries of all community input and survey results are provided in Appendix E.

4.1 **OUTREACH TIMELINE**

As illustrated in the timeline below, outreach efforts consisted of various types of meetings and events to reach a broad range of community members, such as:

STAKEHOLDER MEETINGS

Between November 2015 and March 2016, Town staff and the consultant team met with a range of stakeholders through focus groups meetings centered on the assets and opportunities for the Tamal Vista Corridor. Stakeholder groups included: 1) members of the Town Council, 2) members of the Planning Commission, 3) the Chamber of Commerce, 4) the Corte Madera Beautification Committee, 5) the Sandpiper, Chickasaw, Council Crest, and Tamal Vista residential neighborhoods, and 6) owners and representatives of businesses along Tamal Vista Boulevard.

COMMUNITY WORKSHOP #1

The project team held the first Community Workshop on November 18th, 2015 at the Corte Madera Community Center, where approximately 35 participants were estimated to be in attendance. This workshop was intended to provide general information about the Corridor Study and to collect initial input on assets and opportunities within the Study Area.

POP-UP WORKSHOP

A Pop-Up Workshop was held on December 19th, 2015 at the Town Center Corte Madera shopping center, with a table setup inside a central paseo. The Pop-Up Workshop was aimed at providing a venue for the general public to garner information about the Corridor Study and provide input on potential assets and opportunities related to the Study Area in an informal workshop setting. It was estimated that well over 30 people stopped at the table to discuss the Tamal Vista Corridor.

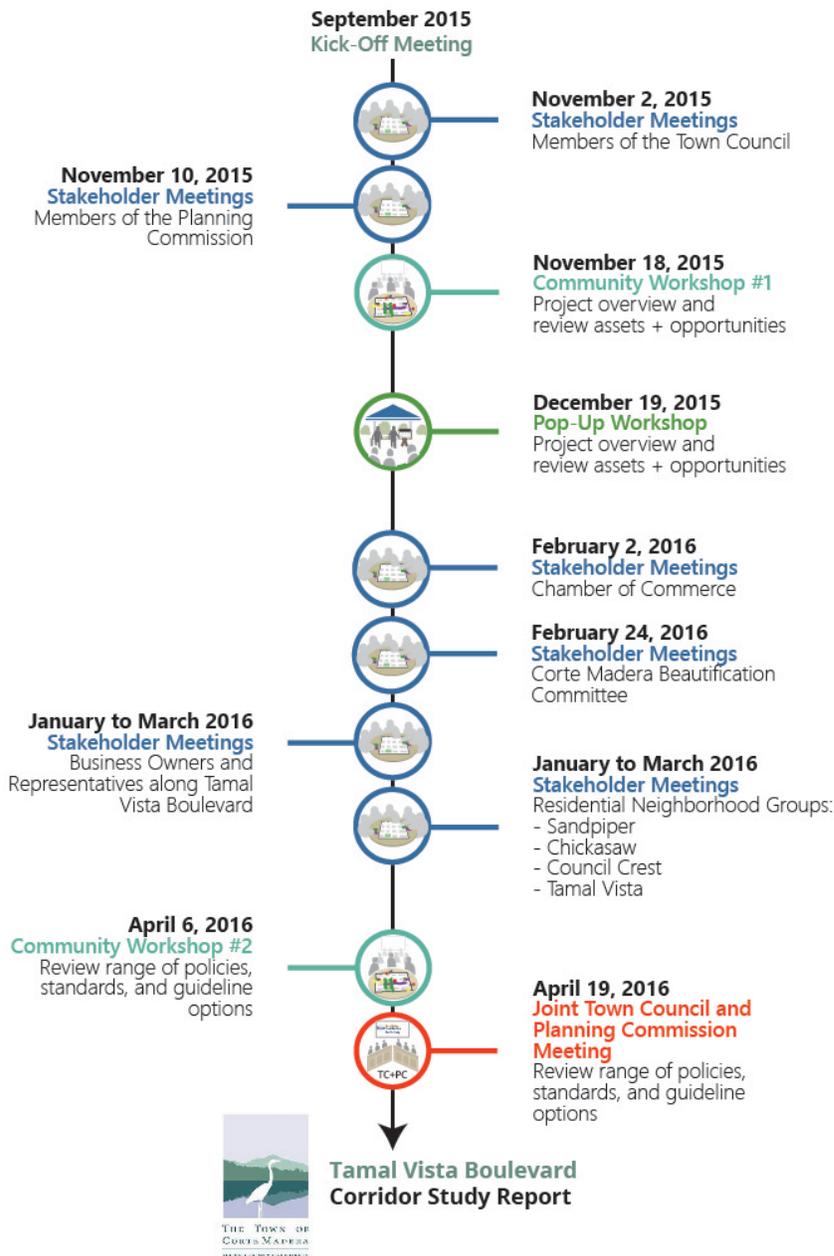


COMMUNITY WORKSHOP #2

The second Community Workshop was held on April 6, 2016 at the Corte Madera Community Center, which was intended to provide an overview of existing development patterns and zoning standards within the Study Area, as well as a recap of the input received thus far from past community outreach efforts and events. It was estimated that approximately 25 participants attended this workshop.

JOINT STUDY SESSION: TOWN COUNCIL AND PLANNING COMMISSION

On April 19th, 2016 a Joint Study Session was held between the Town Council and Planning Commission to discuss the Draft Planning Principles, community feedback, and policy direction related to the Corridor Study.





4.2 COMMUNITY FEEDBACK

As outlined above, input was gathered through various community outreach events and Town meetings. Below is a summary of community feedback regarding:

- Assets and Opportunities within the Study Area
- Draft Planning Principles for the Corridor Study
- The preferred mix of land uses for the Tamal Vista corridor
- The desired intensity and density of development within the Study Area

Figure 13 – Community Workshop #1



Source: Picture taken by M-Group

ASSETS AND OPPORTUNITIES

As part of initial outreach efforts, including the first community workshops and stakeholder meetings, input was sought to identify assets and opportunities within the Study Area, as summarized below.

Assets

- Existing bicycle path on the north end of the study area is a valued asset, look at ways to increase the amount of bicycle paths and lanes within the Study Area
- The Cinema is an asset as a potential live entertainment and cultural center, as well as a community space. Look at a creative ways to re-use the site (e.g., dining, multi-use) while still maintaining the cinema itself
- Open Space is important within the Study Area
- Market Place shopping center is an asset
- Hotels in the area are an asset, particularly the landscaping
- The existing mix of uses work well together
- Interest in preserving the small town character
- Neighborhood-oriented uses such as Book Passage, the Cinema, coffee shops, gym, etc. are valued assets

Opportunities

- Further explore residential density provisions for this area, recognizing some community support for the inclusion of a diverse range of medium to high-density and affordable housing, as well as some community opposition to allowing residential uses within the Study Area
- Study traffic patterns in the area and closely study traffic as a result of occupancy of the new residential development north of the Study Area. Also consider a road parallel to Highway 101 to offset traffic along Tamal Vista Boulevard



- Consider studying rising water levels and potential flooding hazards
- Incorporate more restaurants, retail, and other community-oriented uses within the area
- Address provisions for lighting and signage within the corridor
- Enhance multi-modal transportation and safety (e.g., consider pedestrian and bike-friendly improvements such as wider sidewalks with amenities and dedicated bike lanes, trails and paths that connect to surrounding areas, landscaped buffers, shorter controlled crossings, and a lighted crosswalk on Madera Boulevard across from the Town Center entrance)
- Consider convenient bike and pedestrian connections to the ferry building and potential SMART station, as regional connectors
- Emphasize greenery in the Study Area, and make landscaping and streetscape improvements (e.g., street trees, benches, pedestrian lighting)
- Underground utilities along the corridor
- Consider a change in use for the Cinema site such as residential or mixed uses
- Develop an overall vision for the Study Area
- Incorporate family-friendly uses that accommodate users of all ages from children to the elderly, including recreational, services, and entertainment and educational uses
- Encourage spaces that allow small local business to thrive
- Create zoning regulations and design guidelines that support the existing make-up and character of the area, and allow for complementary uses in the future, including:
 - Develop a toolbox for development review for the Town that is more comprehensive
 - Address sustainability within the design guidelines
 - Ensure that Public Works and major utilities are part of the discussion

DRAFT PLANNING PRINCIPLES

Based on the feedback received from the initial outreach efforts, Draft Planning Principles were developed to synthesize feedback into directional principles to guide policy recommendations. The public was then asked to comment on and identify the most important principles through an online survey and discussions at Community Workshop 2. The following Draft Planning Principles are prioritized based on the input received:

1. Preserve the small town character along the corridor by ensuring that building massing is of similar scale to existing development and takes into consideration residential uses across the street.

Figure 14 – Community Workshop #2



Source: Picture taken by M-Group



2. Address broader traffic issues in and around Tamal Vista Boulevard, including consideration of additional vehicular traffic resulting from the opening of the Tam Ridge residences.
3. Ensure that new allowable uses do not negatively impact local streets and neighborhood parking.
4. Enhance Tamal Vista Boulevard as a safe, comfortable, and attractive street for vehicles, bicycles and pedestrians by making physical improvements to the public right-of-way and incorporating similar improvements in proposed redevelopment projects.
5. Promote improvements to the corridor that calm traffic and enhance connections between the residential and commercial sides of the street.
6. Encourage high-quality architectural design and value-added development that enhances the character and desirability of the corridor, and supports existing businesses.
7. Facilitate new bicycle and pedestrian circulation opportunities that enhance access and strengthen connections within Corte Madera and to regional transportation networks, including the Ferry Terminal and future SMART station at Larkspur Landing.
8. Encourage the retention of valued community assets, such as certain local or neighborhood-oriented uses if redevelopment occurs within the area.
9. Encourage a broader range of commercial uses, including locally-serving retail, entertainment, community, and cultural uses, that complement the existing setting and land uses along the corridor.
10. Emphasize greenery along and within the corridor through landscaping and streetscape improvements that supplement the natural environment.
11. Allow residential uses if they are compatible with the scale and character of development along the corridor.

DESIRED LAND USE MIX AND APPROPRIATE INTENSITY/DENSITY

At Community Workshop #2 input was obtained regarding the desired mix of land uses, the intensity/density of development that should be permitted in the Study Area and what changes to existing zoning regulations might be necessary.

With respect to the desired land uses for the corridor, the community input gathered is as follows:

- Strong preference for allowing more of the uses permitted within C-1 zoning districts (Local-Shopping Commercial) and less of the uses permitted in the existing C-3 zone (Highway-Commercial). This would allow for more uses such as the Book Passage, which is currently a legal non-conforming use in the C-3 district, and other neighborhood-oriented commercial uses;
- Stand-alone residential-only uses are not desired within the Study Area. If residential uses are allowed they should be located within mixed use buildings on the second-story above locally-serving commercial uses.



- Any residential should be carefully considered for compatibility with and impacts on surrounding uses along the corridor;
- Introduce needed senior housing in the area. It was noted that there also may be mutual benefits including reduced parking needs with this type of residential use;
- Consider entertainment uses or a Senior Center;
- Encourage a downtown-like or “main street” feel along the corridor, with locally-serving commercial uses; and
- Study the impact on parking and traffic for all new potential residential and commercial uses (as noted with the review of the Draft Planning Principles).

The desired intensity (FAR) and density (residential units per acre) for future development (associated with a new mixed-use zone) was also discussed with participants that attended the community workshops. The common themes that arose from these discussions were:

- Overall there was a general consensus that a FAR of 0.50 would be reasonable with specific development standards in place to make sure buildings are appropriately set back from the street and articulated to respect the massing and scale of commercial and residential uses currently in the area
- Other comments included the following:
 - Important to require adequate setbacks from Tamal Vista Boulevard to allow for public realm improvements;
 - Ensure views of Mt. Tamalpais are protected;
 - Ensure that the Corridor is not designed for cars; and
 - Recognize that if future FAR or other standards are too restrictive for property owners/developers, there will not be much incentive to redevelop sites into desirable uses, and undesirable buildings may become outdated (eye-sores).

TOWN COUNCIL AND PLANNING COMMISSION INPUT

At the joint study session between the Town Council and Planning Commission, feedback was sought regarding allowable uses and the desired density/intensity of development associated with new zoning standards for the Study Area. Some of the common themes heard were (Reference Appendix E for full meeting notes):

- Allow more locally serving commercial uses, similar to those allowed in the C-1 zone
- Ensure existing businesses within the Study Area have conforming uses under new zoning
- Give priority to widen Tamal Vista Boulevard with street improvements such as street trees and bicycle lanes
- Encourage bicycle and pedestrian friendly design along the Corridor
- Ensure hotel sites exhibit consistent zoning provisions
- Underground utilities
- A mix of uses along the corridor may be desirable
- Look at creating lighting provisions
- If residential is considered it should be adequately analyzed for potential impacts and allowed in moderation.



5. RECOMMENDATIONS

Based on existing development patterns and site conditions found within the Study Area, existing General Plan and Housing Element policy direction, community, stakeholder and Planning Commission and Town Council input, staff analysis, and best planning practices, several new land use policies are recommended for the Tamal Vista Corridor Study Area.

These recommended policies are intended to further many of the community-supported planning principles described above, which themselves were produced directly from public input received during staff's community outreach efforts. However, it is acknowledged that not all recommendations below received widespread support. In particular, the study indicates that there are varying opinions on whether housing should be allowed in the Corridor and whether to allow increased development potential (through a higher FAR).

Staff and M-Group has included recommendations to allow residential uses (at the densities and scale described below) and to consider allowing a higher FAR, given we believe it would be premature to dismiss such possibilities without first understanding whether regulations could be crafted in a way that address concerns and potential environmental constraints. Furthermore, in the case of housing, changes to adopted housing policy in the General Plan, including the Housing Element, should be carefully considered in light of potential future housing needs and requirements, and the locational advantages the Tamal Vista Corridor offers when compared to other potential sites for housing in Corte Madera.

The below policy recommendations in Sections 5.1 – 5.3 are organized by major policy themes that could be translated into new zoning regulations that would control allowable uses, intensity and density of uses, and development standards in the Tamal Vista Corridor. Some policy recommendations, such as 5.2C, however, may require further analysis and study to craft effective zoning regulations and to better understand the potential effect of such changes. Others are more straight-forward, have been widely supported, and appear to not have significant environmental implications because they either do not increase development intensity or are similar to existing zoning requirements. Therefore, these recommendations may best be viewed as a menu of recommendations that can either be advanced as whole or individually as circumstances and resources provide.

In addition, Sections 5.4 and 5.5 include policy recommendations, outside of zoning ordinance amendments, which would complement recommended changes to the zoning regulations. This includes recommendations for implementation of design guidelines and recommendations intended to address concerns about traffic in and surrounding the corridor. Section 5.6 discusses recommended next steps.



5.1 PERMITTED LAND USES

- A. Add new locally-serving commercial uses found in the C-1 and C-2 district to those currently allowed in the C-3 zoning district and remove certain inappropriate “highway commercial” uses from the list of uses currently allowed in the C-3 district.

Permitted commercial uses allowed in the Tamal Vista Corridor could better support the nearby residential uses to the west and north by providing a wider array of local services and amenities. Many of these uses are allowed in C-1 or C-2 districts, but not in C-3 districts. Additionally, certain local-serving uses already exist in the Corridor (e.g., the Book Passage), but are legally non-conforming as such uses are not permitted under the existing C-3 zoning regulations. These uses should be made conforming to support their continued operations over the long-term.

Some of the locally-serving commercial uses that are recommended to be permitted that are not currently allowed under the C-3 designation include bookstores, camera shops, toy stores, hardware stores, and florists.

On the other hand, some of the uses currently allowed in the C-3 district are not consistent with the increasingly residential character of the surrounding area. Examples of these uses include car washes, commercial vehicle storage, and automobile painting and car sales.

The refinement of permitted and conditionally permitted uses to more closely reflect the existing and desired character along the Corridor was widely supported during public outreach efforts.

- B. Permit new residential uses as a conditionally permitted use provided such uses meet the proposed density and development standards described in Section 5.2 below.

When considered in the context of the surrounding area, the Tamal Vista Corridor is already within an area of Town that contains a mixture of residential and commercial uses in very close proximity to each other. Additionally, there are a mix of residential types, including single family homes, condominiums and townhomes, and rental apartments. Residential uses would not be incompatible with the existing land uses.

The Tamal Vista Corridor is also located in an area of Town that provides excellent access to a variety of residential services and community amenities, including Town Center, the Sandra Marker Trail, Redwood High School, and the Larkspur Ferry Terminal. The proximity and access to these destinations, within relatively easy walking or bicycling distance, increases the likelihood of non-vehicular trips when compared to other potential locations for housing in Town.



By allowing this use through the conditional use permit process, the Planning Commission would evaluate each residential proposal for residential uses within the context of a particular site's suitability. This approach would also provide the opportunity to take into account issues such as traffic, noise, and other environmental constraints for a proposed project's specific program and plan.

Although a variety of opinions were expressed with respect to the allowance of housing in the Corridor, if constructed at an appropriate density and scale, housing can strengthen the residential neighborhood character of the Corridor, support locally-serving commercial uses, and further the Town's housing goals as expressed in its Housing Element and General Plan.

Further consideration could be given to encouraging specific types of housing development, such as senior housing or housing that includes community-wide amenities.

5.2 INTENSITY/DENSITY OF DEVELOPMENT

- A. Preserve the existing allowable intensity of .34 FAR for commercial development.
- B. Allow residential uses at a maximum 15.1 dwelling units/acre exclusive of a density bonus, and limit total residential floor area to 0.3 FAR. For sites that include residential uses, a minimum 0.04 FAR must be utilized for locally-serving commercial or other community serving uses.

The 15.1 units/acre density standard is the minimum set forth in the General Plan for the Mixed-Use Commercial land use designation and would allow density between what is currently allowed in the Town's R-2 zoning districts (10.9 units/acre) and R-3 zoning district (17.7 units/acre). For a 2 acre lot, the recommended residential density would allow 30 units. Assuming a 20% density bonus through provisions of State Law, this number could increase to 36.

However, the recommended requirement to limit residential FAR to 0.3 would result in a maximum of approximately 26,000 square feet of residential floor area on that same 2 acre lot. The combined regulations could either lead to the development of the maximum number of units at relatively small sizes per unit, or the development of less units and relatively larger sizes per unit. In either case, however, the allowable size and scale of development would be limited by the FAR cap and therefore, would provide predictability in terms of building form (through additional development standards described below). Furthermore, by utilizing the same FAR maximums for both residential and commercial



uses, that same predictability would be extended to all uses developed in the Corridor, whether residential or commercial.

The requirement to include .04 FAR of locally-serving commercial or community serving uses would require a minimum amount of non-residential use (approximately 3,500 square feet on a 2 acre lot), enough to retain the Corridor's non-residential character and provide convenient neighborhood services or amenities.

- C. Consider increasing the allowable FAR in the Corridor up to .50 (with a consistent max of 15.1 DU/AC of residential) to encourage projects that include desired community benefits or otherwise achieve Town goals.

Five of the seven properties along the Corridor are developed either at .34 FAR or above, with the Corridor as a whole developed at .39 FAR, inclusive of the area of the pond on the Best Western Inn site. If redevelopment of these properties is desired in the future, higher FARs may need to be considered. As part of this consideration, regulations could incentivize development that achieves important Town goals or community benefits.

Potential benefits should be explored further but could include extraordinary sustainable building features, affordable or senior housing, community-oriented uses, or inclusion of public space. During Community Workshop #2, additional FAR up to .50 was considered, and in general, it was agreed that the addition building area could be accommodated within buildings that would be compatible in size and scale with the existing character of the Corridor. For comparison purposes, .5 FAR would allow a total of 43,560 square feet of floor area on a 2 acre lot compared to approximately 30,000 square feet of floor area at .34 FAR.

5.3 DEVELOPMENT STANDARDS

A. SETBACKS

1. Require a minimum setback from the front property line of approximately 20 feet to be dedicated for streetscape improvements and public use. This setback would allow flexibility for future pedestrian and bike oriented improvements along the corridor (e.g., bike lanes, wider sidewalks that include amenities such as street trees, bike racks, benches, and lighting).
2. Beyond the minimum setback require a maximum building setback to ensure buildings along the corridor engage with the sidewalk and street or "public realm." This would also



require parking lots to be placed along the side or rear of buildings, as opposed to the large parking fields that front upon Tamal Vista Boulevard today.

3. Require minimum setbacks from the rear property line to ensure that buildings do not loom over Hwy. 101

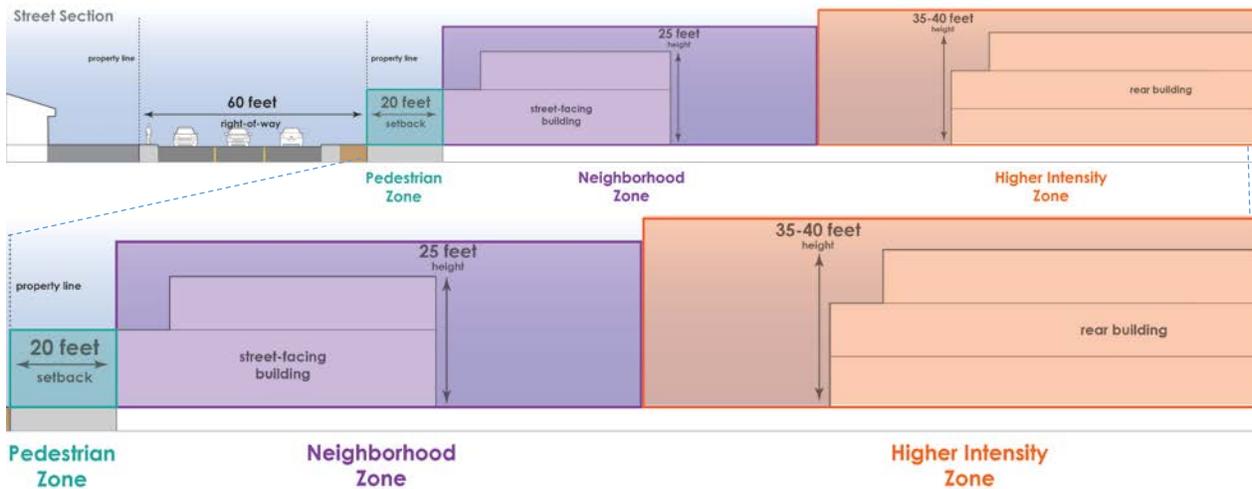
B. HEIGHT AND MASSING

1. Require street facing buildings along Tamal Vista Boulevard (represented by the "Neighborhood Zone" in purple in Figure 15) be a maximum of two-stories in height (at approximately 25-30 feet) to respect the scale of surrounding development, particularly the single family homes along the west side of the corridor
2. Allow buildings at the rear of the parcel along Highway 101 (shown as the "Higher Intensity Zone" in orange in Figure 15) to be larger in scale with a maximum of three-stories and a height of 35-40 feet.
3. Require upper stories to be setback (or step backs) to reduce mass and bulk on both the Tamal Vista Boulevard and Highway 101 portions of the lots

D. DISTRIBUTION OF FLOOR AREA

1. Require that a minimum percentage of total floor area and/or lot coverage on the site be distributed between the "Neighborhood Zone" and "Higher Intensity Zone" to avoid the design of large expansive parking lots and to distribute floor area across relatively deep lots.

Figure 15 – Pedestrian and Building Zones



Source: Street section graphic created by M-Group

E. OTHER STANDARDS

1. Lighting: Given the proximity of commercial uses to residential neighborhoods, lighting requirements should require the minimum necessary for safety purposes, should be Dark Sky compliant, and should incorporate features that allow for minimum impacts when not needed, such as dimmers and timers.
2. Landscaping: Additional landscaping requirements that soften the visual mass and scale of development from the highway and Tamal Vista Boulevard should be considered.
3. Parking: Parking standards should ensure that adequate parking is provided for permitted uses and that parking does not occur in adjacent residential neighborhoods.

F. SPECIAL CONDITIONS

1. Account for unique site conditions of TD Ameritrade site given its small lot size, access from Madera Boulevard, and lack of highway frontage.
2. Account for unique site conditions of Best Western Inn site given it is accessed from Madera Boulevard, has frontage on both Tamal Vista Boulevard and Madera Boulevard, and the Madera Boulevard frontage is not adjacent to residential uses. As a result, the conceptual approach to the development standards described above may not fit the site conditions of this site.



3. Consider the instances in which potential exceptions or variances to the development standards may be justified and add specific findings as necessary.

5.4 DESIGN GUIDELINES AND STANDARDS

- A. Develop streetscape design guidelines that enable the development of a consistent set of standards and amenities across properties and over a period of time.

The improvement of the public street, including enhancement of pedestrian and bicycle circulation, and the Corridor's overall aesthetic was strongly supported by all stakeholders during community outreach efforts. Initial steps in identifying potential streetscape improvements and design were taken during the review of the Corte Madera Inn Rebuild applications, still underway, which indicated that an opportunity exists to create bike lanes, widen sidewalks, underground utilities, and green the Corridor with additional landscaping and plantings.

Further assessing the feasibility of extending such improvements Corridor-wide and identifying consistent design themes would ensure development of a cohesive streetscape that not only would improve the Corridor's look, but facilitate significantly greater usage.

- B. Consider development of mixed-use and non-residential design guidelines that support high-quality architectural character and site planning.

Beyond the recommended development standards described above, mixed-use design guidelines could be an effective tool in facilitating development that is visually cohesive and minimizes potential land use conflicts. Guidelines could specifically address the placement of commercial loading, building entrances, vehicular and bicycle parking, views, signage, and architectural articulation, among others. Appendix F includes an example of sections and guidelines.

5.5 TRAFFIC

- A. Require project-specific traffic analysis for all new redevelopment proposals in the Corridor and ensure proposals mitigate significant impacts if they exist.
- B. Consider requiring project-specific measures, such as incentivizing employee carpools or use of public transit, providing bike share programs, or shuttles, in conjunction with new commercial development proposals to reduce the number of vehicular trips associated with a proposed project.



- C. Continue to work independently and with the City of Larkspur and the Transportation Authority of Marin (TAM) to fund local studies and capital projects aimed at improving vehicular, bicycle and pedestrian circulation along the Tamal Vista Corridor and immediately adjacent areas.
- D. Support regional efforts to improve highway interchanges and connections between Highways 101 and 580 that can reduce afternoon congestion on Corte Madera's local streets such as Wornum Drive.

5.6 NEXT STEPS : IMPLEMENTATION ACTION ITEMS AND FURTHER STUDY

- A. Identify and implement recommendations in consultation with the Planning Commission and Town Council, taking into consideration timing related to the expiration of the moratorium for approving development applications on October 7, 2016.

Zoning ordinance amendments will be required to implement many of the recommendations in this report. Such proposed changes would need to be drafted and the Town would need to conduct an environmental analysis of the proposed changes, pursuant to the California Environmental Quality Act (CEQA). As noted in the introduction to this section above, some of the recommendations in this report (such as increasing FAR to 0.5) will likely require further study to prepare effective ordinances and better understand potential implications, including more significant CEQA analysis. As a result, certain recommendations, which may be able to be implemented relatively quickly, could be prioritized. Preliminarily, staff believes this would include recommendations 5.1 A and B, 5.2 A, and all recommendations contained in 5.3.

- B. As resources allow, prepare and implement streetscape and design guidelines to support staff and Planning Commission reviews of development applications along the Corridor.

These guidelines would help to expedite design reviews of applications by setting forth agreed-upon standards and expectations for streetscape, site planning, and building design. The guidelines could be prepared so that they provide guidance in other areas of Town as well.

- C. Study the potential applicability of the above policy recommendations in other areas in Town with the same General Plan land use designation.

Several other commercial areas in Town are also within the General Plan's Mixed-Use Commercial land use designation and were intended to be studied as part of a Community Plan process. Upon implementation of new zoning regulations for the Tamal Vista



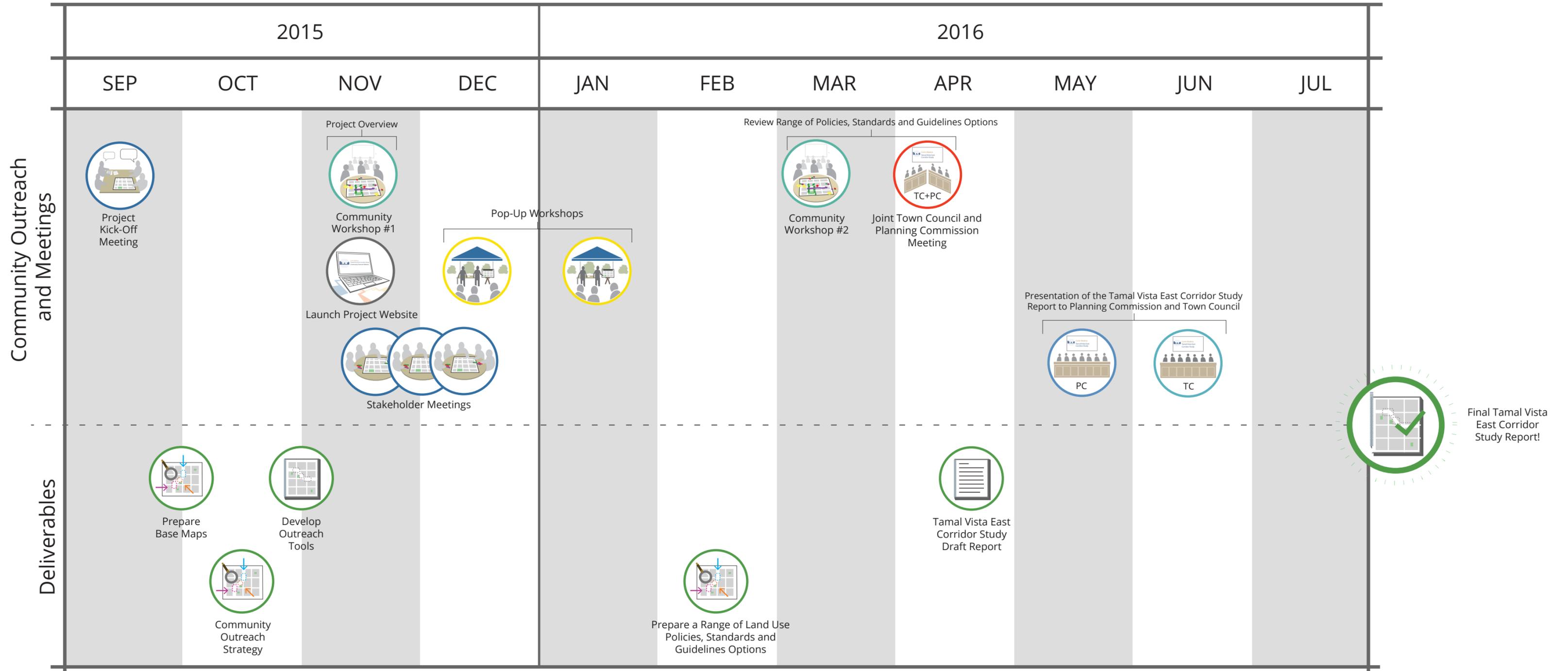
TAMAL VISTA BOULEVARD CORRIDOR STUDY REPORT

Corridor, it should be determined whether certain provisions could be transferable to other locations without the need for such an extensive study and process.

APPENDIX A | TAMAL VISTA BLVD CORRIDOR STUDY PROCESS GRAPHIC

Town of Corte Madera | Tamal Vista East Corridor Study

Project Schedule



APPENDIX B | FREQUENTLY ASKED QUESTIONS (FAQ) DOCUMENT



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

TAMAL VISTA BOULEVARD CORRIDOR STUDY

FREQUENTLY ASKED QUESTIONS (FAQs)

APRIL 2016

What is the Tamal Vista Corridor Study?

The Tamal Vista Corridor Study is a Town-led analysis and assessment of the existing conditions, development constraints, opportunities, and community vision for the area bounded by Madera Boulevard to the south, Tamal Vista Boulevard to the west, Wornum Drive to the north, and US Hwy 101 to the east. The study is being facilitated by the Corte Madera Planning Department, which has hired the Metropolitan Planning Group (M Group) to assist in developing analytical tools and facilitating community discussion and input into the study process. The Study is intended to result in a series of specific, community-supported policy recommendations that will directly inform the development of new zoning or other land use regulations to govern development in this area over the short and long term. For more information about the study, please visit the Tamal Vista Corridor Study web page at: <http://www.townofcortemadera.org/579/Tamal-Vista-Corridor-Study>.

Why is the Study being done?

In October 2014, the Corte Madera Town Council adopted a moratorium prohibiting the granting of permits for new development along the east side of Tamal Vista Boulevard between Madera Boulevard and Wornum Drive. The moratorium has since been extended twice and will expire in October 2016. The moratorium was adopted to slow the pace of development activities in the corridor, including the potential redevelopment of the movie theater site, until the Town was able to evaluate and implement zoning regulations or other land use policies as described in the Corte Madera General Plan.

In 2009, the Corte Madera General Plan was updated to include a new mixed-use land use designation intended to allow both residential and commercial uses in the Tamal Vista Corridor, and other areas of the Town, and called for changing zoning consistent with these General Plan policies. The current study and implementation of its recommendations will fulfill the stated objectives of adopting the moratorium and the 2009 General Plan.

What are the goals and objectives of the study?

There are several goals and objectives of the study, some focused on outcomes and other focused on process.

Outcomes

- Develop specific community-supported policy recommendations for new development along the Tamal Vista Corridor that informs new zoning or other land use regulations and creates consistency between the General Plan and Zoning Ordinance
- Identify specific improvements to the corridor, if any, that would enhance its functionality, utility, and value to the surrounding residents and Town as a whole
- Identify recommendations that might be applicable to other areas of Town with the same General Plan designation

Process

- Provide opportunity for the Town's residents and others in the community to engage in an informed dialogue about potential development along Tamal Vista Boulevard
- Provide educational opportunities that allow for a better understanding of development regulations and processes in Corte Madera
- Counter recent cycle of developer-led discussions related to development in the community

Why is this particular area being studied and not others?

As discussed above, the study area is directly linked to the area currently regulated by the moratorium. The moratorium area was selected because of the concentration of development activity, including proposed use changes, along the Corridor. Additionally, it was recognized that the properties within the corridor had similar physical characteristics, unique to this particular area of Town, that lent itself to a more simplified analysis and assessment, and therefore a greater likelihood that new regulations could be adopted within the maximum two-year moratorium period.

At the same time, it is recognized that other areas of Town are designated with the same mixed-use land use designation in the 2009 General Plan and that they may need similar attention and focus in the future. One of this study's objectives is to identify recommendations that might be applicable to other areas of Town so that we can maximize all of the resources spent on Tamal Vista elsewhere, if possible.

How is the application to redevelop the Corte Madera Inn affected by the moratorium? This Study?

Applications that were already deemed complete by the Planning Department prior to October 2014, were exempted from the moratorium, meaning that those applications could continue to be processed and voted upon by the Town's Planning Commission and Town Council. This included the application for the redevelopment of the Corte Madera Inn (and an application by the Market Place for a rezoning).

The Corte Madera Inn redevelopment application was filed almost a year before the adoption of the moratorium in October 2014, and a significant amount of work by staff and the applicant, including the development of a Draft Environmental Impact Report, had already taken place. Over the last year, significantly more time, money, and energy has been expended in moving the application through the environmental review and the Town's land use review process.

Additionally, it was recognized that the Corte Madera Inn application includes a proposal to change the development regulations in the General Plan and Zoning Ordinance governing the Corte Madera Inn site. This

proposed change requires the Town to conduct a public review process – with the same Town discretion and same opportunity for robust public discussion and debate – to consider, analyze and assess the appropriateness of the proposed new regulations. In this way, the process is consistent with the goals and objectives of the Corridor Study and the purposes of the moratorium.

Therefore, this Study and the public review and evaluation of the Corte Madera Inn redevelopment application will take place in parallel. Some of the discussion surrounding that project may help inform the Tamal Vista Corridor Study and vice versa. More information about the Corte Madera Inn application and process is available at: <http://www.townofcortemadera.org/531/Corte-Madera-Inn-Rebuild-Project>.

How will the Study take into account the changing conditions resulting from the development of Tam Ridge Residences (aka Wincup)?

The Study itself is recognition that the development of Tam Ridge Residences has already affected development decisions in the surrounding area. With the moratorium, there is now an opportunity to consider how this area's regulations might be altered given the changes on the horizon at that site. With regards to uses, an area that already has a wide variety of land uses in close proximity to each other will become more mixed with residential uses being introduced east of Tamal Vista Boulevard for the first time. Should this trend continue in the corridor as intended by the General Plan? If so, how do we ensure that complementary commercial services aren't lost along the way? With regards to Tamal Vista Boulevard, there will clearly be more vehicles on the street during certain times of the day, but the project's location makes biking and walking for certain trips a potential reality. How might improvements associated with redevelopment along the Corridor incentivize walking or biking rather than driving? These are some examples of the types of questions to be considered in this process that may help adapt existing regulations to the changing conditions at Tam Ridge Residences.

What about traffic as a whole though?

Traffic along Tamal Vista Boulevard, at certain times of day, is a major concern throughout the community. The Town has committed to studying potential improvements to the roadway network, signal timing, and parking in the Tamal Vista/Wornum area as the Tam Ridge Residences project becomes occupied. Additionally, the Town of Corte Madera is working collaboratively with the City of Larkspur through a joint Council sub-committee to consider potential circulation and traffic improvements in the Tamal Vista/Wornum/Doherty area intended to address the multi-jurisdictional traffic issues that exist.

Nonetheless, driving habits as well as increasing population and economic activity throughout the region affect traffic in Corte Madera, particularly along portions of Tamal Vista Boulevard which can become clogged due to the challenges of accessing northbound Hwy 101 or the Richmond-San Rafael Bridge at the Lucky Drive highway entrance. While traffic resulting from new development should certainly be considered and addressed, precluding reinvestment in Corte Madera properties will not solve the existing traffic issues. Additionally, the Tamal Vista Corridor is already occupied with existing uses that generate traffic and it is possible that redevelopment may have relatively neutral effects on circulation along Tamal Vista rather than negative impacts. Local improvements and strategies implemented in parallel with new development, designed to reduce the number of vehicle trips, can also play a positive role. Before implementation of any regulations along Tamal Vista Boulevard, an analysis of traffic resulting from regulatory changes will be considered.

APPENDIX C | RELEVANT GENERAL PLAN GOALS, POLICIES, AND PROGRAMS

Corte Madera General Plan | Relevant Goals, Programs, and Policies

Implementation Program LU-1.6a within the General Plan calls for the development of a Community Plan within the Tamal Vista Boulevard area, which is represented by this Corridor Study.

Policy LU-1.6 highlights four considerations for improvements along the corridor:

1. Landscaping to enhance scenic character
2. Linkage of existing uses to mixed-use and neighborhoods
3. Identifying opportunities for higher density development
4. Future infill should be considered in parallel with enhancement of opportunities for existing uses

In addition, per the direction of the General Plan, the Community Plan is intended to support the following objectives:

- Encourage infill consistent with objectives for mixed-use
- Allow for relatively greater intensity and higher FARs compared to existing uses
- Allow higher FARs if there is a “demonstrated and exceptional benefit”, such as:
 - Job creation, design quality, other criteria in the Community Plan
 - Where traffic and environmental impacts can be mitigated to acceptable levels
- Support office and employment activities compatible with residential
- Consider provisions for multifamily housing
- Upgrade scenic quality through landscaping
- Promote quality signage, reduce clutter and size of freeway orienting signs
- Provide a clear implementation/phasing plan that creates a coherent image for the area upon the phased completion of Community Plan area improvements
- Incorporate Traffic and Bike Objectives such as:
 - Clear circulation linkages and access points
 - Central pedestrian-oriented network as focus and high quality pedestrian environment:
 - Wide sidewalks, safe street crossings, street trees, pedestrian plazas, ample site landscaping and pedestrian lighting. Also, accessible facilities for persons with disabilities
 - Clear circulation and bike linkages to adjacent neighborhoods

OBJECTIVES FOR INFILL DEVELOPMENT

The General Plan also identifies objectives for infill development in recognition that most new development in Corte Madera will consist of redeveloping already developed parcels. As described in Program LU-3.2a, the objectives are: Produce jobs for Town residents

- Create high density, market-rate and/or affordable housing

- Provide convenient access to transportation facilities and public transit, as well as schools, shopping and other local destinations, as a means of increasing residential density and commercial intensity
- Reduce automobile-oriented design
- Reduce creation of traffic congestion
- Utilize existing infrastructure systems
- Provide a desirable built environment, as described in LU-3.5 below
- Include community amenities, such as plazas, public art, street furniture, child care centers, appropriate street landscaping and tree planning, and similar uses or improvements
- Encourage community interaction through use of outdoor gathering and seating areas and inclusion of pedestrian-oriented improvements
- Embody environmentally sensitive design and construction principles, as described in Policy CD-6.2 in Chapter 5, Community Design
- Provide for more efficient use of Corte Madera's limited land supply

The design of infill should meet the following characteristics, as mentioned in Implementation Program LU-3.5a:

- Reduces the perception of visible bulk by minimizing the apparent height and size of buildings when located in a transitional land use area
- Incorporates transitions in height and setbacks from adjacent properties to maintain development character and privacy
- Incorporates natural and/or designed focal points, emphasized by pedestrian/pathway connections, respecting existing landforms, and physical and use boundary areas of adjoining properties
- Minimizes the visual impacts of driveways, parking areas and garages through placement of such features and areas to the sides and rear of infill lots, away from public vantage points
- Uses high quality building materials that are durable, non-toxic and resource efficient

APPENDIX D | EXISTING PERMITTED AND CONDITIONAL USES

C-3 and P/SP ZONING DISTRICTS | Existing Permitted and Conditional Uses

C-3 Zoning District

Permitted Uses within C-3

	<i>Use</i>
Apparel stores	Interior decorating shops, with incidental retail sales
Appliance stores	Locksmiths
Art galleries	Mail order and catalog sales offices
Arts and crafts schools and colleges	Mailing service
Auction rooms	Medical and orthopedic appliance stores
Automobile rental agencies	Medical, dental and optical laboratories
Automobile painting	Motorcycle sales and services
Automobile sales and service agencies	Music and dance studios
Automobile supply stores	Nurseries and garden supply stores, provided all equipment, supplies, and merchandise other than plants are kept within a completely enclosed building, or a fully screened enclosure, and fertilizer of any type is stored and sold in package form only
Automobile upholstery and top shops	Office and business machine stores
Bakeries, including baking for sale on-premises only	Offices and office buildings
Barber and beauty schools	Optician and optometrical shops
Bicycle shops	Packing and crating
Blueprint and photocopy services	Paint, glass and wallpaper stores
Boat sales, services and repair	Parking lots
Bowling alleys	Pet and bird stores
Bus depots and transit stations	Photocopying
Business and professional schools	Picture framing shops
Business and office services, including copy services	Plumbing shops
Carwash/mini-lube	Postal box rentals
Catering establishments	Printing, publishing, lithography and engraving
Christmas-tree-sale lots	Pumpkin patch display and sales
Cleaning establishments, self-service or coin-operated	Radio and television broadcasting studios
Clothing stores	Radio, stereo and television sales and repair
Commercial amusement devices (two or fewer)	Refrigeration equipment sales and services
Copy service, including faxing	Rental hand tools, garden tools, power tools, trailers, and other similar equipment
Curtain and drapery shops	Scientific instrument shops
Electrical appliance sales and repair stores	Skating rinks within buildings
Electronic parts and equipment sales	Sporting goods store
Employment agencies	Storage yards for commercial vehicles
Floor covering shops	Tailor and dressmaking shops

Furniture stores	Tool and cutlery sharpening or grinding
Glass replacement and repair shops	Travel agencies and bureaus
Gymnasium and athletic clubs, including health studios and weight reducing salons	Used car sales
Hospital equipment sales and rental	Word processing offices
Ice vending stations, not over five tons capacity	Yard goods stores

Conditionally Permitted Uses within C-3

Ambulance service
Aerobics studios
Animal boarding
Banks and savings and loans
Bar/cocktail lounges
Commercial amusement devices (three or more)*
Commercial recreation
Establishments with live and/or amplified music or sound
Hardware and paint stores
Hotels and motels
Medical and dental offices and clinics
Mobile food catering
Mortuaries
Printing, publishing, lithography and engraving
Public utility and public service structures or installations when found by the planning commission to be necessary for the public health, safety or welfare
Restaurants and cafes, without drive-up windows
Service stations
Service stations with a mini-mart
Specialty retail stores
Tire sales and service
Theaters and auditoriums within buildings
Uses open for business between eleven p.m. and six a.m.

P/SP

Permitted Uses within P/SP

<i>Use</i>
Any open space area dedicated to the town or to any other public agency
Any open space area conveyed to trustees or other persons by means of an indenture establishing an association of property owners or similar organization, subject to covenants running with the land which restrict the open space to the uses specified by an approved development plan, which provide for the maintenance of the open space in a manner that assures its continuing use for its intended purpose, and which provide the legal means to enforce these provisions.
Keeping of chickens
Emergency shelter

Conditionally Permitted Uses within P/SP

<i>Use</i>
Public parks, playgrounds and other types of public recreation facilities
Public schools, colleges, universities and facilities incidental thereto
Private schools, public or private day care centers, places of religious assembly, eleemosynary institutions and facilities incidental thereto
All facilities, including buildings and grounds, owned, leased or operated by the town, county, state, the United States government, or a school district, library district, water district, sanitary district or any other public service district
Parking lots accessory to public uses
Concessionaire commercial establishments ancillary to a permitted use
Public utility structures or installations
Incidental and accessory structures and uses located on the same site with, and necessary for, the operation of a permitted or conditional use
Speculative grading and certain structures as defined in Section 18.24.100
Keeping of chickens
Any other conditional use which is added by the town council

APPENDIX E | COMMUNITY INPUT AND SURVEY RESULTS

COMMUNITY WORKSHOP #1 | SUMMARY NOTES

CORTE MADERA COMMUNITY CENTER
NOVEMBER 18, 2015 | 6:00 P.M. – 8:00 P.M.

PROJECT TEAM PRESENT

Town Staff: Adam Wolff (Planning and Building Director), Phil Boyle (Senior Planner), and Doug Bush (Assistant Planner)

Consultants: Dave Javid, Heather Hines, and Jacqueline Vance (M-Group)

ABOUT THE COMMUNITY WORKSHOP

The Corte Madera Tamal Vista Boulevard Corridor Study project team held the first Community Workshop at the Corte Madera Community Center on Wednesday, November 18th, 2015, from 6:00 p.m. to 8:00 p.m. The workshop provided general information about the Corridor Study and was intended to collect initial input on the study area from members of the community.

WORKSHOP HIGHLIGHTS

Adam Wolff presented an overview of the background and objectives of the Corridor Study. Dave Javid with M-Group also provided some information about the process and overall timeline. There were approximately 35 participants that attended the workshop. After the presentations, participants were divided into two groups for small group discussions, and answered questions such as: "How do you currently experience the study area and what are some of the characteristics that stand out as assets or landmarks in the area?" and "What do you consider to be opportunities for improvement?" Nearly 60 comments were recorded, including common themes such as:

Assets

- Existing bicycle path on the north end of the study area is a valued asset;
- Market Place shopping center is an asset;
- Hotels in the area are an asset, particularly the landscaping;
- The Cinema is an asset as a potential live & cultural center, as well as a community space;
- The existing mix of uses work well together; and
- Interest in preserving the small town character.

Opportunities

- Enhance multi-modal transportation and safety (e.g., consider pedestrian and bike-friendly improvements such as wider sidewalks with amenities and dedicated bike lanes, and trails and paths that connect to surrounding areas);
- Further study traffic issues and connection to Highway 101, and look for ways to improve traffic congestion;
- Emphasize greenery in the study area, and make landscaping and streetscape improvements (e.g., street trees, benches, pedestrian lighting);
- Underground utilities along the corridor;
- Consider change in use for the Cinema site (with/without residential, or mix); and

- Develop an overall vision for the study area.

The following are a few photos from the workshop, a complete transcription of all the input gathered at the event (grouped into broader categories) and a “Word Cloud” that captures the topics and terms, and the frequency of which they occurred in the recorded comments.



TRANSCRIBED STICKY NOTES

CIRCULATION, PARKING, AND SAFETY	
Tamal Vista seen as a transportation corridor; just a place to drive through	Continue to support parking facilities where people can park and walk the area
Corte Madera-Larkspur Path a valuable asset	Make a connection between Fifer and Redwood
Parking could be improved	Traffic congestion in area a big problem
Incorporate bicycle and pedestrian facilities	Make Tamal Vista a main street
Look at opportunities for frontage road along Highway 101 (auto/bike/pedestrian)	Safety important for bicycles & pedestrians
Views of parking/cars could be improved	Opportunities for multi-modal travel
Remove car from the equation	No good bus routes
Look at what uses relate to traffic during peak hour	Look at re-envisioning the road
Create transportation loop	Create pedestrian connection with bus pads between study area and C.M. Village
Corte Madera/Larkspur Shuttle needed	No bicycle lanes on Tamal Vista (bikes ride on sidewalk – unsafe)
Tamal Vista unpleasant walking experience	Walkability important

LAND USE AND URBAN DESIGN	
Determine highest and best use for each site	Encourage redevelopment that supports a pedestrian environment
Large setbacks a positive at Market Place	New residences; offer new amenities
Wornum Drive bicycle lane area works well	Cinema site underutilized
Variety of design in the area is a plus	Mix of uses in the area are a positive

PEDESTRIAN AND BIKE ACCESS AND ENVIRONMENT	
Streetscape/trees are valued asset; enhance	Widen sidewalks
Underground power poles; overhead wires not aesthetically pleasing	Keep greenery; trees near Corte Madera Inn are pleasant
Water is important	Corte Madera-Larkspur path attractive
Create more vegetation in the area	Views in the area (e.g. path) are a positive
Geese and natural environment a positive along Corte Madera-Larkspur path	Increase amount of trees in the study area

COMMERCE	
Book Passage is a valuable asset; offer events	Marin Suites an asset; recommend for visitors
Cinema site an asset; last single screen in county, can be used as a meeting place and live theater	Market Place shopping center is inviting, good for the community
Hotels are a good use for the area	Office uses (21 Tamal Vista) an asset

COMMUNITY	
Study should consider area as a whole	Need a Specific Plan to guide development
Madera Boulevard area could be a gateway	Need an overall vision for the area
Maintain small town feel overall	Corte Madera Inn pool is a community asset

WORD CLOUD



POP-UP WORKSHOP #1 | SUMMARY NOTES

TOWN CENTER AT CORTE MADERA

DECEMBER 19, 2015 | 11:00 A.M. – 2:00 P.M.

PROJECT TEAM PRESENT

Town Staff: Adam Wolff (Planning and Building Director)

Consultants: Dave Javid and Jacqueline Vance (M-Group)

ABOUT THE POP UP WORKSHOP

The Corte Madera Tamal Vista Boulevard Corridor Study project team held a Pop-Up Workshop at the Town Center Corte Madera shopping center on Saturday, December 19th, 2015, from 11:00 a.m. to 2:00 p.m. The workshop provided a venue for the general public to garner general information about the Corridor Study and provide input on potential assets and opportunities related to the study area in an informal workshop setting.

WORKSHOP HIGHLIGHTS

The workshop was set up within the Town Center paseo where multiple display boards showcased study area and land use maps, as well as the project's anticipated schedule/timeline. Adam Wolff, along with Dave Javid and Jacqueline Vance were available to answer questions from the public and record the input received. It is anticipated that well over 30 people stopped to ask questions and provide input. Over 60 comments were recorded, including common themes such as:

Assets

- Existing bicycle path on the north end of the study area is a valued asset, look at ways to increase the amount of bicycle paths and lanes within the study area;
- Hotels within the study area are an amenity;
- The Cinema is an asset, look at a creative ways to re-use the site (e.g., dining, multi-use) while still maintaining the cinema itself; and
- Open Space is important within the area.

Opportunities

- Enhance pedestrian and bike safety (e.g., add bike lanes on Tamal Vista Boulevard and a lighted crosswalk on Madera Boulevard across from the Town Center entrance;
- Ensure landscaping and greenery is integrated along the corridor and within the study area;
- Residential density – there was both support for the inclusion of a diverse range of medium to high-density and affordable housing, in addition to opposition to more residential uses in the study area;
- Further study traffic congestion in the area and closely study traffic as a result of occupancy of the new residential development north of the study area;
- Consider studying rising water levels and potential flooding hazards; and
- Incorporate more restaurant and retail uses within the area.

The following are a few photos from the pop-up workshop, a complete transcription of all the input gathered at the event (grouped into broader categories) and a “Word Cloud” that captures the topics and terms, and the frequency of which they occurred in the recorded comments.



TRANSCRIBED STICKY NOTES

(comments in **bold** are those that were supported by multiple participants)

CIRCULATION AND PARKING	
Encourage carpooling through financial incentives to get people out of their cars	Traffic already major problem within the area; limit further traffic congestion
Consider frontage road along Highway 101	Coordinate construction within the area (e.g., if redevelop cinema site) with high school traffic
Look at providing one-way access to and from Highway 101	Introduce parking permit system for residential areas
Consider incorporating roundabouts	Public transportation is important
Widen Tamal Vista, introduce more turning lanes	

LAND USE	
Meet diverse housing needs by providing high-density and affordable housing (corridor appropriate place for this type of development).	Do not allow any more high-density or other residential uses within the study area
Look at allowing high-density single-family housing	Cinema site and associated parking lot underutilized; opportunity site for creative reuse (e.g., dining)
Mixed-use development is desired	

PEDESTRIAN AND BIKE ACCESS AND ENVIRONMENT	
Landscaping is very important within the study area	Increase bicycle/pedestrian access (or shuttles) to area
Incorporate lighted crosswalk in the middle of Madera Blvd. across from Town Center entrance	Reverse/flip the sidewalk and landscaping configuration
Use a "Complete Streets" model for the area	Need more safe bicycle paths and lanes in the area
Look at rising water levels and potential flooding issues	Create a pedestrian walkway such as a mini highline park (as seen in Manhattan, NY)
Make Tamal Vista more pedestrian friendly and safe	Open Space is important

COMMERCE AND COMMUNITY	
Maintain jobs and entertainment opportunities at Cinema if renew/upgrade the site	Need more and better restaurants within the corridor, would be a pull for both residents and students
Cinema is a major asset within the area – make it more of a destination site	Existing hotels within the area are an amenity
Introduce more retail uses within the area	Introduce more kid-friendly amenities

WORD CLOUD



STAKEHOLDER MEETINGS | SUMMARY NOTES

NOVEMBER 2015 – FEBRUARY 2016

STAKEHOLDER MEETINGS

Over the past four months Adam Wolff, Planning and Building Director with the Town of Corte Madera and the consultant team have met with a range of stakeholders through focus group meetings, including the following:

- Members of the Town Council
- Members of the Planning Commission
- Corte Madera Chamber of Commerce
- Corte Madera Beautification Committee
- Sandpiper, Chickasaw, Council Crest, and Tamal Vista Residential Neighborhoods
- Owners and representatives of business along the Tamal Vista Boulevard corridor

SUMMARY OF THE INPUT RECEIVED

The following represents the input that was received from the 8 stakeholder meetings that were facilitated. A summary of the assets and opportunities for the Tamal Vista Boulevard study area that were discussed are outlined below.

Assets

- Neighborhood-oriented uses such as Book Passage, the Cinema, coffee shops, gym, etc.

Opportunities

- Family-friendly uses that accommodate users of all ages from children to the elderly, including recreational, services, and entertainment and educational uses.
- Encourage spaces that allow small local business to thrive.
- Zoning regulations and design guidelines that support the existing make-up and character of the area, and allow for complementary uses in the future.
 - Develop a toolbox for development review for the Town that is more comprehensive.
 - Address sustainability within the design guidelines.
 - Ensure that Public Works and major utilities are part of the discussion.
- Traffic concerns along the corridor are a concern.
 - Consider a road parallel to Highway 101 that can potentially offset traffic along Tamal Vista Boulevard for all modes of transportation, as an alternate and more direct route through the area.
 - Study traffic counts/impacts/generation related to a range of uses.
- Increase walkability and bike-ability of the area and explore reducing traffic speeds and lane widths to allow:
 - Improved pedestrian-orientation and safety along the corridor, with wider sidewalks that include a landscape/greenway buffer, and shorter controlled crossings (e.g., the use of flashing lights to notify vehicles). In addition, ensure that sidewalks are ADA compliant.

- Bike access, convenience and safety along the corridor with dedicated bike lanes and bike racks.
- Consider convenient bike and pedestrian connections to the ferry building and potential SMART station, as regional connectors.
- Ensure that new uses are adequately parked to reduce the impact on surrounding neighborhoods.
- Emphasize community-oriented uses and places that are easy to walk to, including parks and local shops.
- Consider residential uses in addition to new retail.
- Continued community input, particularly on the future of the Cinema site.

COMMUNITY WORKSHOP #2 | SUMMARY NOTES

CORTE MADERA COMMUNITY CENTER

APRIL 6, 2016 | 6:00 P.M. – 8:30 P.M.

PROJECT TEAM

Town Staff: Adam Wolff- *Planning and Building Director*, Phil Boyle- *Senior Planner* and Doug Bush- *Assistant Planner*

Consultants: Dave Javid- *Principal Planner and Urban Designer*, Heather Hines- *Principal* and Jacqueline Vance- *Associate Planner (M-Group)*

ABOUT THE COMMUNITY WORKSHOP

The Corte Madera Tamal Vista Boulevard Corridor Study project team held a second Community Workshop at the Corte Madera Community Center on Wednesday, April 6th, 2016, from 6:00 p.m. to 8:30 p.m. There were approximately 25 participants that attended the workshop.

The workshop provided an overview of existing development patterns and zoning standards within the study area, as well as a recap of the input received thus far from past community outreach efforts and events. The Town, with assistance from M-Group, sought feedback concerning the following three items:

1. Confirm the Draft Planning Principles that were derived from the community input received to date;
2. Identify the desired land use mix, particularly with respect to allowable uses in addition to currently allowed uses within the study area. The three potential land use scenarios for any future new development that the Town sought feedback on included, 1) leaving the highway commercial permitted uses as is, 2) permitting only locally-serving commercial uses, 3) permitting only residential uses, or 4) permitting a mix of both residential and locally-serving commercial uses; and
3. Identify the desired intensity of development within the study area, using Floor Area Ratio (FAR), setbacks and heights to frame the discussion. The three potential development intensity options that the Town sought feedback on were to keep existing 0.34 FAR, or considering higher FARs that are currently represented in development along the corridor. The other two options were to increase the FAR to 0.5 or 0.75.

WORKSHOP HIGHLIGHTS

Adam Wolff presented an overview of the background and objectives of the Corridor Study. He also provided a summary of the existing development patterns and standards within the Corridor and surrounding areas for context. Dave Javid with M-Group presented a summary of the community input received to date and the corresponding Draft Planning Principles.

Dave then provided an overview of the small group exercises that were designed to allow meeting participants to provide direct feedback on the workshop contents. Participants were divided into two small groups and asked questions including the following:



- “Did we get these planning principles or common theses right? Have we forgotten any core principles?”;
- “With the understanding of the 2009 General Plan policies supporting a mix of commercial and residential uses in this area, and the range of currently permitted uses in the Highway Commercial (C-3) District, what type of new uses would you like to see, if any, over the next 20 years?”; and
- “Recognizing the existing development standards for the C-3 District, the examples of buildings currently along the corridor, and the intensity considered in the General Plan (0.34 FAR for commercial + 25 (31 w bonus) units/acre for residential), what level of development intensity would you like to see along the corridor?”

Many participants provided input during these discussions and comments were recorded on flip charts, including common themes such as:

Planning Principles

The following Draft Planning Principles, while all potentially carrying equal weight, were prioritized through an online survey administered in the weeks leading up to the workshop (45 participants completed the survey on line at the time of the workshop) and presented to the workshop participants for feedback:

1. Preserve the small town character along the corridor by ensuring that building massing is of similar scale to existing development and takes into consideration residential uses across the street.
2. Address broader traffic issues in and around Tamal Vista Boulevard, including consideration of additional vehicular traffic resulting from the opening of the Tam Ridge residences.
3. Ensure that new allowable uses do not negatively impact local streets and neighborhood parking.
4. Enhance Tamal Vista Boulevard as a safe, comfortable, and attractive street for vehicles, bicycles and pedestrians by making physical improvements to the public right-of-way and incorporating similar improvements in proposed redevelopment projects.
5. Promote improvements to the corridor that calm traffic and enhance connections between the residential and commercial sides of the street.
6. Encourage high-quality architectural design and value-added development that enhances the character and desirability of the corridor, and supports existing businesses.
7. Facilitate new bicycle and pedestrian circulation opportunities that enhance access and strengthen connections within Corte Madera and to regional transportation networks, including the Ferry Terminal and future SMART station at Larkspur Landing.
8. Encourage the retention of valued community assets, such as certain local or neighborhood-oriented uses if redevelopment occurs within the area.

9. Encourage a broader range of commercial uses, including locally-serving retail, entertainment, community, and cultural uses, that complement the existing setting and land uses along the corridor.
10. Emphasize greenery along and within the corridor through landscaping and streetscape improvements that supplement the natural environment.
11. Allow residential uses if they are compatible with the scale and character of development along the corridor.

Generally there was support for the planning principles as they were written. The following is a summary of the comments that were received:

- Support for new bicycle and pedestrian circulation opportunities, described as a win-win for everyone;
- Consider allowing residential uses that are compatible with the scale and character of development, with close consideration for the impact on traffic and parking in the area;
- Ensure Americans with Disabilities Act (ADA)-accommodating facilities are considered within the Corridor;
- Support for encouraging a broader range of commercial uses (and discouraging C-3 uses), including locally-serving retail, entertainment, community, and cultural uses along the corridor;
- Recognize that a synergy occurs in concentrating local resident-serving/retail uses and residential uses close together;
- Connections between the study area to surrounding areas such as the Corte Madera Village shopping center are important;
- Consider limiting automobile use through reduced parking standards, and encourage shuttle buses;
- Ensure new land use mix pays close attention to traffic congestion; and
- Consider consolidating some of the Planning Principles to reduce repetitive themes.

Permitted Land Uses

- Strong preference for the Town's permitted C-1 (Local-Shopping Commercial) uses over the C-3 (Highway-Commercial) uses currently permitted. This would allow for more uses such as the Book Passage, which is currently a non-conforming use per the list of permitted uses in the C-3 zone;
- Stand-alone residential-only uses are not desired within the study area. If residential uses are allowed they should be within mixed use buildings on the second-story above locally-serving commercial uses. Some supported it being allowed as a conditional use;
- Introduce senior housing to the area, as this type of residential is typically associated with reduced parking needs;
- Consider entertainment uses or a Senior Center;
- Encourage the Corridor to have a downtown-like or "main street" feel, with locally-serving commercial uses; and
- Study the impact on parking and traffic for all new potential residential and commercial uses (as noted with the review of the Draft Planning Principles).

Intensity of Development

- Overall there was a general consensus that a FAR of 0.50 was reasonable with specific development standards in place to make sure buildings are appropriately set back from the street and articulated to respect the massing and scale of commercial and residential uses currently in the area.
- Other comments included the following:
 - Important to require adequate setbacks from Tamal Vista Boulevard to allow for public realm improvements:
 - Ensure views of Mt. Tamalpais are protected;
 - Ensure that the Corridor is not designed for cars; and
 - Recognize that if future FAR or other standards are too restrictive for property owners/developers, there will not be much incentive to redevelop sites into desirable uses, and undesirable buildings may become outdated (eye-sores).

The following are a few photos from the workshop's break-out group discussions.



MINUTES OF APRIL 19, 2016

SPECIAL JOINT MEETING
OF THE
CORTE MADERA TOWN COUNCIL AND PLANNING COMMISSION

Mayor Bailey called the Special Joint Meeting to order in Corte Madera Community Center, 498 Tamalpais Drive, Corte Madera, on April 19, 2016 at 6:05 p.m.

1. ROLL CALL

Councilmembers Present: Mayor Bailey, Vice Mayor Furst and Councilmembers Andrews, Condon and Lappert

Councilmembers Absent: None

Planning Commissioners Present: Chair Chase, Vice Chair Metcalfe; Commissioners Bundy and Caldera

Planning Commissioners Absent: Commissioner McCadden

Staff Present: Town Manager/Town Engineer David Bracken
Director of Planning and Building Adam Wolff
Senior Planner Phil Boyle
Chief of Police Todd Cusimano, CMPA
Town Clerk/Assistant to the Town Manager Rebecca Vaughn

SALUTE TO THE FLAG: Mayor Bailey led in the Pledge of Allegiance.

2. OPEN TIME FOR PUBLIC DISCUSSION - None

3. BUSINESS ITEMS

- 3.I. The Town Council and Planning Commission will meet in joint session to discuss general priorities and set mutual goals and objectives for the upcoming fiscal year.
(The Town Council and the Planning Commission will discuss the item and provide input and/or direction to Staff)

Planning Commission Chair Chase stated the sessions were to provide an opportunity for the Commission and Town Council to discuss projects and priorities. The Commission is currently working on the Tamal Vista Corridor Study process, and he suggested Commissioners add any items. The projects and priorities addressed were as follows:

- Bicycle and pedestrian routes through the Town
- Traffic considerations
- C-1 – C-5 zoning
- Current applications which include the Corte Madera Inn
- Public transportation for the Town to help with school traffic

Chair Chase stated he has attended all corridor study workshops here which address traffic, the pedestrian and bicycle community which is the heart of the Town. He said issues relate to bicycle traffic to address including the pathway, the sidewalks, the future of it, the North/South Greenway and how the two bodies will take on study options and he deferred to the Council.

Councilmember Condon said she recently attended the CDBG meeting and it was

announced that in December 2015 the policy for analysis of impediments had expired. The policy stated that if in any way it was perceived that the opportunity for housing was stifled lawsuits could be brought against the jurisdictions. At the time they had discussed this for some time and Corte Madera was subject to it if the Town accepted HUD funds, but this is not accurate.

She spoke with the Marin County Community Development Department who partners with Marin Housing Trust and the Fair Housing of Marin and they all affirmed that if this is renewed and any property is zoned in any way for housing or mixed use and retail applies to be developed instead, HUD can bring a lawsuit against the jurisdiction. It is complaint-driven but if the Town zones for a mixed use that includes housing, housing would have first priority on that property.

Mayor Bailey said the Town Council will keep this issue in mind whenever mixed use projects come before the Commission and Council.

Councilmember Andrews suggested that when the Town creates zoning laws it should also address and consider other facilities in Town that have a comparable functions and uses.

Councilmember Lappert asked that the Planning Commission review and approve plans that suit the Town and not to be too worried about what outside forces will do. The Town runs it based on what its citizens and town needs to flourish. He said the Council is still dealing with the last project that was forced on them and if one need surpasses the other, he suggested this be considered and defend it as needed.

Vice Mayor Furst said the Town needs to finalize the Tamal Vista Corridor Study and one area came up during discussions of a proposed housing project on Casa Buena which is to preserve the Town's existing multi-family housing. This is very important because while much of that housing in town is not designated as affordable, it is some of the most modestly priced housing they have and this is precisely why the Town Council included language to preserve that housing in the Housing Element. The Council needs to start review and finalize the policies included in the Housing Element through adoption of ordinances or resolutions.

The second area is second units, including junior second units. She suggested moving forward finalizing ordinances regarding this type of housing. There has been an outcry of new housing and the push is coming from the state legislature and ABAG, but one way the Town has decided it would like to pursue meeting some of this required housing is through second units which is logical. It provides good housing for a particular segment of the population and also an opportunity for income of homeowners who may be struggling financially. She would also like the town to update its tree ordinance to specifically address heritage trees.

Transportation is a huge issue and she represents the Town as a representative on the TAM Board as well as the Twin Cities Traffic Taskforce and Safe Routes to School and the problem is funding. The Town has a plan to address traffic, bicycle and pedestrian thoroughfares around the Wornum, Fifer and Tamal Vista area.

She said the Town applied for funding twice through ATP and the Town along with other Marin jurisdictions did not get funded. They have partnered with Larkspur and the town is doing all it can to increase its ability to score high enough. The Town is not a disadvantaged community and transportation funding is tied to this need and scoring which has changed a bit for this year. This summer there is a large project on Tamalpais Drive and they are meeting with Larkspur regularly to come up with solutions to school traffic, as most of the traffic on Tamal Vista is related to students getting to Redwood High School so partnerships are needed.

Planning Commission Vice Chair Phyllis Metcalfe stated she has been doing research on

junior second units and received and forwarded to the Planning Department a copy of the City of Novato's ordinance. She said the process is underway to create the C-5 zone for hotels and she thinks it is important the zoning cover all hotels to remove the requirements for variances.

Mayor Bailey summarized consensus among the Council and Commission:

- Tamal Vista Corridor Study and project
- Junior second units
- The bicycle, pedestrian and traffic concerns
- Zoning issues and the need to incorporate and amend language to regulate hotels, B&Bs and multi-unit structures
- Heritage tree ordinance
- Priority for housing when retail or other use is contemplated
- Preservation of older multi-family and anti-displacement policies which is consistent in the Housing Element

Chair Chase asked Vice Mayor Furst if the discussion about transportation is tied to approval of housing units, as well as whether the town receives funding points for mixed use development as it relates to providing low income or employee housing.

Vice Chair Furst said unfortunately the Town would need to develop significant amounts of housing similar to the Tamal Vista Residences to be eligible for certain available funding, and she did not believe this would occur again in Corte Madera.

Vice Chair Metcalfe said when talking about affordable housing, Napa County has a program to help low income residents to buy a home by assisting with the down payment. When the house is sold, the assistance is returned to the County and residents can work close to where they work.

Mayor Bailey thanked and said the Town Council appreciates the work of the Planning Commission. At times the work can feel thankless and it outlives everybody and improves the community.

- 3.II Discussion of aesthetic improvements (color options) to the east elevation of building No. 1 at 195-205 Tamal Vista Boulevard (Tam Ridge Residences/WinCup)
(The Town Council and the Planning Commission will discuss the item and provide input to Staff)

Town Manager Bracken stated there has been concern regarding the colors of the building facing the freeway and the Town requested the developer to look at different paint color options for the east side along the freeway. They presented 4 options to the Town which the architect would like to present. He hoped to come to some consensus as to the color and clarified that there is an item on the regular Town Council agenda tonight for action by the Council. At this joint meeting the architect will present what they have to offer, and comments can be received from the Town Council and Commission, and the public.

ERIC OLSEN, Partner at TCA Architects, representing property owner McFarlane Partners, said from the approved color scheme, there is a color called, and Herbaceous that sometimes appears a bit yellow and a bit yellow/green depending on the color chip, presentation or natural light.

Their design team reviewed this color and found that when immediately adjacent to the warm wood color, Prodema, the two do not work together as well. He presented color chips and 4 options as to how to replace the Herbaceous yellow/green color so there is more continuity in the project, as this building turns the corner and wraps around and also reinforces the breaking down of the scale which is rather long on this east elevation.

Mr. Olsen presented color option #1 of Salsify and Ponderosa. Ponderosa is the original color which was part of the entitled approved design as well as the Prodema. The Salsify is the one replacing the Herbaceous color. This option is the one they recommend mainly because as these colors turn the corner and wrap on the building there is a continuity and coherence to the building architecturally.

Mr. Olsen presented color option #2 and said they reduce the repetition of the colors, reducing their reinforcement of this town home idea so there is more of the same color in a row. He pointed to the Salsify which happens 3 ½ bays, then the middle original color of the Ponderosa and it shifts back, which calms it down a bit.

Mr. Olsen presented color option #3 which includes those same colors but inverts them. It has the darker Ponderosa color and uses the Salsify in the middle.

He presented the last option #4 which is to try to improve on what is out there now. They looked at a new color called Beeswax which is a lighter crème color which is adjacent to the Prodema color. They feel those two work together a bit better than the Herbaceous color introduced earlier.

He thanked the Council and Planning Commission for the opportunity to present these options.

Mayor Bailey asked for clarifying questions.

Commissioner Metcalfe asked if they are limited to the 4 options or could they make recommendations.

Mr. Olsen said they were instructed to use the colors on site right now and find a solution that works to tie everything together and he suggested using the colors on site now. If not, then he would like to hear reasons why the colors do not work.

Councilmember Condon asked Mr. Wolff if there was a color board of examples, given the colors most likely are not accurate given in a PowerPoint presentation, nor are the small sample chips, noting this was the problem when the colors were originally approved.

Director of Planning and Building Adam Wolff said the Ponderosa and the Salsify are fully scaled on the building today. He said they will look different at different times of the day and night. The Beeswax color is new, which is option #4 and the paint chip is provided. There is also a sample of the Prodema.

Councilmember Condon asked if the Town has any latitude in changing the Prodema color. Mr. Olsen said this is more difficult to do, as it involves replacing that and the sub-straight and rebuilding the part. Their first attempt was to work with the existing Prodema mostly because when turning the corner on the south façade, that same Prodema is used there. So architecturally it would be good to tie the building together and maintain that color. He personally believes that when the Herbaceous color is next to the Prodema, they fight against each other, so when the Herbaceous color is removed, the warm Prodema color can work better.

Councilmember Condon commented that she thinks the portion of the building facing Tamal Vista closest to Gold's Gym was very appealing and had somewhat of a calming effect. While there was still the contrast, it did not have so many colors added into it.

Mr. Olsen said he has photographs with the new proposed colors and he displayed them which provide another glimpse of what the color chips look like when they are on the building.

Vice Mayor Furst asked if Mr. Olsen could display the new proposed colors and asked if the same Prodema color was on the original boards submitted. She echoed Councilmember Condon's comments, stating what is on the building right now does not look like what the renderings were. The color of the siding on those original illustrations looked like a weathered teak. It was a grayish wood product and not the orange color on the sample displayed.

Vice Mayor Furst also referred to the Herbaceous color and said Mr. Olsen indicated this color looked green at times. She asked if it was the Herbaceous on the east side and the Salsify is elsewhere in the project, and this would be brought to the east side. Mr. Olsen confirmed and said it would not be as green as the Herbaceous currently there. Mr. Wolff noted staff is retrieving the original approved design entitlement renderings. Mr. Olsen noted there will always be some difference in what is ultimately built and the renderings, given they are subjective.

Councilmember Andrews requested the pictures of the buildings as they are now displayed on the screen, as well, and Mr. Olsen stated he did not have these.

Mayor Bailey opened the public comment period.

Public Comments:

JANE LEVINSOHN, Tamal Vista, asked Mr. Olsen to express colors in regular color choices, asked to describe the Salsify color, suggested covering the entire back of the building in a nice tree green so it blends in with the trees, asked what the yellow colors in the building were, and asked to turn off the bright lights at night.

JEANNE GREENBAUM said she thinks the presentation leaves much to be desired and asked to see actual photographs of what is there now and what the developer is proposing the building will look like. All 4 options look the same to her and she did not think the presentation was sufficient to make a determination.

Councilmember Lappert stated the photographs being circulated to Councilmembers were much more telling and he suggested they be distributed to the audience members. He agrees that what is seen on a computer-generated image does not reflect accurate coloring.

PHYLLIS GALANIS, Prince Royal Drive, asked if the dark grey option is being retained, said she hopes the developer will re-do all of the colors and blend the building into its setting and said the fake wood is most objectionable colors to her. She also would like to see what the entire building will look like prior to re-finishing the colors.

PATI STOLIAR, Casa Buena Drive, said she would like to see a picture of what is there now and to see what it looks like against the various options to compare and contrast.

Mayor Bailey closed the public comment period and asked for responses from Mr. Olsen.

Mr. Olsen said what they have today is a photograph on the screen of what currently exists and the 4 renderings that have been distributed as options using that photograph and enhanced.

Councilmember Andrews asked to scroll through the slides, stating that some of the photos were taken in the afternoon but one picture was taken in the morning or in direct sunlight. Mr. Olsen said the idea is to change the Herbaceous color, eliminate some of the spotty nature and let the 2 grays that exist on the other side of the building turn the corner and bring in that continuity and calm things down a bit.

Mayor Bailey asked for Commission comments.

Vice Chair Metcalfe said if Salsify is replaced with a Taupe which would be warmer, fit in better, and then left the dark grey, this would comment the warmth of the Taupe rather than the coolness of the grey and would make the Herbaceous less obnoxious. She also noticed that framing around some of the windows is done in a dark color. She suggested painting the trim in the dark color rather than the white, this would work even better. She also asked that new paint colors be purchased because it does not work. Going from one bad choice to another bad choice will not help the appearance of this building.

Planning Commissioner Bundy asked if the light grey is Salsify, and Mr. Olsen said yes. Commissioner said if he had to choose an option, he would choose Option #2 because it is a calming influence on the building; that it unifies it a bit and he noticed when he looked at the Preserve off of Paradise Drive that also has some orange panels, it has more of a Taupe color on it and it is a uniform color on the remainder of the buildings which downplays the orange a bit. Therefore, he would choose Option #2 and use the Salsify to calm things and unify the building.

One other point he said that will help over time is that plantings will do well and trees will do a lot to blend the environment. He would also like to see if the Town could get something done on the mound or the part Corte Madera has control over of just thinning some of the small eucalyptus trees that are there now. If those are fast growing, this will also blunt the appearance of the building and allow it to blend in.

Chair Chase concurred and said he thinks the 2 colors in Option #1 or #2 are the best. He thinks the upper story colors which are painted in the renderings as a darker color should be closer to the roof color. It would appear then the darker Ponderosa would seem to reflect closer the roof color so the balconies and roof color would be together instead of a flat roof and a brighter color.

Chair Chase said he would also wonder that since the yellow is there and it appears there is patching going on in every panel that if the Herbaceous could be painted over with something quickly because it looks as though there is waterproofing repair along the entire length of the building.

He understands that the orange material is difficult to replace and it would be a significant cost impact because it is embedded into the building. Therefore, he would ask that a mockup be done, remove the Herbaceous by painting it over with one of the two greys to present a sample of what might take place, and secondly speak to the concerns people have about the orange wood material.

Mayor Bailey asked Mr. Olsen to respond to the question of whether they can change the orange treatment. Mr. Olsen said while it is difficult, it can be done.

Planning Commissioner Caldera said he cannot add much to what Chair Chase has stated and he concurs. Among the 4 choices, he also would like to see Option #2. However, he asked if new colors could be discussed and considered instead of just the 4 options.

Town Manager Bracken said at this time the Council and Planning Commission can discuss any colors. This is for discussion right now and he is sure the developer and architect would like to hear any and all comments.

Commissioner Caldera said he thinks everybody needs to understand whether they are going back and starting from scratch and vote for colors or do they work from what is currently there. He said many people are proposing new colors and the discussion is going back and forth. He thinks it is important to decide right now as to whether or not to introduce new colors or move forward with choosing one of the 4 options.

Councilmember Lappert said he knows nothing about color and is not an architect or designer. The biggest complaint he has heard about this project that overrides all

comments is the faux wood. He appreciates the fact that McFarlane and their architect is before the Council again. He also understands that they have no obligation to change the color or material so he appreciates they are here listening. If the Council decides it wants to completely redo the colors and materials, he would ask that the Council have a very narrow focus group and those people's contact is put out to the public so they can talk directly to them about color choices.

Vice Mayor Furst reiterated that what the Council and Commission are looking at was not what they were supposed to have. What was approved was much more muted and what the architect is returning is much more muted. She does not like the okra color, thinks it is bright and she pointed out that the color of this wood product is not unlike the color of the wood siding at the Preserve, and she did not believe one single complaint was received about that color scheme. She thinks it is because the developer made much more of an effort to incorporate muted colors so the bright color did not stand out.

In the Preserve project, the developer also used a crème color which she was unsure would be appropriate for this project; however, if these are the only options before the Council and Commission, she would vote for Option #1. She likes the fact there is a differentiation in color between most of the building side and a difference on the top which pulls the building down a bit and grounds it a bit. She also likes the fact that every townhome is not the same color which is how Option #2 is represented.

She said she is still not convinced these are the perfect colors and was a bit torn. While she does not want the issue to continue on, she thinks picking colors by committee is a very dangerous endeavor. She is almost tempted to table the item and get a qualified color consultant to discuss 2 choices, but if she had to pick one now it would be Option #1.

Councilmember Condon said she was looking forward to having a choice that would offer the Town an entire new fascia and finds it a bit insulting that the colors are simply shuffled around, stating the Town has undergone fury from people in the community.

She said she has no problem with the Ponderosa color, but did not like the Prodema color and did not think they are appropriate for the building. She would hope that the matter be sent back or get a professional color consultant to arrive at a palette that is attractive to the building. She liked Vice Chair Metcalfe's suggestions for changes to window trim, as well, but did not concur with any of the options and asked to go back to the drawing board.

Councilmember Andrews registered an objection that it was not until 3:30 p.m. that he received the actual specifications of the proposed colors. He asked at the last Council meeting that the Council be given the manufacturer's name, color and ID number. This was so he could go to the paint store, get samples, and see what they look like in daylight. Right now they are being asked to look at colors in artificial light so they do not have the information to make the determination. In terms of colors, South Grey on the southeast corner appeared to be the best. He said the dark grey is very bright and when he discussed this at the paint store, they told him it had a trace of purple in it so it is not calming. The lime green color needs to be replaced. On the other side of the building on Tamal Vista, he suggested not changing colors on each floor. Therefore, he suggested the developer go back and work on it a bit.

Mayor Bailey reopened the public comment period and asked if the representative from McFarlane could comment.

DERK HOLLAMEYER, McFarlane Partners, stated their intent is that once a choice is made to conduct a field mock-up before they repaint the entire building. He is not a color expert but can say there was quite a bit of work done in considering what the façade of the building would look like if the pale Prodema today was changed to darker colors, and the reaction from the design professionals was not good. He said they are willing to do what is right for the building, and they would invite the Town to look at the mock-up once choices

are chosen and then confirm whatever choices are made.

Councilmember Lappert asked for Mr. Hollameyer's viewpoint about the wood material. Mr. Hollameyer said he does not have a negative reaction to the wood as many speakers have expressed. He thinks the warmer expression of the façade is better than with the new colors versus what he saw with the darker expressions on those wood columns.

Councilmember Lappert said he loves wood and this is faux. He asked if McFarlane Partners would be willing to make that a real wood color. Mr. Hollameyer said this color is all over the project as well and they cannot replace it all.

Vice Mayor Furst said she was looking at the original documentation and the website for Prodema. The top color is the Pale and the bottom color is Mocha which is found elsewhere in the project. Rather than introducing a third color Prodema she asked if a different color scheme be considered that related to the Mocha which is much darker, would recede and not be so glaringly bright to everybody passing by on Highway 101.

Mr. Hollameyer said they could consider this but it was previously indicated that the design team has considered and studied this and this is why the proposed options were presented.

Councilmember Lappert said in talking about the east elevation only, he asked if it was possible to decide that the developer can change that side of the Prodema to the darker one. Mr. Hollameyer said yes, it is possible if once it is rendered, people are happy with it.

Councilmember Lappert thanked Mr. Hollameyer and said he appreciates this. He noted that this is the main objection because it is the main color as seen from the freeway by many people.

Vice Chair Metcalfe referred to the original book of colors and pointed to the original rendering of building colors for Building One and it does not come close to what is presently on the building. The brown color does not bear any resemblance from what got painted on the building or what is being shown now and these are McFarlane Partners' original material and colors. She asked why the building was not made as what was approved originally.

Mr. Hollameyer said the material boards are accurate and he could not speak to the renderings as he did not render them at the time.

Vice Chair Metcalfe presented the color Prodema, the Taupe and dark grey color. She pointed out that the warmth of the Taupe makes the building less bright, less obnoxious and it calms down the building. This is why she is suggesting this color be used.

Mayor Bailey asked if there was general consensus among the Commission and the Council that they would like to see a full mockup incorporating some of the comments. He would like to see a larger presentation that accurately describes and depicts the contrast between a couple of options incorporating the new comments and colors as well as what is currently there. Mr. Hollameyer agreed to do this.

Councilmember Lappert asked if they will put a paint swatch on the building itself. Mr. Hollameyer said will do this once there is a consensus.

Mayor Bailey thanked Mr. Hollameyer and asked that representatives attend the meetings given there has been some consternation in the Town over years.

Vice Chair Metcalfe asked if the windows have wood trim or were they vinyl trim. Mr. Hollameyer said this is vinyl and cannot be painted. He thinks there is a different window product and color on the Tamal Vista side or possibly the storefronts for the retail portion.

Mayor Bailey asked for further comments prior to moving onto the next item.

Chair Chase encouraged the selection of one of the two colors of either the Salsify or the Ponderosa to paint over the yellow color and remove it completely. He also asked that McFarlane Partners provide a reasonable mock-up of one or two of those colors. One panel can be painted one color and the other panel the other color in order to be able to see what it looks like. Then they can determine whether the darker wood would come into play which is an expensive proposition, but he asked to put 2 or 3 boards of this on the side of the building. He thinks this would cover that offensive yellow paint color.

Mayor Bailey asked what the sequence would be to follow to reach an end to the color questions.

Chair Chase suggested that Ponderosa be painted over the yellow on one patch of the building and paint the other color; Salsify on the other offensive yellow patch. Therefore, the Town would have both colors to view as possible options on the building.

Councilmember Condon said what might be simpler is looking at the northern side on Tamal Vista where it appears to look like Ponderosa and then there are two other neutral colors with it, and not the green or gold. These colors are much calmer along with the Espresso color which is very good looking, and this would be kept consistent with the rest of the project.

Mayor Bailey closed the matter and said the Council will take this item up at the regular portion of their meeting.

Mr. Olsen commented that the first thing they did look at was the dark Prodema color and through those darker greys and taupe on there and it gets very dark. The danger with dark and residential buildings is it feels foreboding. However, his job is to synthesize things and he thinks that marrying the lighter colors of Salsify and a light taupe or maybe the Ponderosa with that darker Prodema would substantially calm things down. He has seen it on the computer screen and would like to work with McFarlane and create a mockup. If there is positive feedback from this, he could take it to the next step and shown the Town what it would look like in totality.

Mayor Bailey thanked Mr. Olsen and said they would very much appreciate this.

- 3.III Tamal Vista Corridor Study: Discussion of Draft Planning Principles, Community Feedback and Policy Direction
(The Town Council and the Planning Commission will discuss the item and provide input and/or direction to Staff)

Director of Planning and Building Adam Wolff said this matter is an opportunity for staff and Dave Javid from the Metropolitan Planning Group (M-Group) to provide an overview with the Town Council and Planning Commission of where they are in the Tamal Vista Corridor Study, provide some background, provide feedback from comments heard at the community meetings and receive thoughts on policy direction, planning principles and planning themes they want to take forward in finalizing a report.

Mr. Wolff said there are two main goals which is getting some concrete community support and policy recommendations that will address new potential development along the Tamal Vista Corridor, or the east side of Tamal Vista Boulevard between Wornum and Madera to the south. These recommendations will inform new zoning or other land use regulations and create consistent between the General Plan and Zoning Ordinance.

In addition, while it may not be addressed through actual zoning regulations, they are learning about the identification of specific improvements to the corridor that could

enhance its functionality, utility and value to surrounding residents and businesses as a whole.

Thirdly, they are investing resources into this particular area and they are hoping to identify recommendations that might be applicable to other areas of town that have similar land use designations in the General Plan and similar zoning designations.

They want to provide an opportunity for residents and other stakeholders in the community to engage and inform dialogue about development in this corridor, provide an educational opportunity in this process about what the land use process is, what zoning means, what the General Plan means in terms of its land use goals, regulations and policies and also have an opportunity for the Town to lead a discussion about development which has been more reactionary in the recent past as development proposals have come forward.

Mr. Wolff presented the original timeline when they began in the fall of last year. In the past they have conducted a lot of outreach, behind the scenes work of developing analytical tools and they are at a point of ramping up and would like to produce a draft report which will return to the Planning Commission for approval and ultimately to the Town Council over the next couple of months.

The Town has held 2 workshops in the Community Center in November and April and they have met with various stakeholders in town to receive input and feedback. By July they expect to have a report that outlines recommendations for zoning or other land use regulations for the corridor and in parallel, develop new language that would implement the recommendations by October which is the end of the moratorium.

The report will include a summary of the process, the area studied as included in the moratorium, and implementing new and consistent General Plan policies which will consider new land use designations for development. He noted much of the commercial areas in town were designated as mixed use commercial areas and the intention was to move from a strictly commercial designation to one that allowed for a mix of uses, including residential. This was put into place in 2009 as a General Plan policy and exactly how that was implemented was left up to these studies and plans.

Mr. Wolff said the study also provides an opportunity to evaluate the 2009 General Plan policies, keep or make new land use policy recommendations and implementation of recommendations will fulfill not only the objectives of the 2009 General Plan but also the 2014 moratorium and the reasons that was put in place.

The corridor is fully developed with a wide range of commercial structures which is unique to this area of town. There is a range of commercial uses and development intensity that do not necessarily reflect the existing C-3 zoning there. Much of it was built prior to the C-3 zoning district. There are varying setbacks and building form and several of the sites have large parking lots with buildings set back toward the highway.

Another interesting part is that the area directly north of Town Center is surrounded by a wide variety of uses, such as single family homes, Madera Gardens to the west, multi-family residential at Sandpiper Circle, Tamal Vista Boulevard to the west, light industrial zoning, an office, Tam Ridge; a higher density mixed use development to the north, and the highway directly to the east. With exception of the shopping centers, the corridor does not have a frontage road adjacent to the highway so the property starts at Tamal Vista and extend all the way to the highway.

He presented the current zoning which was written in the early 1970's, and he read the current C-3 regulations. There are other commercial uses allowed such as office and furniture stores, gyms, but bookstores are not allowed even though there is one there, toy and ice cream stores or uses one might find in a neighborhood serving area. The existing C-

3 district is limited with FAR allowed at .34 with a height of 35 feet and front yard setback of 20 feet. He said the Marketplace has .34 FAR and is within the height limits but it has legal, non-conforming uses there are grandfathered in, but with an expansion, would not be permitted today.

Mr. Wolff said the Marin Suites which is almost 2 times over the allowable FAR. The theater has a .13 FAR and is taller at about 45 feet in height. The office building is over the FAR and is about .35 and about 30 feet in height. The 2009 General Plan talked about mixed use commercial and the policies reiterate and spoke to a designation that was intended to encourage a variety of community activities and services to co-exist in close proximity to one another such as jobs, housing and services, thereby reducing the need for extensive automobile travel and the idea of having more of a mix of uses. It kept the same FAR but on top of it, allowing residential uses as well at the density ranges of 15-25 dwelling units per acre up to 31 dwelling units per acre with the density bonus.

There were also more specific policies in the General Plan that talked about the Community Plan and the idea to increase landscaping in this area, making it more attractive, linking existing uses to other neighborhoods, considering future infill opportunities, higher density residential development, etc. There were several more listed in the development objectives for the Fifer/Tamal Vista Community Plan. There are also many policies for traffic, bicycle and pedestrian objectives.

Mr. Wolff then presented some slides of the Paradise Shopping Center which was at one point all commercial, but the Aegis Senior Housing development was constructed in 2000 and there is connected parking. He presented another example from Old Corte Madera Square where there is more of a vertical integration of mixed use, ground floor commercial and above that, 4 housing units. Another example that was recently developed in Mill Valley has horizontal and vertical mixed use which fronts on Miller Avenue west of Safeway Stores.

On the street it has a relatively taller building with mixed use, ground floor commercial and residential units above it and it is about 1.2 acres, 4,500 square feet of retail, 21 units of residential with 9 units on top of the retail and another 12 units in the back with an FAR of .5.

Dave Javid, Metropolitan Planning Group, said as noted earlier, they held many meetings with the community to try to get at the assets and opportunities for the area. From that they derived 11 planning principles and also had a survey on-line to help understand what priorities might rise to the top, recognizing each could have equal weight. The first few that rose to the top were:

- Preserve small town character
- Address broader traffic issues and around Tamal Vista Boulevard
- Ensure that new allowable uses do not have a negative impact on local streets
- Enhance Tamal Vista Boulevard for safe, comfortable pedestrian and bike movement; and
- Provide improvement to the corridor to calm traffic

Additionally, there were ideas about architectural design, which include:

- More value-added development
- Facilitate new bicycle and pedestrian circulation that reaches out regional and gets people to the ferry terminal and SMART station and eventually the Larkspur Landing
- Encouraging retention of valued community assets and local neighborhood-oriented uses
- Emphasizing greenery along the corridor

- Encouraging a broader range of commercial uses and more locally serving uses including entertainment
- Community and cultural uses, and the idea of allowing residential uses along the corridor that fit the scale and character of the area

Mr. Javid said 51 people took the on-line survey and 43 were residents and one-third worked in Corte Madera. They asked people what other ideas they had and received were the following comments:

- Appropriate urban design tools to regulate massing and scale of development
- Concerns over traffic
- The need for affordable housing and transit-oriented housing
- Safer bicycle and pedestrian facilities and how can be facilitated not only on Tamal Vista but beyond.

Mr. Wolff said staff was also conducting the public review process for the Corte Madera Inn and there were some important lessons learned through that process from the public and ultimately made its way to what will be the Planning Commission and Town Council approval process. Some analysis was done about bike lanes, what could fit on Tamal Vista today and how much should they be planning for in the future.

He then displayed a graphic of what was approved which depicts a much more generous pedestrian sidewalk, a tree-lined street with 4 ½ foot planters, an 8 foot sidewalk and another 3 foot planter, which is very different from what is present there today. There were additional comments from residents across the street saying the building on Tamal Vista should be no more than 2 stories and if 3 stories it should be pushed further back into the site which was done as well.

Mr. Javid reviewed community input at the meeting on the 6th, and he noted most supported the principles they arrived at which focused on pedestrian and bicycle circulation, a broad range of commercial uses, consider local serving commercial uses, and consideration for residential under certain conditions. They also discussed permitted uses and he said currently there are uses being considered that possibly do not fit the area. They discussed what current C-1 uses could be considered as well as residential uses. They went through 4 different options of keeping the existing, just allowing commercial uses, looking at residential, or the mix of both residential and commercial which comes from the General Plan. There was overwhelming support to shift toward local serving uses. There was some support for residential within mixed use, but if allocated and articulated effectively, the introduction of senior housing and activating the corridor for local serving uses, bringing buildings to the street that are scaled appropriately, and studying the impacts of parking and traffic.

They also did a development intensity exercise to get a sense of what the intensity building form and character could be within the area. They looked at the existing .3 FAR, a .5 FAR up to a .75 FAR and considerations for anything different. They had general support for the .5 FAR and he displayed a few pictures of what this would look like, with the understanding there is adequate setback from the street for future pedestrian and bike improvements. The neighborhood zone, the next set where the building would be actually close to the street would have a two-story character of mixed use with commercial on the ground floor with something else above up to about 25 feet. The higher intensity zone moves the highest intensity back closer to the freeway and is something that could go up to 35 feet or higher. There are a few examples of this in Mill Valley, but also the Corte Madera Plaza which is currently at a .5 FAR. There was a sentiment that they needed to look at something that provides flexibility for development over time instead of hampering development with a potential .34 FAR.

Mr. Wolff concluded the presentation and displayed the proposed timeline with a report in July and concluded in October. He said he was available for questions regarding the presentation and asked to obtain some feedback.

Mayor Bailey opened the public comment period.

Public Comments:

BILL PETROCELLI, owner of Book Passage, said they are in the Marketplace Shopping Center at the middle of this corridor. He said they are very pleased with this study and hosted one of the meetings at the store. He has been waiting 15 years to come before the Town Council on this very issue, stating when they moved into the center in 1978, it was zoned C-1 which permitted book stores. They were there for 15 years as a legitimate property use.

He said sometime around 1994 without any notice, the zoning was changed. He learned about it 4-5 years later. He and the landlord, Jack Krakowski consulted an attorney and tried to learn why this happened. He researched the legislative history of the Council and Planning Commission and could find nothing with respect to this corridor. The only discussion had to do with residential zoning, but the zoning was somehow changed to C-3. Since then, they negotiated and worked as to how it could be changed back and were told that there will be a longer study and it will go before the Town Council and the mistake will be rectified. However, as it stands now, they are a non-conforming use and he does not like to be in that situation as it affects the overall value of their business and will impact them in the future and if nothing, he hopes the Council will change it.

BARBARA KRISTOFF, Ash Avenue, asked if the Council is looking at changing the zoning back to C-1 and asked whether this is possible as something to do.

SCOTT HOCHSTRASSER, land use planning consultant representing the Marketplace at 41 and 71 Tamal Vista, said for some reason the property did get rezoned in 1994. They filed an application to rezone back to C-3 which is pending and they have been cooperating with the Town staff to get this study done because the General Plan recommends it, and he thinks it is exactly the right direction to go. If the Town wants to get cars off of the road, he asked to improve the circulation for pedestrians and bicyclists. He asked to change the zoning from C-3 which is Highway Commercial to C-1 which is Neighborhood Commercial and said his client can have more neighborhood type uses in his facility that will serve the more immediate community, and this will hopefully get more people out of their cars. When looking at the C-3 zoning that allows auto painting and car sales, they are totally inappropriate for this area. Therefore, he asked the Council and Commission to direct staff to include in the final report under recommendations a rezoning of these properties, or at least the Marketplace, to C-1.

MICHAEL HARLOCK, Redwood Avenue, said having been part of the steering committee for the 2009 General Plan, he reiterated that the basic commitment to mixed use here is solid and appropriate. He gets worried that because he knows that in the shadow of WinCup, housing has received a bad color in this area. But, the biggest way to get people out of their cars is to limit the number of people who are commuting into Marin to seek employment which is the biggest part of the area's carbon footprint. There is not a lot of opportunity for housing, but this area is appropriate, within reason and with good design. It concerns him that the survey showed housing as 11th out of 10th valued uses and he hopes the Town does not lose sight of the possibility for appropriate mixed use and moderate income housing. He said as an architect, there are any gems in the area and some would benefit from redevelopment, thinks cultural uses are fine, thinks the theater building is not only ugly but hazardous, and he asked to keep housing definitely in the mix and see if the Town can get people out of cars coming from Sonoma and Contra Costa counties.

DAVID KUNHARDT, Christmas Tree Hill, cited outside market forces are at play which drive values up as well as the inordinate amount of commuting into Marin because of the structure of jobs in the community. He said there are more jobs per resident household here than any other community in Southern Marin and many people commute in and many residents here commute out.

The second item raised was the issue that the Planning Commission has addressed in the one project which has been moving forward because of the timing of events, which is the Corte Madera Inn rebuild. It has not moved forward to the Council yet, but the simple issue is FAR. He said 20 years ago, the Town changed the nature of the zoning without communicating it to those within the zone, and the other is the Town significantly downzoned, making several properties which are perfectly fine in town non-conforming. Therefore, when they come forward for a natural renovation, it is like they are asking for more density. If the zoning was changed down to an FAR from .48 to .34 and they are asking for .5, this is not a huge change.

He said he thinks the Council would do well to what Commissioner Metcalfe mentioned which is this is half of a lot covered by a one-story building equivalent in density which is under what most hotels in Marin County are at today, and this should be considered a corrective action by the Council when getting to the issue of what the zoning should be within that entire corridor to bring it up so properties can legally rebuild without having to go through an extraordinary amount of pain.

PATI STOLIAR, Casa Buena Drive, said she was at both workshops and there was a lot of opposition to housing with the caveat of not 'throwing out the baby with the bath water' and suggestions to think about workforce and senior housing. She said these types of housing floated to the top as something people embraced. Those who were in Corte Madera in the 1970's remember that the Village was going to be built with adjacent workforce housing and this never happened but is needed.

PHYLLIS GALANIS, Prince Royal Drive, said many people talk about wanting the Town to be more accessible for people on bikes and walking and then they can take transit, but there is not really public transit for people to use. If someone lives at Tam Ridge and they want groceries at the Town Center, they must be able to get them back and forth. Some may be able to use Lyft or Uber but some may not. Many people cannot carry their groceries, cannot ride bikes because of their health and she thinks there needs to be consideration for those who need to drive their cars and have it work for everybody.

Mayor Bailey closed the public comment period. He thanked everybody who attended the joint meeting tonight and said their comments were thoughtful and he noted it is possible to have discourse and debate without being angry. He said this shows why Corte Madera is one of the best towns. He especially thanked the two representatives from the Marketplace and Book Passage, stating their businesses serves as a credit to the community, and he then asked for comments of the Commission and Council.

Vice Chair Metcalfe said she would like to personally thank staff and the consultant, stating they have done an outstanding job and have reached out to the community for input and have brought up many opportunities.

Mayor Bailey agreed and asked everybody to be mindful of the time.

Vice Chair Metcalfe referred to 4 issues, stating it is very important to look at local commercial and not highway commercial designation because there is highway commercial on the other side of the highway. She thinks they must review the FAR and ensure it is realistic. She thinks they must create C-5 zoning with the description for what is right for hotels, and not discussed is to include something about outside lighting. She said this topic is included in the General Plan and she thinks this would provide the opportunity for review of outside lighting standards.

Commissioner Bundy said he appreciated the work staff was done and he agrees with Commissioner Metcalfe's comments and he would see as a priority as being able to widen the street to create a better pedestrian walking experience with some calming influence and street trees and a bike lane. He thinks it would require re-working entrances to some of the buildings right on or close to the street, but this could be achieved. Also something beneficial to the community would be to continue with the process of undergrounding all electrical poles along the corridor, continuing even down the Tamal Ridge property beyond the scope of the moratorium, and continuing the greenery and landscaping in town. He thinks any approvals of new uses and redevelopment must look at traffic considerations.

Chair Chase said he thinks the information brought forth collectively by staff and the consultant was remarkable of what was collated from very disparate comments which is hard to put into a report. He hopes that the Town can get this posted so more members of the public can read it and he asked that the Town Clerk include the link on the front website page so people will read it since he would like greater involvement.

That said, they are trying to encourage bike/pedestrian walkway that starts at the Corte Madera Inn and be part of the design all the way through the corridor at a minimum if not more of a setback. He thinks the collective discussion of having a setback of buildings from the street is incredibly important, to have these properties properly and responsibly developed the Town needs an FAR at a .5 or somewhere in that area. Having a mixed use residential zoning is important which has to be incentivized so businesses can utilize it as employee housing so people who work there live there.

Chair Chase said along with Commissioner Bundy, he has reviewed the poles and the Town must figure out how to get PG&E to apply grant money for the entire corridor to be undergrounded. When looking at the north end of Tamal Vista and the commercial area, there is a lot of ground in front of those buildings which could be utilized to create a comfortable corridor on both sides of the street down past the residential section of the neighborhood. He thinks the study of bulk setback from the street is incredibly important and that this becomes a guiding document in how the Town looks at what it does there.

Commissioner Caldera said there are many good ideas and he thinks zoning should incentivize light commercial to serve the community, such as restaurants, book stores, theaters, toy stores, and gyms. However, he does not personally think that a mixed use residential and commercial in that area would be the proper fit because residential development so close to the freeway has a lower quality of clean air, higher level of noise pollution and overall, has a tendency to appreciate at a lower level than other areas.

Councilmember Lappert concurred with Commissioner Caldera's comments and said his concern with Tamal Vista is the separation from residential to commercial. In looking from Chickasaw down to Madera, Council Crest, and the Tamal Vista intersection, residences there are most impacted by this. What he likes that has been done already is in front of the Town Center along Madera where there is separation from the street and residences with wall planting that provides privacy. He thinks this is something better to implement because if homes are built that close to the freeway, nobody wants them, they are priced at a lower level and they are not great places to live so close to traffic.

He suggested deciding that residences need to be protected from any further development, give them their own small street with no parking or sidewalks and they can develop a quiet neighborhood of their own which is not impacted by traffic and could be used as part of the bicycle system, and the rest of the area leave as offices and commercial and regulate them properly with FAR and height limitations, but keep the scale correct. He said the area is okay for a hotel because guests will stay there a few nights, but those homes' backyards that front the freeway have a tired look and property values decline and blight occurs.

Vice Mayor Furst thanked staff and the consultant for the tremendous amount of work and said how they have distilled everything down is very useful and helpful to understand. She highlighted that she likes the concept of local serving commercial, is concerned with traffic implications if the entire corridor is allowed to develop, thinks it makes sense to correct what has been done with zoning for the Marketplace; however, she was not sure she wants toy stores and ice cream stores all the way down the corridor, given the need for people to drive to them. She thinks it makes sense to have hotels, office buildings, some modest mixed use, thinks the Town needs to be mindful about things like parking.

She said she was also very concerned with what the State legislature might say with regard to parking requirements if the Town allows mixed use in the entire corridor because they like to limit the local government's ability to do things like regulate parking. With commercial there is more leeway.

Additionally, traffic is already congested. She personally believes that adding improved bicycle/pedestrian facilities can help. It is not the magic bullet, but knowing that 20% to 25% of morning traffic is school related, getting kids on bikes would be a big dent and they just need to bring the usage down so as not to be in gridlock. She agrees with Commissioner Metcalfe's comments about lighting and suggested additionally addressing signage, specifically brightly backlit signs.

She also has not thought much about it but the Town will receive another RHNA allocation for housing. If ABAG saddles the town with another large number, the Town will have to develop some housing. Whether this corridor is appropriate or not, possibly modestly they could accommodate some but she does not want big mixed use. She does not feel the need to put in as many units as in Mill Valley and certainly not a WinCup.

Councilmember Condon said she thinks it would be appropriate to revisit the zoning for the Marketplace. At the same time, she suggested perhaps the Planning Commission could review all permitted and conditional uses in that area which can be an interesting exercise. She also thinks it is important to enhance circulation opportunities on Tamal Vista and whether it is traffic, bicycles, pedestrians, it needs improvement.

She referred to zoning for local serving purposes, with the zoning that has been done for the Best Western, it is important to look at other hotel sites through town and have some sort of consistency so if anything comes up at a later date, the Town does not have to hold year-long reviews to adopt appropriate guidelines. She would discourage increasing housing opportunities along the Tamal Vista corridor because it usually benefits the developer to put in units to acquire the density bonuses. With those bonuses, things like widening streets or sidewalks and heights are impossible to implement. From her observations, even though developments are close to transportation or their jobs, people still drive vehicles, and with the density bonuses, there are reduced requirements for parking and many people have objected to the limited parking at WinCup. Therefore, mixed use development might be more problematic than the Council thinks.

Lastly, she knows the theater has been purchased but it has always been the only place for entertainment in town. She hoped there might be some way that zoning option could be made for it as a source of entertainment, a cultural venue of some sort, or an inter-generational center which the Town does not have. She asked that the corridor serve Town residences and not something that necessarily attracts people from outside the Town.

Councilmember Andrews agreed with the sentiment of legalizing existing businesses. He has read through planning notes and one item was to determine the highest and best use for each site. He asked for whom would this be for, over what timeframe and for what purpose. The Town has been successful because it has had a variety of activities including a strong commercial base. He does not want to see the Town lose this in order to add housing. Therefore, he asked to define mixed use as C-1, C-2, C-3 and C-5, but keep housing out of the commercial parts of Town because otherwise, the Town will lose its sales tax

base which is one of the reasons why the Town has been able to financially survive. Otherwise, they will be a monoculture of single family homes that are taxed, each homeowner having to pay the full cost to the city.

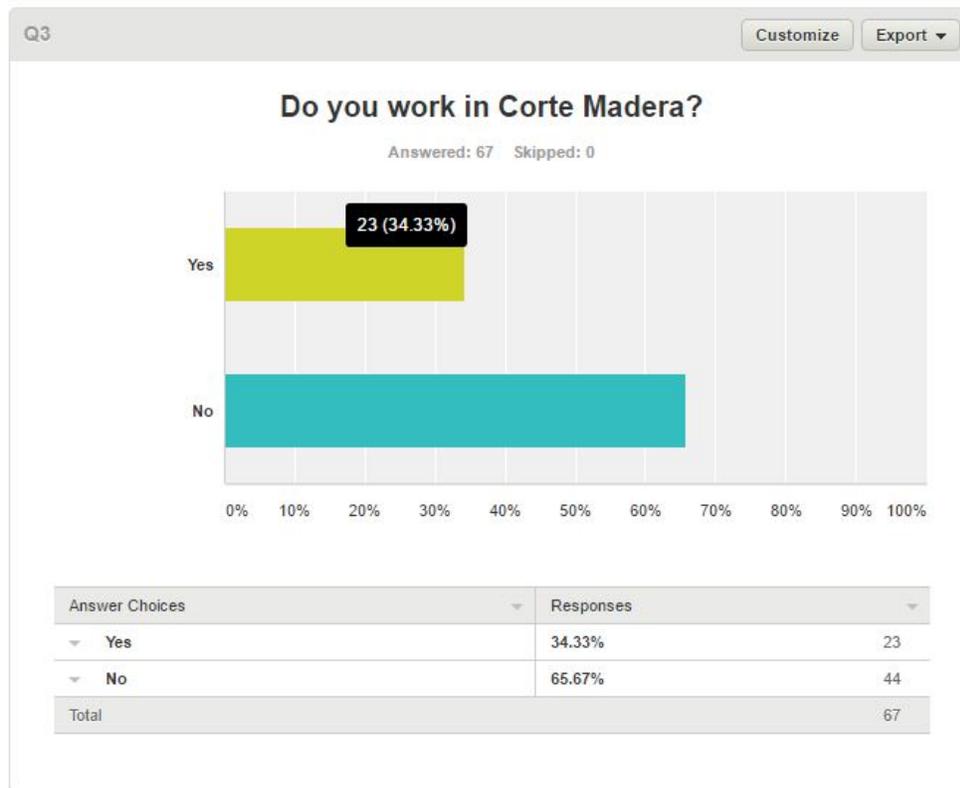
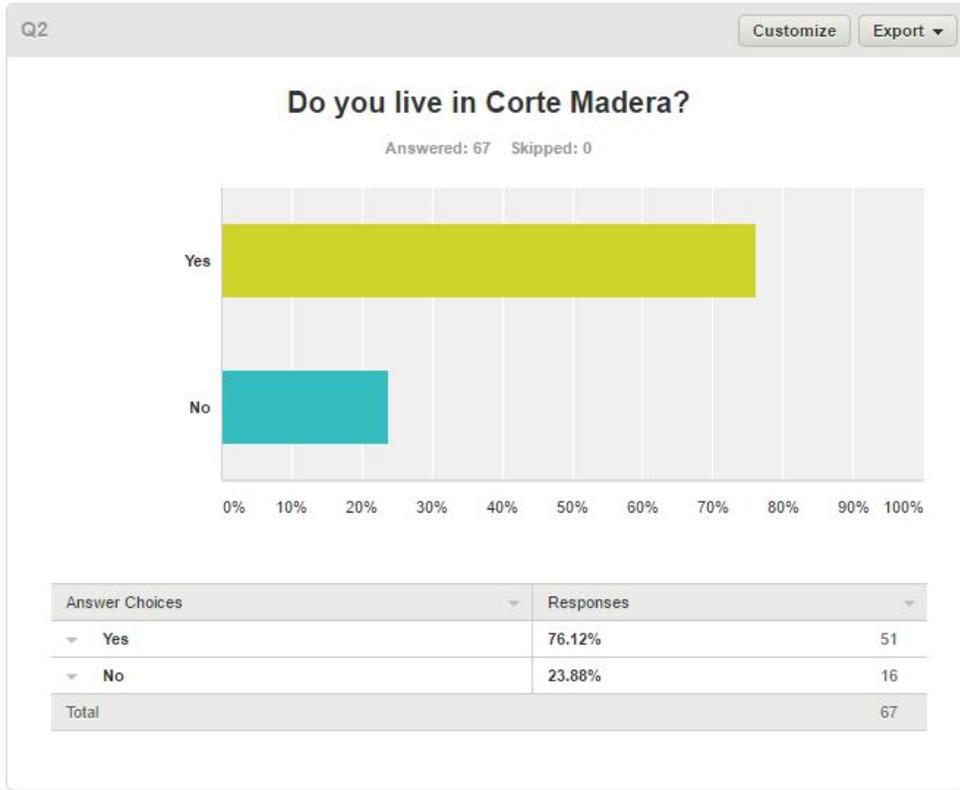
Mayor Bailey apologized for the time. He echoed comments from everybody, and said he agrees with zoning for hotels and regulations regarding outside lighting and widening the streets and adding bike lanes which may address lessening the load of parents driving kids to and from school every day. He agrees that from an aesthetic standpoint, he supported undergrounding all electric utilities which would make the entire region look better. Most important to him is to help current businesses and residents who are there thrive. The Town should be looking at ways to protect parking spaces for those residents who live nearby as well as those spaces for the proposed development going in.

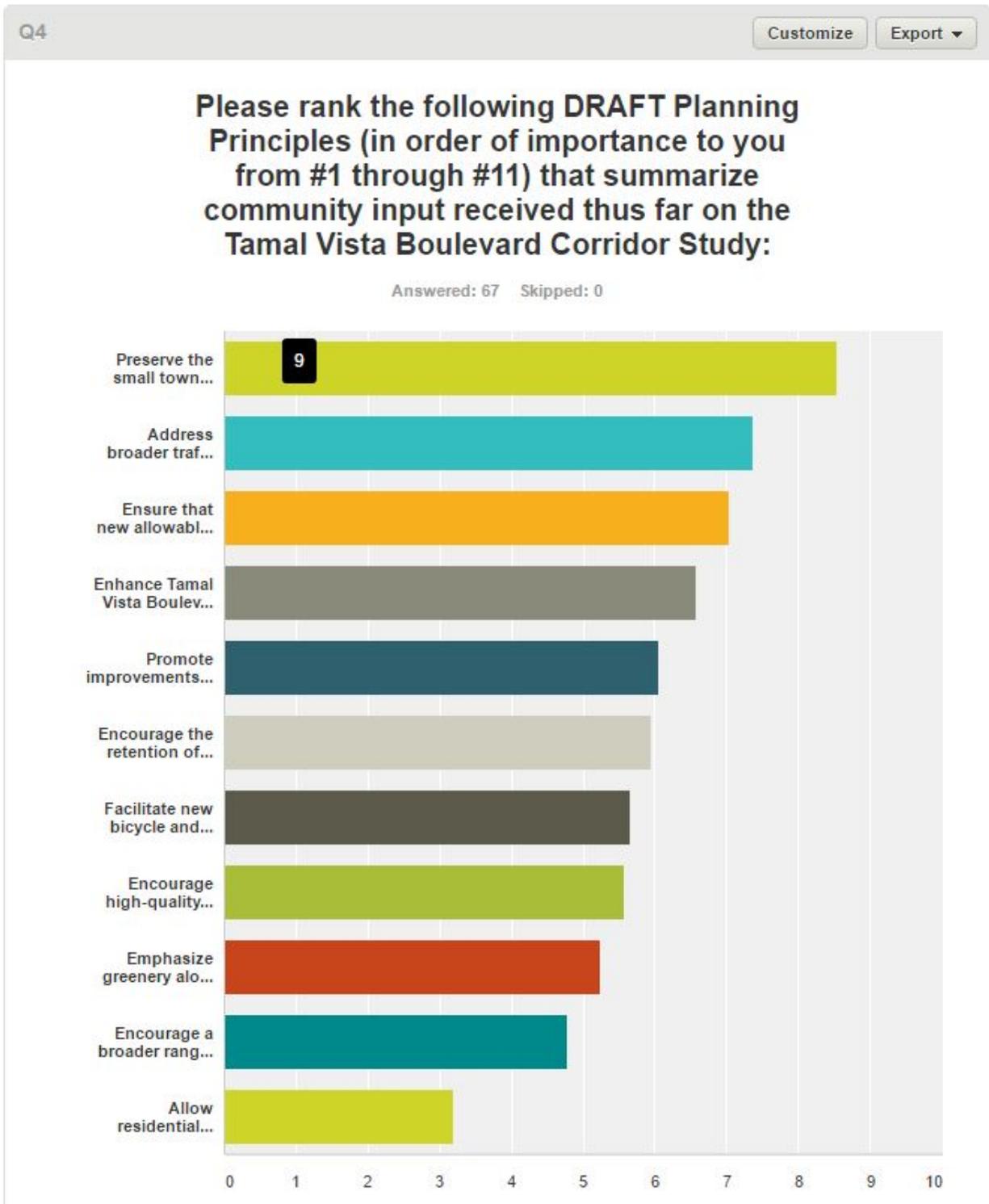
He thinks the discussion has been an excellent one and he asked and confirmed with Mr. Wolff he had sufficient direction. He said the Council will adjourn the joint meeting, take a break and convene its regular Town Council meeting.

4. ADJOURNMENT

The Special Joint Town Council and Planning Commission meeting adjourned at 8:30 p.m. to the regular Town Council meeting of April 19, 2016.

ONLINE SURVEY | Response Snapshot (as of 06.07.16)







TAMAL VISTA BOULEVARD CORRIDOR STUDY

SURVEY COMMENTS

AS OF 06.07.2016

Is there anything you would like to add to the list of Planning Principles, or any additional comments you would like to make?

Comment 1: I would like to see a focus on pedestrian safety and more green space along the corridor. The current design seems to favor cars over people walking or biking.

Comment 2: I think the "character" of the area should be preserved. The "modern" look of the buildings and the wide roads is not what we need. We need a mix of uses, including residential, commercial, and recreational. We also need to consider the impact on the environment and the community. The current plan seems to be a "one-size-fits-all" approach that doesn't take into account the unique needs of the area.

Comment 3: I would like to see a focus on public transit and bike lanes. The current design doesn't seem to take into account the needs of people who don't own cars.

Comment 4: I think the design should be more inclusive and take into account the needs of all people, including children, the elderly, and people with disabilities. The current design seems to be focused on the needs of young, able-bodied people who own cars. We need to make sure that everyone can use the space and that it is safe and accessible for all.

Comment 5: I would like to see a focus on local businesses and small-scale development. The current design seems to favor large, chain stores and big-box retailers.

Comment 6: I think the design should be more flexible and allow for future changes. The current design seems to be very rigid and doesn't allow for adaptation to changing needs and circumstances.

Comment 7: I would like to see a focus on community engagement and participation. The current design seems to be a top-down process that doesn't take into account the input of the community.





...id ... MV ...

...V...

...id ...

...id ...

...id ...

...id ...

...id ...

Madera ...

...id ...

...id ...

...id ...

Mira ...

...id ...

...id ...

...id ...

...id ...

...id ...





Comments received from the community regarding the proposed project are being reviewed. The project is a multi-phase development that will include a mix of residential, commercial, and public uses. The project is located in an area that is currently zoned for residential use. The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan.

The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan. The project is being reviewed for consistency with the local zoning ordinance and the general plan.

APPENDIX F | EXAMPLE MIXED-USE DESIGN GUIDELINES

This handout provides general information on how development standards and design guidelines can work in conjunction to support high quality design that mitigates otherwise uncomplimentary development patterns.



Development Standards. Development standards govern the form of a building on a site in conjunction with the design guidelines, which express the City's expectations for the aesthetic quality of buildings and sites. Development standards describe the basic building form parameters or envelope (min. and max. physical boundaries) that applies to a given property.

Development standards consist of measurable building elements such as:

- setbacks;
- stepbacks;
- building heights;
- floor area; and
- residential density.

The standards are generally quantitative, establish regulatory boundaries or measurable parameters, and are applied to all properties within a particular zoning district (each district has a separate set of standards). The development standards are mandatory (in that minimums must be met and maximums are not exceeded), and projects may only be approved if they are consistent with the development standards, unless otherwise allowed by a variance.

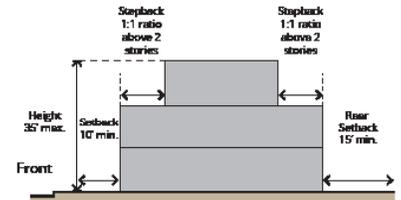
Development standards and design guidelines together define the intensity and quality of development.

Design Guidelines. While design guidelines are qualitative in nature and subject to the discretionary review of the approval body, they serve as strict criteria for reviewing projects during the approval process. Design guidelines typically address building elements that cannot easily be measured or quantified, and contain requirements on design aspects such as:

- roof forms;
- building articulation;
- parking; and
- fencing.

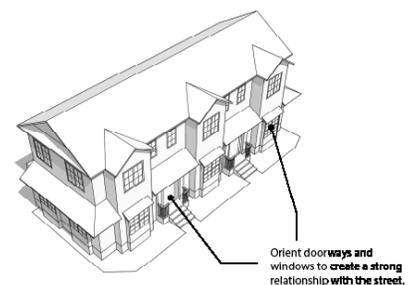
Design guidelines implement goals and policies of the General Plan and complement the development standards in the Municipal Code related to development. They serve as a basis for evaluating proposals to ensure a high level of design quality in addition to the development standards required by a community.

As discussed on the opposite side of this page, design guidelines provide direction for site planning and design, building design, landscaping and open space, and sustainability recommendations to support the long-term viability and livability of a community's neighborhoods.



DEVELOPMENT STANDARDS: QUANTITATIVE

Identifies measurable elements such as height and setbacks.

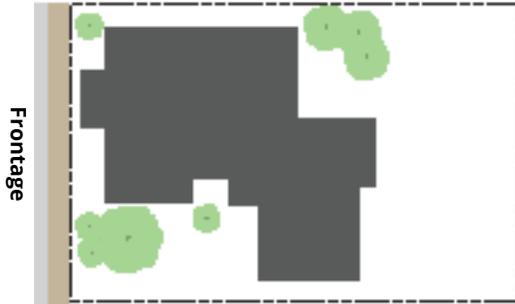


DESIGN GUIDELINES: QUALITATIVE

Addresses elements that cannot be easily measured but are important to support quality design and complementary character.

Site Planning + Design

Development design should be compatible with the natural and built character of the surrounding neighborhood. New development should respect the characteristics of the specific site, including neighborhood context, site design, buildign orientation, parking, walls and fencing, and project entries, pedestrian access, and circulation.



Building entries should be oriented toward the street.

Building Design

Exemplary building design considers many facets of architecture, including the placement of windows and entries, mass and scale, proportional dimensions, and the full articulation of building facades. Fundamental design principles touch on building form and architectural style as they relate to the unique attributes within the community.



Incorporate a variety of complementary roof forms.

Landscaping + Open Space

Landscaping and public and private open spaces should be used as a unifying element within a project to obtain a cohesive appearance and to help achieve compatibility of a new project with its surroundings.



Use landscaping along the site's frontage and paseo to soften the transitions from the public realm and walkways.

Sustainability

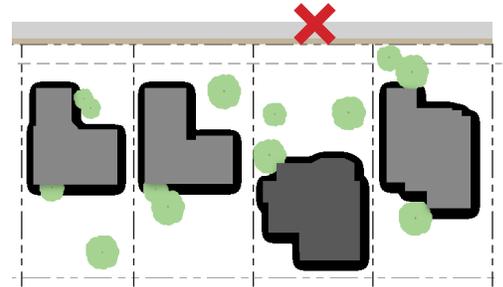
Guidelines that support sustainable design principles may include the incorporation of permeable materials (e.g. permeable pavement, pavers, or decomposed granite), drought tolerant landscaping, potable water, and energy efficient fixtures into a particular project.



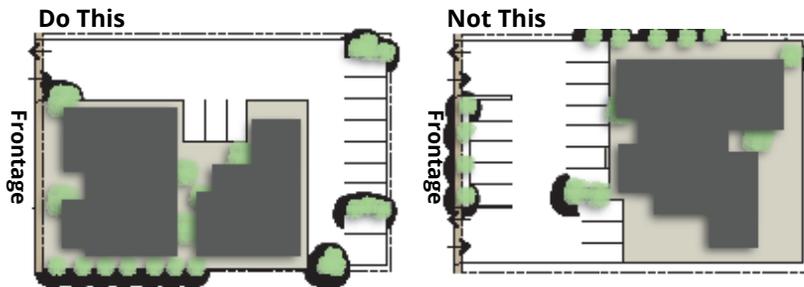
An example of a path that is constructed of decomposed granite and fits the site's character.

Site Planning + Design | Design Guideline Examples

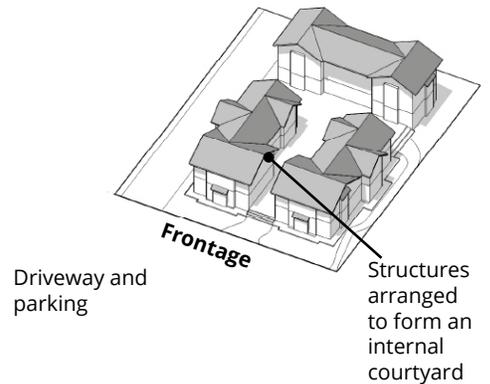
1. Design setbacks that are consistent with the prevailing setbacks along the corridor, and adhere to zoning code provisions.
2. Utilize paseos, courtyards, plazas, or similar methods to break up the building mass and provide natural ventilation, where possible. Buildings should be designed to address those areas through building articulation and entries.
3. Locate on-site parking primarily at the side or rear of the site. Parking should not exclusively be located between a building and any public sidewalk or street (exterior/front yard areas/setbacks).



Front setbacks should be consistent with neighboring properties and zoning code provisions. (Guideline 1)



Parking should only be located on the side or behind buildings. (Guideline 3)

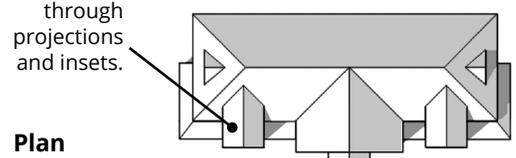
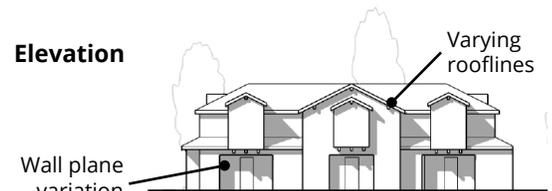


Courtyards could be used to break up a buildings mass and create usable outdoor spaces. (Guideline 2)

Building Design | Design Guideline Examples

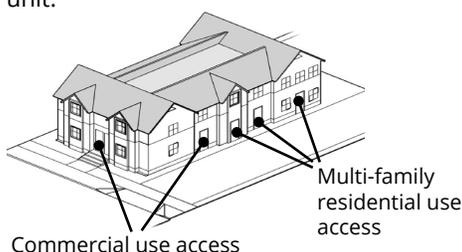
4. Reduce the building's massing through a combination of the following techniques:
 - Variation in the wall plane (projecting and recessed elements);
 - Variation in wall height;
 - Roofs located at different levels;
 - Balconies, decks, and bays.
5. Step back the upper stories of multi-family and mixed-use buildings, where appropriate, to reduce the scale of facades that face the street, courtyards, or open space areas.
6. Design mixed-use development where multiple uses are proposed in a single building, with separate convenient entrances for each multi-family unit.

Elevation

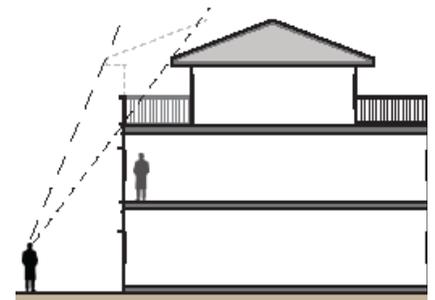


Plan

Reduce building massing. (Guideline 4)



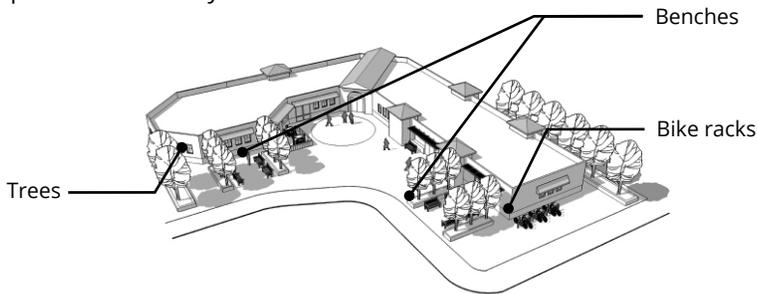
Establish separate entryways for commercial and residential uses in mixed-use buildings (Guideline 6)



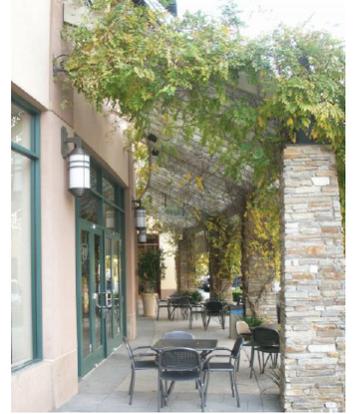
Use upper story setbacks to reduce the impact on the public right-of way and adjacent properties. (Guideline 5)

Landscaping + Open Space | Design Guideline Examples

- Utilize raised planters, pots, vines, espaliers, trellises, and other landscape features as a means of accentuating entryways, walkways, courtyards, and sidewalks.
- Design hardscaped areas with permeable paving materials such as decomposed granite, brick, stone, or pavers. If large areas are to be paved with asphalt, ensure that the design directs runoff towards swale areas.
- Plant leafy trees to provide shade in outdoor areas. Trees also shade hardscaped areas which can limit heat absorption and effectively cool larger swathes of gathering spaces.
- Provide site amenities such as benches, drinking fountains, provisions for bicyclists, and public art installments. These features contribute to the site's character and can draw and retain on-site activity and support pedestrians and cyclists.



*Trees should be planted to shade outdoor areas. (Guideline 9)
Bike racks and benches should be provided. (Guideline 10)*



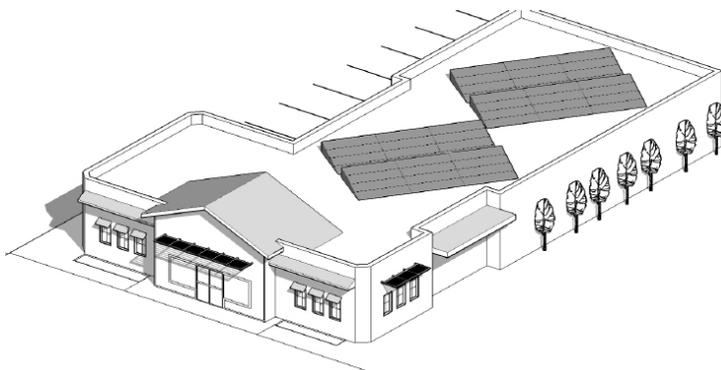
Landscaping should be affixed to features, such as trellises, to provide visual interest and shading. (Guideline 7)



Permeable pavers or decomposed granite should be used, when feasible. (Guideline 8)

Sustainability | Design Guideline Examples

- Select and plant native and drought-tolerant species to decrease water use.
- Consider green roofs (e.g., roof top gardens or living roofs) on flat roofs to reduce the heat-island effect. Green roofs should include water collection devices, such as cisterns and rain barrels.
- Consider installing photovoltaic solar panels to utilize solar energy produced on-site to meet as much of the building's energy needs as possible.



Commercial buildings that use flat roofs may want to consider incorporating solar panels to meet on-site energy needs. (Guideline 13)



Native and drought-tolerant plants are highly encouraged. (Guideline 11)



Explore green roofs where feasible. (Guideline 12)

ATTACHMENT 2

SUMMARY OF PROJECTS TO IMPROVE CIRCULATION

SUMMARY OF PROJECTS TO IMPROVE CIRCULATION SURROUNDING TAMAL VISTA CORRIDOR STUDY AREA

JUNE 2016

1) NELLEN DRIVE CONNECTION AND BIKE GAP CLOSURE PROJECT

Proposed capital project to open Nellen Avenue to southbound traffic at Fifer Avenue and improve bicycle connectivity along the west side of Highway 101 as part of an improved regional pathway system.

Preliminary conceptual plans have been prepared by Parisi Transportation Consulting and grant applications for funding have been submitted in coordination with the City of Larkspur.

2) TAMAL VISTA BOULEVARD BICYCLE IMPROVEMENTS

Proposed project to create buffered bicycle lanes in both the northbound and southbound directions on Tamal Vista Boulevard from Madera Boulevard to Fifer Avenue consistent with the 2016 Corte Madera Bicycle and Pedestrian Master Plan. Intended to improve bicycle and pedestrian circulation and promote multi-modal access to existing and future residences, retail, and commercial properties.

Conceptual plans have been prepared by Parisi Transportation Consulting and grant applications for funding have been submitted.

3) SIGNAL SYNCHRONIZATION PROJECT

Project to update and synchronize the timing of the signals at Redwood Highway and Wornum Drive, Tamal Vista Boulevard and Wornum Drive, and Tamal Vista and Fifer Avenue.

Studies by Kimley Horn Associates have been completed. Grant applications have been submitted for synchronization design and implementation. Implementation expected in June 2017.

4) TAMAL VISTA TRIP PURPOSE STUDY

This project will provide information on the types of automobiles (and bicycles and other modes of transportation) and drivers (ie. high school children or adults) traveling along Tamal Vista Boulevard / Doherty Drive during the am peak period, afternoon school commute (2-4 pm), and the pm peak (4-6 pm). The information received from this study will help identify who and what is causing or contributing to traffic and aid in designing appropriate solutions. Similar to recent studies done in Mill Valley.

Funded through Safe Routes to School, Parisi Transportation conducted field work in May 2016. Results expected to be provided later this year.

5) LUCKY DRIVE BICYCLE LANES

Capital project to add Class 2 bicycle Lanes on both sides of the street from Doherty Drive to Fifer Avenue. The County of Marin will install a Class 3 facility (sharrows in both directions of travel) along Lucky Drive from Fifer Avenue to the eastern terminus.

Project will follow the City of Larkspur's Doherty Drive Improvement Project. No grant funding required.

6) DOHERTY DRIVE MULTI-USE PATH (Doherty Drive Improvement Project)

The City of Larkspur is proposing to construct a multi-use path along the south side of Doherty Drive by Redwood High School as well as bike/ pedestrian safety and ADA improvements at the intersection of Lucky Drive and Doherty Drive.

This project has been designed and awaiting implementation.

7) RICHMOND-SAN RAFAEL BRIDGE THIRD LANE

Project to create an eastbound third lane on the Richmond-San Rafael Bridge to help increase vehicular capacity during the pm rush hours.

The project is expected to start construction in late Fall 2016 and take about one year to complete.

8) HIGHWAY 101 AND 580 INTERCHANGE IMPROVEMENTS

TAM is proposing long term plans for improvements at the North 101 and East 580 interchanges at both Bellam Boulevard and Sir Francis Drake to address the traffic backups that occur during pm rush hours. Long range plans will likely take 15-20 years and rely upon significant funds for implementation.

ATTACHMENT 3

JUNE 14, 2016 PLANNING COMMISSION MEETING MINUTES

awnings should there be a change of tenant. Mr. Okazaki said the landscaping in front of Radio Shack will remain.

Vice-Chair Metcalfe and Mr. Okazaki discussed the Radio Shack design.

Chair Chase opened and then closed the public comment period when no one came forward to speak.

Vice-Chair Metcalfe said she could make the findings to approve the project; that the changes are a positive improvement.

Commissioner Bundy said he thought it is a nice design; that the existing awnings look dated and faded, and that this is a nice upgrade, which he supports. Commissioners Caldera and McCadden expressed their approval of the project.

MOTION: Motioned by Commissioner Caldera, seconded by Vice-Chair Metcalfe, to approve Precise Plan Amendment No. PL-2016-0060 to modify four store fronts just north of the town center's west entry, including replacing the existing fabric awnings with three different awnings types, new siding and new exterior lighting with the findings and conditions in the staff report:

AYES: Metcalfe, Bundy, Chase, McCadden, Caldera

Senior Planner Boyle read the appeal rights.

6. BUSINESS ITEMS

A. TAMAL VISTA CORRIDOR STUDY – REVIEW AND CONSIDERATION OF FORWARDING THE DRAFT TAMAL VISTA CORRIDOR REPORT, WITH ANY RECOMMENDED CHANGES OR COMMENTS, TO TOWN COUNCIL, FOR ITS REVIEW. (Planning Director Adam Wolff)

Planning Director Wolff presented the staff report. Mr. Wolff introduced the consultant, Dave Javid of M Group, whom he said has participated in developing the draft Tamal Vista Corridor Report. He explained the purpose of tonight's discussions is for the commissioners to review the draft report, and make any recommendations, comments or improvements to the report before the Town Council's review.

Mr. Wolff discussed the approval process, including formally noticed public hearings, where any land use regulations would be implemented and CEQA analysis undertaken. He discussed the components of the report, including an outreach summary and recommendations section. Mr. Wolff noted that not all the recommendations were unanimously supported during the outreach process, particularly those relating to housing and a higher FAR, which he discussed.

Mr. Wolff discussed permitted land uses, including allowing residential as a conditionally permitted use. He discussed the reasons staff believes the corridor currently has the characteristics of a mixed use area and would be appropriate for housing because of accessibility to residential services, including transportation and public trails.

Mr. Wolff went on to discuss the recommendations concerning density, including allowing an FAR of .34 for commercial uses only. He said that staff would recommend combining this FAR with residential uses of a maximum of 15.1 units per acre for reasons he discussed, which included the ability to maintain control over the mass and scale of residential developments and the number of units that would be allowed on a site.

Mr. Wolff discussed a third density option, which would be to consider increasing the allowable FAR to .5. He discussed the reasons staff would suggest further analysis to define the kind of uses that might be appropriate for increased density.

Mr. Wolff discussed the recommendations for development standards, including setback areas for increased pedestrian and bicycle access. He discussed the option to create three zones, called the Pedestrian Zone, Neighborhood Zone, and a Higher Intensity Zone, which would allow more massing and bulk near the highway. Mr. Wolff noted that FAR and other size controls would still apply.

Mr. Wolff discussed lighting and landscape standard recommendations, noting that there are unique sites that might need different treatment, including the Corte Madera Inn, which has two frontages. Mr. Wolff explained that the object of the streetscape design guidelines is to make them consistent conditions.

Mr. Wolff discussed concerns about traffic throughout the process. Staff's recommendations would include project-specific traffic analyses and supporting projects for improved traffic circulation, which he discussed.

Mr. Wolff noted the provision of public comments that have been received since the staff report was issued.

Mr. Wolff discussed the next steps in the process which would be to implement the recommendations and move towards Zoning Ordinance amendments.

Vice-Chair Metcalfe and Mr. Wolff discussed uses in the C3 Zone, allowing residential uses under a conditional use permit and allowing an FAR of .5. Mr. Wolff noted that 5 of the 7 properties in the area under consideration have greater FARs than .34.

Commissioner Bundy discussed his support of a standard streetscape plan, the undergrounding of utilities, and creating a pedestrian/bike path along Tamal Vista. However, he asked how projects could be financed and if an increased FAR is necessary to provide economic benefit for projects. In response, Mr. Wolff said that

funding is not a consideration, but the purpose is to develop improved streetscape standards that can be implemented as property development takes place.

Counsellor Propp noted that the Tamal Vista Plan would be phased in as development occurs or if funding becomes available.

Commissioner Bundy commented on his preference for the improvements to take place at a definite time, rather than in a piecemeal fashion.

Chair Chase opened the public comment period.

Barbara Becker, Council Crest Drive, said the focus should be on Tamal Vista, which she said was not designed to be a major north-south thoroughfare. She said the road is not sufficiently wide and cannot support any more traffic. Ms. Becker questioned the ability to add a bike path and asked that setbacks are required for future development on Tamal Vista.

Jack Jackowski, owner of the Market Place shopping center, discussed the challenges of permitted uses in the C3 zone and said he is pleased with the direction being considered. Mr. Jackowski commented on the focus towards community uses and the ability of businesses such as Book Passage to conform to the code. He said that the uses being considered for C1, C2 and C3 apply to what they are trying to achieve at the shopping center, which he discussed.

Chair Chase closed the public comment period.

In response to Vice-Chair Metcalfe, Mr. Wolff responded to correspondence that had been received regarding egress to the Tamal Vista units. He said that allowing south bound traffic to use Nellen Avenue should alleviate vehicular problems with egress to the property.

In response to Commissioner Bundy, Mr. Wolff said that staff would need to undertake an analysis to determine the FAR range for the C1 and C2 zoning districts.

Commissioner McCadden and Mr. Wolff discussed allowing residential development as a conditional use, rather than by right. Mr. Wolff said there was concern about developing residential uses close to the highway and that the requirement would enable the Town to study the specific use requested. Mr. Wolff confirmed that density would remain the same if a higher FAR is chosen.

Chair Chase and Mr. Wolff discussed the recommendation of a 20 foot front setback, which Mr. Wolff noted was part of the discussions on the Corte Madera Inn project and related to the pedestrian and streetscape enhancement plans.

Chair Chase discussed the potential for including a bike lane on one side of the road and a buffer zone. He noted that the report does not include the possibility of acquiring

additional land, which he discussed. Mr. Wolff discussed a grant application for a bicycle and pedestrian master plan on Tamal Vista. He noted the Town is working on conceptual plans.

Chair Chase led a discussion on whether the allowable FAR of .34 should be increased and under what circumstances a higher FAR should be allowed. Mr. Javid noted that staff has not set parameters and Mr. Wolff suggested allowing additional FAR for certain uses that might be beneficial, which he discussed.

Vice-Chair Metcalfe discussed the desirability of allowing commercial space on a first floor and live/work units above, and she referred to a specific project on Miller Avenue, Mill Valley.

Commissioner Bundy said he supports staff's recommendations to allow residential development in addition to commercial uses to serve the locals.

Commissioner McCadden discussed the importance of establishing whether a traffic issue exists, since he believes that it would be inadvisable to increase the FAR if a problem exists.

Mr. Wolff discussed the reasons he believes the stretch of property under discussion is not solely responsible for traffic problems, and Commissioner McCadden discussed the reasons he believes that an analysis is necessary in order to find solutions for traffic issues. He would recommend leaving the FAR at .34, which should only be increased after a traffic study has confirmed that there is capacity. Commissioner McCadden noted that the area is suitable for housing, given there are nearby transportation options.

Commissioner Caldera said that a traffic problem exists along the corridor and he commented on the amount of noise from the Highway that would affect residential housing nearby. He said the noise is constant and the freeway generates heat and pollution as well, and that he would favor a buffer zone between the freeway and housing for residential uses. Otherwise, he said the report offers a variety of options and has been well crafted. However, he said he would not favor residential housing development, especially adjacent to the freeway.

Commissioner Bundy commented on the FAR depending on the type of use for a building, and noted that traffic and parking studies would be undertaken for individual applications. Thus, he said he could support an FAR of .5 depending on the traffic pattern that would be determined at that time.

Vice-Chair Metcalfe commented on the need for traffic studies before deciding upon an FAR of .5.

Mr. Wolff noted that the analysis would be different for an FAR of .34 compared to an FAR of .5.

Chair Chase said that, without traffic studies, the commissioners cannot recommend an FAR of .5 to the Town Council.

There was general consensus that the recommended height is acceptable with a conditional use permit for residential uses and maintaining an FAR of .34 until further traffic studies are able to confirm that .5 is acceptable. Commissioner Bundy discussed the reasons he could support an FAR of .5.

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

i. Commissioners

Chair Chase reported on his attendance of the June 6th Town Council meeting, where there was a discussion on Plan Bay Area and future consideration of Airbnb. He noted that some towns have made Airbnb illegal. Commissioner Chase also noted that the Planning Commission will be considering Junior Second Units.

ii. Planning Director

Planning Director Wolff commented on the Town's centenary celebrations and noted that he will not be attending the June 28th Planning Commission meeting, when Town Manager Bracken will be addressing encroachment permits in the Town's right of way.

iii. Tentative Agenda Items for June 28, 2016 Planning Commission Meeting

- 1. DISCUSSION OF ENCROACHMENTS ONTO TOWN RIGHTS OF WAY AND TOWN-OWNED (BUSINESS ITEM) – DISCUSSION WITH DAVE BRACKEN, TOWN MANAGER**
- 2. VERIZON STORE AT THE VILLAGE, 1500 REDWOOD HWY – TENANT IMPROVEMENTS AND STORE FRONT CHANGES TO ACCOMMODATE NEW VERIZON WIRELESS STORE.**
- 3. 220 GRANADA DRIVE – MAJOR DESIGN REVIEW PL-2016-0037 FOR THE DEMOLITION OF AN EXISTING ONE STORY RESIDENCE AND THE CONSTRUCTION OF A NEW TWO STORY SINGLE FAMILY RESIDENCE.**
- 4. 122 GROVE AVENUE – PRELIMINARY STUDY SESSION FOR THE DEMOLITION OF AN EXISTING TWO LEVEL RESIDENCE AND THE CONSTRUCTION OF A NEW THREE LEVEL SINGLE FAMILY RESIDENCE AT 122 GROVE AVENUE.**

B. MINUTES

A T T A C H M E N T 4

WRITTEN PUBLIC COMMENTS RECEIVED SINCE JUNE 7, 2016

Adam Wolff

From: Cheryl Longinotti <cslonginotti@comcast.net>
Sent: Monday, June 13, 2016 10:10 AM
To: Peter Chase; Phyllis Metcalfe; Dan McCadden; Nicolo Caldera; Bob Bundy
Cc: Adam Wolff; Rebecca Vaughn
Subject: Comments re Tamal Vista Corridor Study Report
Attachments: access10-01-the-high-cost-of-free-parking.pdf; ATT00002.txt

Dear Commissioners,

Overall I applaud the Report, particularly its recommendation to conditionally allow residential uses and to consider increasing the allowable FAR to 0.50.

I have comments on two specific issues.

1) Section 5.3 A3 "Require minimum setbacks from the rear property line to endure that buildings do not loom over Highway 101"

Add "and to allow potential construction of a shared-use path from the East end of Madera Blvd north to Wornum Drive."

This amendment would make the Report consistent with the Bicycle Pedestrian Plan recently approved by the Town Council. Project 6 of the Plan (page 43) is "Study feasibility of constructing Class I shared-use pathalong the 101 freeway (requires procurement of easements)."

2) Section 5.3 D3 "Parking standards should ensure that adequate parking is provided for permitted uses and that parking does not occur in adjacent residential neighborhoods.

Presumably what is meant here is "spillover" parking, not all parking. That said, the Report should note that "Streets are public right-of-way built for public, not private benefit." Otherwise the Report reinforces a misplaced sense of entitlement that has all sorts of negative consequences. I refer you to the short article "The High Cost of Free Parking" by Professor Emeritus Donald Shoup, UCLA Luskin School of Public Policy (attached below).

Cheryl Longinotti



Scott L. Hochstrasser
IPA, Inc.

E-Mail slh1ipa@aol.com • 141 Bolinas Road • Fairfax, CA 94930 USA • Tele(415)459-6224 • Cell 415-572-2777

June 14, 2016

Via Email Only

Corte Madera Planning Commission

c/o Adam Wolf, Director
Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925

RE: Comments - "Tamal Visit Boulevard / Draft Corridor Study Report"

Dear Chair and Commission Members:

My office represents Jack Jakosky, the owner of the Market Place retail shopping center located at 41-71 Tamal Vista Blvd. Back in 2013 and 2014 on his behalf I filed an application to rezone the above noted property from C-3 Highway Commercial to C-2 Regional Shopping.

The rezoning was proposed to correct a 1989 General Plan mapping and rezoning error that resulted in some existing well established land uses in the shopping center (Bookpassage) to become non-conforming to the list of uses allow in the zone district. The property has remained as a shopping center with a mix of local serving and region serving uses since before the rezoning error occurred. The property is best suited for a continuation of the region and local shopping commercial business it provides today and has provided over the years. The rezoning to C-2 would correct the historic error and bring existing long established mixed commercial business on the property (i.e. Bookpassage) into compliance with the land uses permitted in the zone district.

In fall 2014 the Town elected to adopt an Interim Urgency Ordinance establishing a moratorium on the approval of land use entitlements within the study area. Although the Market Place rezoning application was complete and exempt from the moratorium my client elected to work with the Town and participate in the planning process. I think the work the staff and consultants have done and the participation and cooperation we have provided in the process has yielded the results we were looking for. In fact, the Study provides evidence to support the initial rezoning request made back in 2013-2014. Accordingly, we are in support of the plan findings and recommendations specifically as follows:

Page 29 - Addresses the need to expand permitted land uses. Under Recommendation 5.1 A the plan specifically recommends adding new locally serving land uses found in the C-1& C-2

district to the C-3 District. The second paragraph specifically mentions bookstores as a locally serving community use. This recommendation also suggests taking away some of the inappropriate permitted uses in C-3 that are not consistent with the residential character of the adjacent area.

Comment: this recommendation is appropriate and supported.

Page 30-31 - Recommendation 5.2 specifies a mix of residential and commercial uses. Section 5.2 B also recommends considering a bit higher FAR to encourage future redevelopment if and when appropriate.

Comment: this recommendation is appropriate and supported because it ensures a future sustainable economic viable future for the property in the community interest.

Pages 31-32 - Recommendations for new development standards provide a clear focus and reasonable metrics to encourage redevelopment of the Marketplace site if and when appropriate. Specifically see 5.3 B2 which would allow an additional story of building development height in a Higher Intensity Zone for the buildings at the rear of the property along Highway 101. See Figure 15 on Page 33.

Comment: these recommendations are appropriate and supported because it ensures an incentive for future redevelopment that focuses new building development to face inward to the immediate residential community and away from the freeway noise.

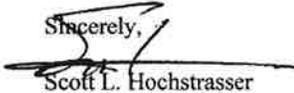
Page 35 - The plan Next steps and implementation of the plan is very specific. First, the plan recommends that the "Town" make zoning amendments to allow additional land uses, rather than requiring individual property owners to petition the Town to do so. Secondly, and most specifically see 5.6 A last lines wherein staff is recommending the zone changes as recommended in 5.1A, staff notes the recommendation to expedite these changes. These recommended actions are consistent with the Market Place owner's desires and these changes in land use for the C-3 Zone should be noted as "first actions" the staff would take to implement the plan.

Comment: these recommended next steps are supported, in fact it would be helpful and timely given the history of the Market Place property if the Town initiated rezoning would be scheduled for hearing and action as soon as possible, time is of the essence. Therefore, we respectfully request that the Commission insert a detailed time line for this action.

In summary, the draft plan moves the ball forward finally and the record is replete with information to support the rezoning my client has been seeking with the Town for the past 3 years. Time is of the essence and inserting a time line for the next step "actions" is needed.

Lastly, I would like to thank the Town staff, consultants and your Commission for kindly considering the above noted comments.

Sincerely,



Scott L. Hochstrasser

CC: Jack Jakosky

From: [Fred Grange](#)
To: [Adam Wolff](#); aroediger@mudsupply.com; "[David Peterson](#)"; slh1IPA@aol.com; [Martha Heidinger](#); [Celeste Costa](#)
Subject: RE: Tamal Vista Corridor Study
Date: Tuesday, June 14, 2016 9:11:50 AM

Dear Adam,

Thank you for your quick and informative reply.
I'm glad to learn that there are plans to open Nellen and improve traffic on Tamal Vista.
I wish I could attend tonight's meeting but will follow it in the newspaper.
Thanks again,

Fred

-----Original Message-----

From: Adam Wolff [<mailto:awolff@temmail.org>]
Sent: Tuesday, June 14, 2016 8:25
To: Fred Grange <fred@grangebox.com>; aroediger@mudsupply.com; 'David Peterson' <dpeterson307@aol.com>
Subject: RE: Tamal Vista Corridor Study

Thanks for sending these comments. I will pass along to the Planning Commission and the Town Council when they review the report as well. Regarding traffic, I noted in the staff report for tonight's meeting the various efforts that are underway to try to help some of the issues you mention. In particular, the Town and Larkspur have put together a conceptual plan and grant proposal to open Nellen Avenue to southbound traffic from Fifer to Wornum. This may divert some of the traffic currently using Tamal Vista to get to Wornum to Nellen, which would appear to help the egress issues at 200 Tamal Plaza. Obviously, significant funding is needed to accomplish this project, but I think its worthwhile to note. Again, thanks for your comments and input.

Best,
Adam

From: Fred Grange [fred@grangebox.com]
Sent: Monday, June 13, 2016 9:08 PM
To: Adam Wolff; aroediger@mudsupply.com; 'David Peterson'
Subject: RE: Tamal Vista Corridor Study

Gentlemen,

I am the owner of 200 Tamal Plaza.

I agree with parts, and disagree with other parts of what my good neighbor David Peterson has written below. I agree that there is significant traffic on Tamal Vista but continuing the moratorium won't reduce a significant amount of traffic.

Now that the off ramp between Tam Ridge and 101 has been eliminated, there is enough additional parking for Tam Ridge.

We already enjoy a large surplus of empty parking spaces in our Tamal Plaza Complex.

I agree that we need a "Keep Clear" area in both lanes of our exit drive such as the one that serves the DMV a block away.

I support the Corte Madera Inn Proposal. I developed the new Extended Stay Hotel on Francisco Blvd., in East San Rafael.

While it was successful with 113 rooms, it could have been much better as a Hilton or higher class hotel if it had more rooms.

It would have upgraded the area, increased values, employed more people, charged higher rates, and paid the city much higher TOT tax.

The area behind the hotel has been called a pond. In reality it is a sump. Any wildlife would be better suited elsewhere.

Any expert will concur that an acre of infill has much less habitat value than an acre added to a nearby healthy wildlife preserve.

Preserves belong next to preserves. Hotels belong next to hotels. If accomplished, the wildlife, the property owner, and the town all win.

Good neighbors don't always agree on everything. But I do respect Mr. Peterson's opinion.

Respectfully,

Fred Grange, owner of 200 Tamal Plaza,
Corte Madera, Calif. 94925
ph: 415-456-2712, fx: 415-459-4103
Fred@GrangeBox.Com<<mailto:Fred@GrangeBox.Com>>

From: David Peterson [<mailto:dpeterson307@aol.com>]
Sent: Tuesday, June 07, 2016 13:24
To: aroediger@mudsupply.com<<mailto:aroediger@mudsupply.com>>
Cc: awolff@tcmmail.org<<mailto:awolff@tcmmail.org>>
Subject: Tamal Vista Corridor Study

I am the owner of 400 Tama Plaza in the office complex across from the Tam Ridge Apartments. I am not a Corte Madera resident.

As you are well aware, the traffic on Tamal Vista Blvd. is currently a major problem, especially in the afternoons and early evenings. For this reason the current development moratorium should remain in effect until after Tam Ridge is leased up and you can make reasonable assessment of the effects on traffic flow in the area.

In reading the workshop summary notes, there is a recognition of the traffic a parking problems in the area, but no good solutions to the problems. Any further development in the corridor studied and the surrounding area should make reduced traffic a high priority.

Although the studied corridor does not include the portion of Tamal Vista Blvd. in the area of the Tamal Plaza office complex and the, yet to be completed Tam Ridge Apartments, I would like to make a suggestion/request that would help traffic flow considerably in that area. WE desperately need a Keep Clear area painted in the roadway at the north ingress and egress to Tamal Plaza and Tam Ridge. The driveways are directly opposite each other. Due to the current level of traffic, it has become very difficult to exit Tamal Plaza in either direction now. It will only become much more difficult as the apartments become occupied.

There is currently a Keep Clear area just north of our exit accommodating the ingress and egress to the Water District Corp. Yard. It is not marked well in that it does not have the space painted with hash marking, as is the case on Lucky Drive at the entrance to the SF Fitness gym at the old ice skating rink.

I suggest/request that a Keep Clear zone should include the area running from the Water District exit all the way to include the north exit at Tamal Plaza on the west side of Tamal Vista Blvd. and the area on the east side to include only the exit from Tam Ridge. This whole area should be striped with hash marks to be most effective. If the Keep Clear area to include the Water District and Tamal Plaza is deemed to be too large an area to block out, the entire area should be moved to the portion between Tamal Plaza and Tam Ridge. The amount of traffic in and out of Tamal Plaza during the problem times is far greater than the traffic in and out of the Water District. Improving traffic flow in the area of Tamal Plaza and Tam Ridge will have a positive effect on the traffic in the study area of Tamal Vista Blvd.

I would like to provide additional input with regard to the Corte Madera Inn Proposal. I recognize that the

redevelopment of the Inn was ongoing prior to the moratorium, however I feel very strongly that the foot print and height of any redevelopment should not be increased. There can be no justification for changing the zoning and height restrictions solely to accommodate the economic interests of the owners. Many hotels of similar size, and smaller, operate profitably in the area. Any increase in the current traffic will adversely affect the study area.

While one might contend that the hotel traffic would be primarily to and from 101 and the shopping center(s), there is still a significant impact from local traffic on Tamal Vista Blvd. in the study area. It should be noted that the proposed long term hotel usage is much more apt to generate local traffic than the traditional "Motel" usage as is the current situation. Further, the wet land pond on the property should be preserved and improved as part of any development plan on the site, be it a hotel or any other use. The pond, properly maintained, could actually be an attractive asset to a hotel designed to take advantage of the pond as a natural water feature. Providing replacement wetlands removed from the immediate area does not benefit Corte Madera nor provide habitat for the current inhabitants.

Thank you for your attention.

David Peterson
Owner 400 Tamal Plaza
dpeterson307@aol.com <<mailto:dpeterson307@aol.com>>
(415) 596-7124 Cell
307 Upper Toyon Rd.
PO Box 1445
Ross, CA 94957

From: Adam Wolff
To: "Cheryl Longinotti"
Cc: Nisha Patel; Ravasio Bob
Subject: RE: Bike-Ped Plan and Tamal Vista Corridor Study
Date: Tuesday, June 21, 2016 10:38:16 AM

Hi Cheryl,

The recommendations seek to facilitate a bike path on Tamal Vista as what I imagine would be the primary north-south bike route. The setback in the rear, while intended to ensure new buildings are adequately set back from the highway, could also accommodate a potential bike path, although this wasn't a primary driver. I think it parallels the discussion that was had when reviewing the Corte Madera Inn project. Hope that clarifies.

Adam

From: Cheryl Longinotti [mailto:cheryl.longinotti@gmail.com]
Sent: Tuesday, June 21, 2016 10:35 AM
To: Adam Wolff
Cc: Nisha Patel; Ravasio Bob
Subject: Bike-Ped Plan and Tamal Vista Corridor Study

Adam,

The Draft Tamal Vista Corridor Study sent to the Planning Commission on June 14 mentioned rear setbacks but not for the purpose of potentially constructing a shared-use path as stated in the Bicycle Pedestrian Plan recently approved by the Town Council.

Project 6 of the Bike-Ped Plan (page 43): "Study feasibility of constructing Class I shared-use pathalong the 101 freeway (requires procurement of easements)."

Draft Corridor Study Section 5.3 A3: "Require minimum setbacks from the rear property line to ensure that buildings do not loom over Highway 101"

It is unclear to me whether this inconsistency is an oversight or whether recommended setbacks and allocation of space along Tamal Vista are intended to accommodate bicycle and pedestrian traffic so that a rear path is not necessary.

Can you clarify?
Cheryl
415-7826-1100

From: [Tracy Hegarty](#)
To: [Peter Hensel](#)
Subject: RE: Tamal Vista East Corridor Study: Notice of Public Meeting 7/19/16
Date: Friday, July 08, 2016 12:56:04 PM

Thanks Peter,
Tracy

From: Peter Hensel [mailto:ptrhensel@comcast.net]
Sent: Friday, July 8, 2016 12:24 PM
To: Tracy Hegarty
Subject: RE: Tamal Vista East Corridor Study: Notice of Public Meeting 7/19/16

Hello Planners/Council---

This study looks good, but I would like to see---as a #5 Recommendation--- specific language voicing the community's desire to retain Century Cinema and Book Passage.

Both of these establishments are cultural anchors of our community. Preservation sentiments were clearly articulated in Workshop #1. But retention of these cultural treasures has not made the final list of Recommendations---which appears to be mostly about development opportunities.

Sincerely,

Peter Hensel, 138 Willow Ave., CM

From: Tracy Hegarty [mailto:thegarty@tcmmail.org]
Sent: Friday, July 8, 2016 10:37 AM
To: Tracy Hegarty <thegarty@tcmmail.org>
Subject: Tamal Vista East Corridor Study: Notice of Public Meeting 7/19/16

All,

This email is to notify you of the Corte Madera Town Council regular meeting, scheduled for July 19, 2016 at 7:30pm at Corte Madera Town Hall, where the Town Council will review, recommend possible revisions, and consider accepting the draft Tamal Vista Corridor Study Report. The draft Tamal Vista Corridor Study Report is available on the Town of Corte Madera Tamal Vista Corridor Study web page at the following address: <http://www.townofcortemadera.org/579/Tamal-Vista-Corridor-Study>. This web page also contains additional information regarding the study process, including past meeting summaries and background materials. Please see the attached notice for additional details.

You are receiving this email because you signed-in with your email address at previous outreach events related to the Tamal Vista Corridor Study. If you would like to be removed from this list, kindly reply to this email with your request.

Thank you,
Tracy

Tracy Hegarty
Town of Corte Madera
Planning & Building Department
300 Tamalpais Drive
Corte Madera, CA 94925
(415) 927-5063
thegarty@tcmmail.org

From: [Tracy Hegarty](#)
To: [Adam Wolff](#); [Rebecca Vaughn](#)
Cc: [David Peterson](#)
Subject: RE: Tamal Vist Blvd. Study
Date: Wednesday, July 13, 2016 4:11:13 PM

Adam & Rebecca,

Please see comments below from Mr. Peterson regarding the Tamal Vista Corridor Study item for the Council meeting next Tuesday.

Tracy

From: David Peterson [mailto:dpeterson307@aol.com]
Sent: Wednesday, July 13, 2016 3:55 PM
To: PL Counter
Subject: Tamal Vist Blvd. Study

I am unable to attend the upcoming Council meeting on July 19, 2016. Please pass my comments to the Council members.

I am the owner of 400 Tama Plaza in the office complex across from the Tam Ridge Apartments. I am not a Corte Madera resident.

As you are well aware, the traffic on Tamal Vista Blvd. is currently a major problem, especially in the afternoons and early evenings. For this reason the current development moratorium should remain in effect until after Tam Ridge is leased up and you can make reasonable assessment of the effects on traffic flow in the area.

In reading the workshop summary notes, there is a recognition of the traffic a parking problems in the area, but no good solutions to the problems. Any further development in the corridor studied and the surrounding area should make reduced traffic a high priority.

Although the studied corridor does not include the portion of Tamal Vista Blvd. in the area of the Tamal Plaza office complex and the, yet to be completed Tam Ridge Apartments, I would like to make a suggestion/request that would help traffic flow considerably in that area. WE desperately need a Keep Clear area painted in the roadway at the north ingress and egress to Tamal Plaza and Tam Ridge. The driveways are directly opposite each other. Due to the current level of traffic, it has become very difficult to exit Tamal Plaza in either direction now. It will only become much more difficult as the apartments become occupied.

There is currently a Keep Clear area just north of our exit accommodating the ingress and egress to the Water District Corp. Yard. It is not marked well in that it does not have the space painted with hash marking, as is the case on Lucky Drive at the entrance to the SF Fitness gym at the old ice skating rink.

I suggest/request that a Keep Clear zone should include the area running from the Water District exit all the way to include the north exit at Tamal Plaza on the west side of Tamal Vista Blvd. and the area on the east side to include only the exit from Tam Ridge. This whole area should be striped with hash marks to be most effective. If the Keep Clear area to include the Water District and Tamal Plaza is deemed to be too large an area to block out, the entire area should be moved to the portion between Tamal Plaza and Tam Ridge. The amount of traffic in and out of Tamal Plaza during the problem times is far greater than the traffic in and out of the Water District. Improving traffic flow in the area of Tamal Plaza and Tam Ridge will have a positive effect on the traffic in the study area of Tamal Vista Blvd.

I would like to provide additional input with regard to the Corte Madera Inn Proposal. I recognize that the redevelopment of the Inn was ongoing prior to the moratorium, however I feel very strongly that the foot print and height of any redevelopment should not be increased. There can be no justification for changing

the zoning and height restrictions solely to accommodate the economic interests of the owners. Many hotels of similar size, and smaller, operate profitably in the area. Any increase in the current traffic will adversely affect the study area.

While one might contend that the hotel traffic would be primarily to and from 101 and the shopping center(s), there is still a significant impact from local traffic on Tamal Vista Blvd. in the study area. It should be noted that the proposed long term hotel usage is much more apt to generate local traffic than the traditional "Motel" usage as is the current situation. Further, the wet land pond on the property should be preserved and improved as part of any development plan on the site, be it a hotel or any other use. The pond, properly maintained, could actually be an attractive asset to a hotel designed to take advantage of the pond as a natural water feature. Providing replacement wetlands removed from the immediate area does not benefit Corte Madera nor provide habitat for the current inhabitants.

Thank you for your attention.

David Peterson
dpeterson307@aol.com
(415) 596-7124 Cell
PO Box 1445
Ross, CA 94957

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: July 13, 2016
MEETING DATE: July 19, 2016

TO: MAYOR AND MEMBERS OF THE TOWN COUNCIL
FROM: TODD CUSIMANO, CHIEF OF THE CENTRAL MARIN POLICE AUTHORITY
SUBJECT: AUTHORIZATION FOR THE TOWN MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE TOWN OF CORTE MADERA AND THE CITY OF LARKSPUR FOR SHARED FIRE SERVICES

PURPOSE:

To discuss and provide authorization for the Town Manager to execute an agreement between the Town of Corte Madera and the City of Larkspur for Shared Fire Services

BACKGROUND:

A Joint Meeting of the Corte Madera Town Council and the Larkspur City Council was held on July 6, 2016. The two legislative bodies, in joint session, received a presentation entitled, "Fire Services Analysis" from Consultant Jim Irving, and a report from staff regarding the results to date of the Shared Fire Services study that was initiated in early 2016. Council members had an opportunity to ask questions and evaluate available options. Upon conclusion of the discussion, the consensus was that each Council would bring the Draft Agreement back to their respective jurisdictions at a subsequent Council meeting for review and consideration for approval.

At this time, the action recommended by staff is for the Town Council to discuss the Draft Agreement for Shared Fire Services between the Town of Corte Madera and the City of Larkspur and authorize the Town Manager to execute the agreement on behalf of the Town of Corte Madera. Once approved, the term of the agreement may then be extended with a majority vote of each of the Councils.

FISCAL IMPACT:

Per direction received from Council members at the Joint Meeting, the Managers will routinely review sharing of personnel and overtime costs to ensure equal balance of costs between the Town of Corte Madera and the City of Larkspur. Should it be determined that the costs between the two jurisdictions are unequal, the Managers will re-evaluate the cost sharing and will work with Chief Shurtz to make certain that the personnel and overtime costs are balanced among both jurisdictions.

To calculate the fiscal impact of the attached shared services MOU, staff looked at what the Town and City budgeted for Fiscal Year 2016-17 should each have to staff its own fire department to some minimal level. Using this approach, staff estimates that the shared command staff reduces salary and benefits for Corte Madera by \$155,000 and for Larkspur by \$159,000.

The long-term fiscal impact of a shared command staff and/or a full consolidation cannot yet be calculated. The LAFCO legislation referenced previously states that third-party comprehensive fiscal analysis is required and staff is currently inquiring as to what that analysis might look like (and cost).

Staff notes that initially, there may be some start-up costs borne by the agencies, but moving forward, Corte Madera and Larkspur can hope to realize greater control over costs. As evidence of the possibilities, consider the cost to each agency to participate in a joint powers authority for police services.

12 – Year Annual Budget Comparison for TCPA/CMPA

<u>Fiscal Year</u>	<u>Corte Madera</u>	<u>Larkspur</u>	<u>Agency</u>
16/17	3,095,870	3,465,854	CMPA
15/16	3,002,516	3,344,372	CMPA
14/15	3,002,971	3,344,990	CMPA
13/14	3,028,027	3,325,992	CMPA
12/13	2,944,881	3,229,923	TCPA
11/12	3,044,000	3,325,568	TCPA
10/11	3,049,470	3,289,196	TCPA
09/10	3,054,384	3,349,800	TCPA
08/09	3,163,971	3,369,259	TCPA
07/08	3,201,000	3,485,669	TCPA
06/07	3,071,629	3,417,660	TCPA
05/06	3,083,252	3,209,531	TCPA

Despite inflationary pressures, overall costs have remained relatively flat for the member agencies.

DISCUSSION:

The Ad Hoc Committee directed staff to schedule a joint meeting of the Town and City Councils to receive a presentation of the work of Jim Irving, discuss the draft MOU for a

shared command staff, and provide general direction to the Committee and staff. The Ad Hoc Committee is seeking concurrence from both Councils that it would be appropriate to begin holding public meetings to discuss specific issues related to a consolidation. The topics that would be addressed through a public meeting process would include:

- Fire Chief/Command Positions
- Labor Agreements
- PERS Accounts – Unfunded Liabilities/Actuarial Analysis
- Compensated Absence Accruals (i.e. sick leave, vacation, compensatory time off)
- Other P.O.S.T. Employment Benefits (OPEB)
- Fire Stations
- Existing Capital Assets
- Equipment Obligations
- Reserves
- Insurance
- Funding Formula
- Name of Agency
- Organizational Chart/Governance

In terms of what form a consolidation might take, there are three options that continue to be the focus of staff's analysis:

1. Shared Fire Command – Under this model, the agencies would share command personnel but separately employ firefighters. The joint command can be built around individuals who are employees of one or the other agency, or it can be separate entity. This model is used successfully in several locations around California. While this model reduces administrative overhead, it does create layers of complexity, as each agency continues to have its own labor agreements and policies.
2. Lead Town/City Model – Under this model, one agency would serve as the employer and all employees would work for that agency. The agency without employees would contract for services from the agency with employees.
3. Fire Joint Powers Authority (JPA) – a fully integrated agency akin to the Central Marin Police Authority.

ATTACHMENTS:

1. Draft Agreement
2. Staff Report and Attachments from July 6, 2016 Joint Meeting of the Corte Madera Town Council and the Larkspur City Council

ATTACHMENT 1

Draft Agreement

**AGREEMENT BETWEEN TOWN OF CORTE MADERA
& CITY OF LARKSPUR FOR SHARED FIRE SERVICES**

This Agreement is made and entered into on July ___, 2016 by and between the TOWN OF CORTE MADERA (hereinafter “TOWN”) and the CITY OF LARKSPUR (hereinafter “CITY”) for sharing of their fire services.

I. RECITALS

A. **WHEREAS**, the TOWN and the CITY for many years have provided mutual aid and other support to one another in public safety matters, including both fire and police services;

B. **WHEREAS**, the TOWN and the CITY already are members of a joint powers agreement, the Central Marin Police Authority, which consolidated their police services (along with those of a third municipality);

C. **WHEREAS**, the foregoing consolidation of police services resulted in significant cost savings and improved service for both the TOWN and the CITY, and they each now wish to share fire services in order to ascertain whether consolidated fire services also would result in long-term cost savings and improved service;

D. **WHEREAS**, in 2012 the TOWN and the CITY formed a Shared Fire Services Ad Hoc Committee consisting of two councilmembers from each municipality and their respective Managers, and the TOWN and the CITY on November 4, 2013 entered in an agreement for shared fire services, which agreement was amended on February 17, 2014;

E. **WHEREAS**, the foregoing Committee in 2015 retained retired Fire Chief James Irving as a consultant who now has completed his analysis and is in the process of writing his report regarding shared/consolidated fire services;

F. **WHEREAS**, the recent retirement in 2015 of the Fire Chiefs of both the TOWN and the CITY have presented the parties with a timely opportunity to further evaluate the sharing of fire services;

G. **NOW, THEREFORE**, the purpose and intent of this Agreement is to set forth the specific terms, conditions and operational procedures that shall govern and control the sharing of fire services between the TOWN and the CITY, as provided by the Joint Exercise of Powers Act (Government Code Sections 6500, et seq.), which expressly authorizes the parties to contract for such services with each other.

II. AGREEMENT

The TOWN and the CITY, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:

1. **Term of This Agreement.** This Agreement shall become effective on the above date and continue either through December 31, 2016 or the effective date of any formal joint powers agreement creating consolidated fire services, whichever occurs first.

2. **Earlier Agreements Superseded.** This Agreement supersedes all other earlier agreements between the TOWN and the CITY for shared fire services, which earlier agreements are hereby revoked, terminated and are of no force or effect.

3. **Termination of This Agreement.** Notwithstanding the provisions contained within the preceding Paragraph 1, either the TOWN or the CITY may terminate this Agreement for any reason by giving the other party's Town Manager or City Manager thirty (30) days prior written notice. It is agreed by the parties that such early termination of this Agreement, for whatever reason, would be undesirable and is to be avoided if at all possible.

4. **Employment Status of Shared Personnel.** All personnel of either the TOWN or the CITY who are shared under the terms of this Agreement shall at all times be and remain

respective employees of either the TOWN or the CITY which shall continue to be solely responsible for payment of said employees' salary/wages, overtime payments, taxes, withholding, benefits, CalPERS contributions, workers' compensation coverage and all other related employer obligations. At no time shall any employee of either the TOWN or the CITY be considered an employee of the other for any purpose or in any capacity.

5. **Proper CalPERS Reporting.** Both the TOWN and the CITY hereby acknowledge, understand and agree that, at all times during the term of this Agreement, they each shall correctly report to CalPERS their respective employees' pay rates, and that they will continue to enroll all of their respective full-time employees as such. The parties also acknowledge and re-affirm their obligations and required action relative to pay-rates and pay schedules under CCR Section 570.5 and Government Code Section 20636(b)(1). The parties further agree that at all times hereunder they each shall maintain a proper employer/employee relationship with all of their respective employees such that at no time will a common-law employer/employee relationship occur or be deemed to exist for any purpose or any reason. At no time under this Agreement shall payments be made or monies be exchanged by the TOWN or the CITY to one another for the sharing of their respective employees' expertise, experience or services.

6. **Ownership & Maintenance of Fire Stations.** Title, ownership and maintenance of all real property and buildings shall remain with the respective owners (TOWN or CITY) throughout the term of this Agreement.

7. **Ownership & Maintenance of Fire Vehicles And Equipment.** Title, ownership and maintenance of all fire vehicles and other equipment shall remain with the respective owner (TOWN or CITY) throughout the term of this Agreement.

8. **Names, Uniforms, Insignia and Patches/Emblems.** All names, uniforms, insignia, patches and emblems of the respective parties shall remain the same/intact throughout the term of this Agreement.

9. **Existing Contracts For Paramedic Services.** This Agreement and the sharing of fire services between the TOWN and the CITY shall in no way alter, modify, change or impact the existing contractual terms and conditions or revenues generated for the provision of paramedic services by and among the Ross Valley Paramedic Authority, the Marin County Fire Department and the Corte Madera Fire Department. The parties agree to closely consult with the RVPA as to any impacts their shared services (and possible future consolidation) may have upon RVPA, County Fire and other outside agencies.

10. **External Fire Staffing Requirements.** The TOWN and the CITY each agree that, at all times throughout the term of this Agreement, all staffing deployments will meet or exceed current levels. Further, appropriate response times and coverage areas will be properly maintained at all times.

11. **Coordination of Shared Personnel.** Both the TOWN and the CITY hereby agree to closely cooperate in assuring, to the fullest extent possible, that compatible working relationships and mutual support exist between their shared personnel/employees. Such mutual support will include, but not be limited to, consulting work, advice, recommendations, mentoring, coverage, shift coordination, technical help and similar assistance and cooperation.

12. **Overall Supervision of Shared Personnel.** The TOWN and the CITY hereby agree that, at all times during the term of this Agreement, overall supervision of their respective shared personnel for all purposes shall remain with and be exercised by the TOWN Manager for TOWN employees and by the CITY Manager for CITY employees.

13. **Shared Services of Fire Chief.** The TOWN and the CITY hereby agree that the CITY's Acting Fire Chief Scott Shurtz will lend his expertise, skill, knowledge and experience to the TOWN and its fire personnel, especially as to command staff matters, executive operations and development of a testing process for acting battalion chiefs and captains. However, at all times hereunder, the CITY's Acting Fire Chief Shurtz (a) shall continue to report directly to the CITY Manager who shall continue to supervise him on all matters; (b) shall continue to be provided workspace, computer access and other standard provisions/supplies provided by the

CITY; (c) shall continue at all times to wear his CITY uniform, badge and insignia; (d) shall act in an advisory/consultant capacity without the TOWN'S fire staff/employees reporting directly to him; and (e) shall not have his shared services reimbursed in any monetary amount or payment made by the TOWN to the CITY.

14. Shared Services of Battalion Chief/Fire Marshall. The TOWN and the CITY hereby agree that the TOWN's Battalion Chief/Fire Marshall Kenny Prete will lend his expertise, skill, knowledge and experience to the CITY and its fire personnel, especially as to matters involving fire engineering/plan review, code review and adoption, environmental management/CUPA, inspection services (code enforcement), pre-fire plans, vegetation management, WUI compliance, investigations and public education. Due to the complex requirements of fire marshall/prevention duties, all support, including outside expertise, may be utilized for the implementation/enforcement of ordinances, codes and notices. At all times hereunder, the TOWN's Battalion Chief/Acting Fire Marshall Prete (a) shall continue to report directly to the TOWN Manager who shall continue to supervise him on all matters; (b) shall continue to be provided workspace, computer access and other standard provisions/supplies provided by the TOWN; (c) shall continue at all times to wear his TOWN uniform, badge and insignia; (d) shall act in an advisory/consultant capacity without the CITY's fire staff/employees reporting directly to him; and (e) shall not have his shared services reimbursed in any monetary amount or payment made by the CITY to the TOWN.

15. Shared Services of Battalion Chiefs. The TOWN and the CITY hereby agree that their respective Battalion Chiefs and/or Acting Battalion Chiefs will lend their expertise, skill, knowledge and experience to each other, especially as to matters involving shift management and supervision, on-scene incident command, staff/administrative assignments, disaster management, support/logistics, mentorship, policy adherence, coordination of stations, training and all such similar operational responsibilities. However, at all times hereunder, all Battalion Chiefs/Acting Battalion Chiefs of both the TOWN and the CITY (a) shall continue to report directly up the chain-of-command of their own/respective Departments which shall continue to supervise them on all matters; (b) shall continue to be provided workspace, computer access and other standard provisions/supplies provided by their respective employers; (c) shall

continue at all times to wear their respective TOWN or CITY uniforms, badges and insignia; (d) shall act in an advisory/consultant capacity without reporting to the other's command staff; and (e) shall not have their shared services reimbursed in any monetary amount or payment made by either the CITY or the TOWN to the other.

16. Shared Services of Captains, Engineers, Administrative Staff And Other Fire Personnel. The TOWN and the CITY hereby agree to lend to one another the expertise, skill, knowledge and experience of their respective fire captains, engineers, administrative staff and other fire personnel on whatever matters they see fit. However, at all times hereunder, all such fire captains, engineers, administrative staff and other fire personnel (a) shall continue to report directly up to the chain-of-command of their respective Departments which shall continue to supervise them on all matters; (b) shall continue to be provided workspace, computer access and other standard provisions/supplies provided by their respective Departments; (c) shall continue at all times to wear their respective TOWN or CITY uniforms, badges and insignia; (d) shall act in an advisory/consultant capacity without reporting to the other's command staff; and (e) shall not have their shared services reimbursed in any monetary payment or amount made by either the TOWN or the CITY to the other.

17. Joint Training. The TOWN and the CITY agree to immediately institute and conduct joint training sessions with their respective fire personnel, for efficiency, coordination and cost-saving purposes.

18. Evaluation of Formal Consolidation of Fire Services. The TOWN and the CITY agree that the primary purpose of this Agreement is for them to jointly evaluate the efficacy and long-term cost savings of sharing of fire services. It is the intention of the parties that, before the end of the term of this Agreement on December 31, 2016, sufficient data and experience exist to permit the parties to determine whether the formal consolidation of such services will result in improved service and significant long-term economic savings to the public, as well as stability and fiscal sustainability. The parties therefore agree to fully investigate all options in this regard, and to present informed recommendations to their respective Councils on this subject on or before November 30, 2016.

19. **Hold Harmless & Indemnification.** The TOWN and the CITY each agree to defend, indemnify and hold harmless the other, and the other's officers, agents and employees, against any and all liabilities, injuries or damages caused by the intentional or negligent acts, errors or omissions of their own respective employees, agents or representatives in connection with their performance and duties under the terms and provisions of this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of concurrent negligence or liability of the parties' respective employees, liability shall be apportioned between the TOWN and the CITY under the doctrine of comparative fault as established under California law.

20. **Dispute Resolution.** Should any disagreement or dispute between the TOWN and the CITY arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, the parties shall submit such dispute to mandatory mediation before an agreed-upon mediator, each party to pay an equal share of the mediation fees and each party to pay its own attorneys' fees and legal costs. Should the TOWN and the CITY be unable to agree upon a mediator, they shall agree upon a mediation service and shall have that service select a mediator for them. Should mediation be unsuccessful, then the TOWN and the CITY each agree that they shall submit their dispute to binding arbitration before a mutually-agreeable arbitrator. If they cannot agree upon an arbitrator, they shall select an arbitration service which shall select an arbitrator for them. The TOWN and the CITY each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs, it hereby being agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. The TOWN and the CITY each hereby expressly waives any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the mandatory mediation and binding arbitration process specified above. However, in emergency or extraordinary circumstances, either or both parties may seek equitable or injunctive relief to preserve the status quo pending occurrence of the mediation/arbitration process specified above. It is the express intent of both the TOWN and the CITY to have any and all disputes under this Agreement

resolved by the above-specified mediation/arbitration process and in as timely and economical manner as possible.

21. **Amendments.** This Agreement shall not be further amended or modified at any time and in any respect whatsoever except in writing and by both parties hereto. The TOWN and the CITY each agrees that it will make no claim at any time that this Agreement has been orally amended or modified, and each agrees that no oral waiver, amendment or modification shall be effective for any purpose.

22. **Breach/Enforcement of Agreement.** This Agreement may be pleaded as a full and complete defense to, and may be used as the basis for a petition/motion against, any action, suit or other proceeding which may be instituted, prosecuted or maintained in breach of this Agreement, including but not limited to a petition/motion to compel mediation and/or arbitration.

23. **Severability.** Should any provision of this Agreement be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

24. **Governing Law.** This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either the TOWN or the CITY.

25. **Parties' Representations.** The TOWN and the CITY each represent and acknowledge that, in executing this Agreement, they do not rely, and have not relied, upon any representation or statement made by any of their agents, representatives or attorneys with regard to the subject matter, basis or fact of this Agreement or otherwise.

26. **Binding Upon Successors.** This Agreement shall be binding upon the parties and their heirs, administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the parties, and each of them, and to their heirs, administrators, representatives, executors, successors and assigns.

27. **Effective Date.** The effective date of this Agreement is the date set forth in the first paragraph hereof, once this Agreement is fully executed by each of the parties' representatives set forth below.

TOWN OF CORTE MADERA

CITY OF LARKSPUR

By: Dave Bracken,
TOWN Manager

By: Dan Schwarz,
CITY Manager

ATTACHMENT 2

**Staff Report and Attachments from July 6, 2016 Joint Meeting of the
Corte Madera Town Council and the Larkspur City Council**

CORTE MADERA and LARKSPUR
JOINT TOWN COUNCIL/CITY COUNCIL MEETING
STAFF REPORT

REPORT DATE: June 30, 2016
MEETING DATE: July 6, 2016

TO: TOWN/CITY MANAGERS, MAYORS AND MEMBERS OF THE TOWN/CITY COUNCILS

FROM: TODD CUSIMANO, CHIEF, CENTRAL MARIN POLICE AUTHORITY
DAVE BRACKEN, TOWN MANAGER, CORTE MADERA
DAN SCHWARZ, CITY MANAGER, LARKSPUR

SUBJECT: REVIEW OF AGREEMENT BETWEEN TOWN OF CORTE MADERA AND CITY OF LARKSPUR FOR SHARED FIRE SERVICES AND DISCUSSION OF NEXT STEPS TOWARD SHARING SERVICES AND MERGING FIRE OPERATIONS

PURPOSE:

To discuss and provide direction to staff regarding the agreement between the Town of Corte Madera and the City of Larkspur for Shared Fire Services

BACKGROUND:

The Twin Cities agencies – the Town of Corte Madera and the City of Larkspur – have a long history of working collaboratively on projects and providing services to residents. This practice of cooperation is particularly evident in fire protection services, where mutual aid agreements are such that Corte Madera and Larkspur fire crews regularly respond to calls in both communities.

Early Discussions

In 2012, the Corte Madera and Larkspur Councils formed an Ad Hoc Committee to explore potential new shared services opportunities between the fire departments of the two communities. Consisting of two members of each Council, the Ad Hoc Committee met periodically in 2012 and 2013 with senior staff from both agencies.¹

¹ The composition of the committee has changed based on the availability of councilmembers, but Corte Madera Councilmember Michael Lappert and Larkspur Councilmember Larry Chu have participated continuously through the process. Currently, they are joined on the committee by Sloan Bailey (Corte Madera) and Catherine Way (Larkspur).

From the conversations in these meetings emerged an agreement (attached for reference) to share firefighter personnel when one or the other of the two agencies needs assistance ensuring that a particular shift is covered. Before this agreement was put into place in November 2013, it was sometimes necessary for management to order an off-duty firefighter to report to work or require firefighters to work back-to-back shifts to ensure that minimum staffing levels were achieved. The agreement created an alternative to this often morale deflating practice. It also resulted in Corte Madera and Larkspur personnel regularly working together on a shift.

Recent Developments

Hoping to build on this success, the Committee encouraged staff to review and present additional opportunities for shared services. The next most significant opportunity arose in 2015, when the fire chiefs in both Corte Madera and Larkspur announced their retirements. Corte Madera Town Manager Dave Bracken and Larkspur City Manager Dan Schwarz agreed not to fill the chief vacancies on a permanent basis while staff and the Committee reviewed the impact of hiring one chief to oversee both departments, and potentially developing a shared command staff as well.

To assist in evaluating shared services opportunities, the agencies jointly retained retired Southern Marin Fire Chief Jim Irving to conduct an analysis of both fire departments. Initially, Mr. Irving was tasked with assessing the current fire prevention and protection services in each agency and identifying what, if any, areas for improvement existed. The conclusion of this assessment is that budgetary constraints in both agencies have resulted in a reduction of services levels, particularly with respect to fire prevention and education and managerial oversight. The assessment also found that the current staffing structures in each agency are creating costly inefficiencies by asking employees to perform too many duties resulting in essential tasks getting done but not done optimally.

Drawing upon this preliminary assessment, the managers asked Mr. Irving to model staffing structures for each agency that would address the current deficiencies. Mr. Irving developed baseline cost estimates for what each agency would need to spend to continue operating on its own while improving fire service levels to more acceptable levels. These cost estimates were then compared to a series of staffing models that spanned a broad breadth of options; these options included sharing a fire chief, sharing a command staff (with or without the participation of additional agencies), and fully consolidating the two departments. After reviewing all models presented, the managers and Mr. Irving agreed that the options that could provide both short-term service level improvements and the ability to manage long-term cost impacts were the options that involved only Corte Madera and Larkspur.

During the first months of 2016, the managers and Jim Irving initiated parallel processes to brief and engage the Ad Hoc Committee and fire personnel about these preliminary assessments. During this period, the Ad Hoc Committee suggested that Central Marin Police Authority Chief Todd Cusimano be invited to participate so that the Committee and managers could draw upon Chief Cusimano's experience of expanding Corte Madera and Larkspur's three-decade old shared police agency to include the Town of San Anselmo.

At Mr. Bracken and Mr. Schwarz' request, Chief Cusimano's role in the process was expanded from advising the Ad Hoc Committee to include leading discussions with fire personnel about how best to implement shared fire service between the two agencies.

Through these discussions with fire personnel, it became apparent that both agencies were struggling with the effects of two long-tenured chiefs retiring. In the course of reviewing different shared fire services approaches throughout the state, staff had come across agencies that share command personnel through agreements whereby the command personnel are employees of the agency that hired them but they provide command level services to the other agency or agencies that are part of the agreement. The managers concluded that this approach to shared services would provide an excellent platform to put a shared command staff in place on an interim basis while Corte Madera and Larkspur continue exploring a long-term plan to consolidate fire departments. By sharing command positions while leaving the personnel as staff of their respective agencies, the arrangement can be unwound quickly and easily to facilitate whatever is the final decision of the two Councils.

In early March, the managers presented the Ad Hoc Committee with a recommendation that an interim joint command be established as quickly as possible. The recommendation of the managers, with the support of fire personnel, was to appoint Larkspur's Acting Chief, Scott Shurtz, to lead the joint command as Acting Chief of the joint command; Chief Shurtz is a 24-year veteran of the Larkspur Fire Department, including nine years as Deputy Fire Chief. Chief Shurtz would be empowered to form an interim joint command by drawing upon staff from both agencies. Positions or roles to be addressed in the joint command would include Acting and Permanent Battalion Chiefs, Acting Fire Marshal, and multiple Acting and Permanent Fire Captains.

The Ad Hoc Committee agreed to the managers' recommendation and staff has been working since March to formulate a joint command. Testing processes were established and used by Chief Shurtz to select individuals for the various command roles, and the employees have been informally serving both agencies. The next step in the process is to formalize the interim joint command through a Memorandum of Understanding (MOU). The draft MOU is attached. It has been reviewed by labor groups, management, Bickmore Services (risk authority for Larkspur), and the Town and City Attorneys. Each Council will consider adopting the draft MOU at its next regular meeting.

Next Steps

With the concurrence of the Ad Hoc Committee, the managers empowered Chief Cusimano to lead a working group to develop a plan to consolidate the agencies. The working group consists of Chief Shurtz, representatives of the fire employees in each agency, and Glenn Berkheimer. Mr. Berkheimer is a labor relations expert with the firm IEDA who has negotiated agreements between Corte Madera and its employees for many years. He is also the labor negotiator for the Central Marin Police Authority. The working group is charged with developing a model for sharing fire service so that Corte Madera and Larkspur can assess the benefits of such an arrangement.

Staff has become aware of a law implemented on January 1, 2016 that appears to establish a regulatory role for the Marin Local Agency Formation Commission (LAFCO) when fire agencies consolidate. Established by SB239 (Hertzberg), the new law appears to require that any consolidated enterprise will have to be approved by LAFCO before it can be implemented. The exact nature, including cost, of the application for such a review is unclear and staff will be discussing this matter in detail with LAFCO staff over the coming months.

Pension reform has made the consolidation process more complicated because there is no legislative clarity on how to create a new employment situation (through some form of consolidation) while maintaining existing benefits. Some agencies have obtained special legislation to authorize their specific goal(s). This year, the Legislature began debating a bill that would create a schematic that would apply to any formation of a joint powers authority. Staff is currently evaluating all options and engaging relevant parties in Sacramento.

FISCAL IMPACT:

To calculate the fiscal impact of the attached shared services MOU, staff looked at what the Town and City budgeted for Fiscal Year 2016-17 should each have to staff its own fire department to some minimal level. Using this approach, staff estimates that the shared command staff reduces salary and benefits for Corte Madera by \$155,000 and for Larkspur by \$159,000.

The long-term fiscal impact of a shared command staff and/or a full consolidation cannot yet be calculated. The LAFCO legislation referenced previously states that third-party comprehensive fiscal analysis is required and staff is currently inquiring as to what that analysis might look like (and cost).

Staff notes that initially, there may be some start-up costs borne by the agencies, but moving forward, Corte Madera and Larkspur can hope to realize greater control over costs. As evidence of the possibilities, consider the cost to each agency to participate in a joint powers authority for police services.

12 – Year Annual Budget Comparison for TCPA/CMPA

<u>Fiscal Year</u>	<u>Corte Madera</u>	<u>Larkspur</u>	<u>Agency</u>
16/17	3,095,870	3,465,854	CMPA
15/16	3,002,516	3,344,372	CMPA
14/15	3,002,971	3,344,990	CMPA
13/14	3,028,027	3,325,992	CMPA
12/13	2,944,881	3,229,923	TCPA
11/12	3,044,000	3,325,568	TCPA
10/11	3,049,470	3,289,196	TCPA
09/10	3,054,384	3,349,800	TCPA
08/09	3,163,971	3,369,259	TCPA
07/08	3,201,000	3,485,669	TCPA

06/07	3,071,629	3,417,660	TCPA
05/06	3,083,252	3,209,531	TCPA

Despite inflationary pressures, overall costs have remained relatively flat for the member agencies.

DISCUSSION:

The Ad Hoc Committee directed staff to schedule a joint meeting of the Town and City Councils to receive a presentation of the work of Jim Irving, discuss the draft MOU for a shared command staff, and provide general direction to the Committee and staff. The Ad Hoc Committee is seeking concurrence from both Councils that it would be appropriate to begin holding public meetings to discuss specific issues related to a consolidation. The topics that would be addressed through a public meeting process would include:

- Fire Chief/Command Positions
- Labor Agreements
- PERS Accounts – Unfunded Liabilities/Actuarial Analysis
- Compensated Absence Accruals (i.e. sick leave, vacation, compensatory time off)
- Other P.O.S.T. Employment Benefits (OPEB)
- Fire Stations
- Existing Capital Assets
- Equipment Obligations
- Reserves
- Insurance
- Funding Formula
- Name of Agency
- Organizational Chart/Governance

In terms of what form a consolidation might take, there are three options that continue to be the focus of staff's analysis:

1. Shared Fire Command – Under this model, the agencies would share command personnel but separately employ firefighters. The joint command can be built around individuals who are employees of one or the other agency, or it can be separate entity. This model is used successfully in several locations around California. While this model reduces administrative overhead, it does create layers of complexity, as each agency continues to have its own labor agreements and policies.
2. Lead Town/City Model – Under this model, one agency would serve as the employer and all employees would work for that agency. The agency without employees would contract for services from the agency with employees.

3. Fire Joint Powers Authority (JPA) – a fully integrated agency akin to the Central Marin Police Authority.

ATTACHMENTS:

1. Draft Agreement
2. Shared Services Agreement dated November 4, 2013 and amended February 17, 2014

**AGREEMENT BETWEEN TOWN OF CORTE MADERA
& CITY OF LARKSPUR FOR SHARED FIRE SERVICES**

This Agreement is made and entered into on July ___, 2016 by and between the TOWN OF CORTE MADERA (hereinafter “TOWN”) and the CITY OF LARKSPUR (hereinafter “CITY”) for sharing of their fire services.

I. RECITALS

A. **WHEREAS**, the TOWN and the CITY for many years have provided mutual aid and other support to one another in public safety matters, including both fire and police services;

B. **WHEREAS**, the TOWN and the CITY already are members of a joint powers agreement, the Central Marin Police Authority, which consolidated their police services (along with those of a third municipality);

C. **WHEREAS**, the foregoing consolidation of police services resulted in significant cost savings and improved service for both the TOWN and the CITY, and they each now wish to share fire services in order to ascertain whether consolidated fire services also would result in long-term cost savings and improved service;

D. **WHEREAS**, in 2012 the TOWN and the CITY formed a Shared Fire Services Ad Hoc Committee consisting of two councilmembers from each municipality and their respective Managers, and the TOWN and the CITY on November 4, 2013 entered in an agreement for shared fire services, which agreement was amended on February 17, 2014;

E. **WHEREAS**, the foregoing Committee in 2015 retained retired Fire Chief James Irving as a consultant who now has completed his analysis and is in the process of writing his report regarding shared/consolidated fire services;

F. **WHEREAS**, the recent retirement in 2015 of the Fire Chiefs of both the TOWN and the CITY have presented the parties with a timely opportunity to further evaluate the sharing of fire services;

G. **NOW, THEREFORE**, the purpose and intent of this Agreement is to set forth the specific terms, conditions and operational procedures that shall govern and control the sharing of fire services between the TOWN and the CITY, as provided by the Joint Exercise of Powers Act (Government Code Sections 6500, et seq.), which expressly authorizes the parties to contract for such services with each other.

II. AGREEMENT

The TOWN and the CITY, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:

1. **Term of This Agreement.** This Agreement shall become effective on the above date and continue either through December 31, 2016 or the effective date of any formal joint powers agreement creating consolidated fire services, whichever occurs first.

2. **Earlier Agreements Superseded.** This Agreement supersedes all other earlier agreements between the TOWN and the CITY for shared fire services, which earlier agreements are hereby revoked, terminated and are of no force or effect.

3. **Termination of This Agreement.** Notwithstanding the provisions contained within the preceding Paragraph 1, either the TOWN or the CITY may terminate this Agreement for any reason by giving the other party's Town Manager or City Manager thirty (30) days prior written notice. It is agreed by the parties that such early termination of this Agreement, for whatever reason, would be undesirable and is to be avoided if at all possible.

4. **Employment Status of Shared Personnel.** All personnel of either the TOWN or the CITY who are shared under the terms of this Agreement shall at all times be and remain

respective employees of either the TOWN or the CITY which shall continue to be solely responsible for payment of said employees' salary/wages, overtime payments, taxes, withholding, benefits, CalPERS contributions, workers' compensation coverage and all other related employer obligations. At no time shall any employee of either the TOWN or the CITY be considered an employee of the other for any purpose or in any capacity.

5. **Proper CalPERS Reporting.** Both the TOWN and the CITY hereby acknowledge, understand and agree that, at all times during the term of this Agreement, they each shall correctly report to CalPERS their respective employees' pay rates, and that they will continue to enroll all of their respective full-time employees as such. The parties also acknowledge and re-affirm their obligations and required action relative to pay-rates and pay schedules under CCR Section 570.5 and Government Code Section 20636(b)(1). The parties further agree that at all times hereunder they each shall maintain a proper employer/employee relationship with all of their respective employees such that at no time will a common-law employer/employee relationship occur or be deemed to exist for any purpose or any reason. At no time under this Agreement shall payments be made or monies be exchanged by the TOWN or the CITY to one another for the sharing of their respective employees' expertise, experience or services.

6. **Ownership & Maintenance of Fire Stations.** Title, ownership and maintenance of all real property and buildings shall remain with the respective owners (TOWN or CITY) throughout the term of this Agreement.

7. **Ownership & Maintenance of Fire Vehicles And Equipment.** Title, ownership and maintenance of all fire vehicles and other equipment shall remain with the respective owner (TOWN or CITY) throughout the term of this Agreement.

8. **Names, Uniforms, Insignia and Patches/Emblems.** All names, uniforms, insignia, patches and emblems of the respective parties shall remain the same/intact throughout the term of this Agreement.

9. **Existing Contracts For Paramedic Services.** This Agreement and the sharing of fire services between the TOWN and the CITY shall in no way alter, modify, change or impact the existing contractual terms and conditions or revenues generated for the provision of paramedic services by and among the Ross Valley Paramedic Authority, the Marin County Fire Department and the Corte Madera Fire Department. The parties agree to closely consult with the RVPA as to any impacts their shared services (and possible future consolidation) may have upon RVPA, County Fire and other outside agencies.

10. **External Fire Staffing Requirements.** The TOWN and the CITY each agree that, at all times throughout the term of this Agreement, all staffing deployments will meet or exceed those required by NIOSH/OSHA, NFPA, NIST, ICMA and all other regulatory agencies and institutes. Further, appropriate response times and coverage areas will be properly maintained at all times.

11. **Coordination of Shared Personnel.** Both the TOWN and the CITY hereby agree to closely cooperate in assuring, to the fullest extent possible, that compatible working relationships and mutual support exist between their shared personnel/employees. Such mutual support will include, but not be limited to, consulting work, advice, recommendations, mentoring, coverage, shift coordination, technical help and similar assistance and cooperation.

12. **Overall Supervision of Shared Personnel.** The TOWN and the CITY hereby agree that, at all times during the term of this Agreement, overall supervision of their respective shared personnel for all purposes shall remain with and be exercised by the TOWN Manager for TOWN employees and by the CITY Manager for CITY employees.

13. **Shared Services of Fire Chief.** The TOWN and the CITY hereby agree that the CITY's Acting Fire Chief Scott Shurtz will lend his expertise, skill, knowledge and experience to the TOWN and its fire personnel, especially as to command staff matters, executive operations and development of a testing process for acting battalion chiefs and captains. However, at all times hereunder, the CITY's Acting Fire Chief Shurtz (a) shall continue to report directly to the CITY Manager who shall continue to supervise him on all matters; (b) shall continue to be

provided workspace, computer access and other standard provisions/supplies provided by the CITY; (c) shall continue at all times to wear his CITY uniform, badge and insignia; (d) shall act in an advisory/consultant capacity without the TOWN'S fire staff/employees reporting directly to him; and (e) shall not have his shared services reimbursed in any monetary amount or payment made by the TOWN to the CITY.

14. Shared Services of Battalion Chief/Fire Marshall. The TOWN and the CITY hereby agree that the TOWN's Battalion Chief/Fire Marshall Kenny Prete will lend his expertise, skill, knowledge and experience to the CITY and its fire personnel, especially as to matters involving fire engineering/plan review, code review and adoption, environmental management/CUPA, inspection services (code enforcement), pre-fire plans, vegetation management, WUI compliance, investigations and public education. Due to the complex requirements of fire marshall/prevention duties, all support, including outside expertise, may be utilized for the implementation/enforcement of ordinances, codes and notices. At all times hereunder, the TOWN's Battalion Chief/Acting Fire Marshall Prete (a) shall continue to report directly to the TOWN Manager who shall continue to supervise him on all matters; (b) shall continue to be provided workspace, computer access and other standard provisions/supplies provided by the TOWN; (c) shall continue at all times to wear his TOWN uniform, badge and insignia; (d) shall act in an advisory/consultant capacity without the CITY's fire staff/employees reporting directly to him; and (e) shall not have his shared services reimbursed in any monetary amount or payment made by the CITY to the TOWN.

15. Shared Services of Battalion Chiefs. The TOWN and the CITY hereby agree that their respective Battalion' Chiefs and/or Acting Battalion Chiefs will lend their expertise, skill, knowledge and experience to each other, especially as to matters involving shift management and supervision, on-scene incident command, staff/administrative assignments, disaster management, support/logistics, mentorship, policy adherence, coordination of stations, training and all such similar operational responsibilities. However, at all times hereunder, all Battalion Chiefs/Acting Battalion Chiefs of both the TOWN and the CITY (a) shall continue to report directly up the chain-of-command of their own/respective Departments which shall continue to supervise them on all matters; (b) shall continue to be provided workspace, computer

access and other standard provisions/supplies provided by their respective employers; (c) shall continue at all times to wear their respective TOWN or CITY uniforms, badges and insignia; (d) shall act in an advisory/consultant capacity without reporting to the other's command staff; and (e) shall not have their shared services reimbursed in any monetary amount or payment made by either the CITY or the TOWN to the other.

16. Shared Services of Captains, Engineers, Administrative Staff And Other Fire Personnel. The TOWN and the CITY hereby agree to lend to one another the expertise, skill, knowledge and experience of their respective fire captains, engineers, administrative staff and other fire personnel on whatever matters they see fit. However, at all times hereunder, all such fire captains, engineers, administrative staff and other fire personnel (a) shall continue to report directly up to the chain-of-command of their respective Departments which shall continue to supervise them on all matters; (b) shall continue to be provided workspace, computer access and other standard provisions/supplies provided by their respective Departments; (c) shall continue at all times to wear their respective TOWN or CITY uniforms, badges and insignia; (d) shall act in an advisory/consultant capacity without reporting to the other's command staff; and (e) shall not have their shared services reimbursed in any monetary payment or amount made by either the TOWN or the CITY to the other.

17. Joint Training. The TOWN and the CITY agree to immediately institute and conduct joint training sessions with their respective fire personnel, for efficiency, coordination and cost-saving purposes.

18. Evaluation of Formal Consolidation of Fire Services. The TOWN and the CITY agree that the primary purpose of this Agreement is for them to jointly evaluate the efficacy and long-term cost savings of sharing of fire services. It is the intention of the parties that, before the end of the term of this Agreement on December 31, 2016, sufficient data and experience exist to permit the parties to determine whether the formal consolidation of such services will result in improved service and significant long-term economic savings to the public, as well as stability and fiscal sustainability. The parties therefore agree to fully investigate all

options in this regard, and to present informed recommendations to their respective Councils on this subject on or before November 30, 2016.

19. Hold Harmless & Indemnification. The TOWN and the CITY each agree to defend, indemnify and hold harmless the other, and the other's officers, agents and employees, against any and all liabilities, injuries or damages caused by the intentional or negligent acts, errors or omissions of their own respective employees, agents or representatives in connection with their performance and duties under the terms and provisions of this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of concurrent negligence or liability of the parties' respective employees, liability shall be apportioned between the TOWN and the CITY under the doctrine of comparative fault as established under California law.

20. Dispute Resolution. Should any disagreement or dispute between the TOWN and the CITY arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, the parties shall submit such dispute to mandatory mediation before an agreed-upon mediator, each party to pay an equal share of the mediation fees and each party to pay its own attorneys' fees and legal costs. Should the TOWN and the CITY be unable to agree upon a mediator, they shall agree upon a mediation service and shall have that service select a mediator for them. Should mediation be unsuccessful, then the TOWN and the CITY each agree that they shall submit their dispute to binding arbitration before a mutually-agreeable arbitrator. If they cannot agree upon an arbitrator, they shall select an arbitration service which shall select an arbitrator for them. The TOWN and the CITY each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs, it hereby being agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. The TOWN and the CITY each hereby expressly waives any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the mandatory mediation and binding arbitration process specified above. However, in emergency or extraordinary circumstances, either or both parties may seek equitable or injunctive relief to preserve the status quo pending occurrence of the mediation/arbitration process specified above. It is the express

intent of both the TOWN and the CITY to have any and all disputes under this Agreement resolved by the above-specified mediation/arbitration process and in as timely and economical manner as possible.

21. **Amendments.** This Agreement shall not be further amended or modified at any time and in any respect whatsoever except in writing and by both parties hereto. The TOWN and the CITY each agrees that it will make no claim at any time that this Agreement has been orally amended or modified, and each agrees that no oral waiver, amendment or modification shall be effective for any purpose.

22. **Breach/Enforcement of Agreement.** This Agreement may be pleaded as a full and complete defense to, and may be used as the basis for a petition/motion against, any action, suit or other proceeding which may be instituted, prosecuted or maintained in breach of this Agreement, including but not limited to a petition/motion to compel mediation and/or arbitration.

23. **Severability.** Should any provision of this Agreement be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

24. **Governing Law.** This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either the TOWN or the CITY.

25. **Parties' Representations.** The TOWN and the CITY each represent and acknowledge that, in executing this Agreement, they do not rely, and have not relied, upon any representation or statement made by any of their agents, representatives or attorneys with regard to the subject matter, basis or fact of this Agreement or otherwise.

26. **Binding Upon Successors.** This Agreement shall be binding upon the parties and their heirs, administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the parties, and each of them, and to their heirs, administrators, representatives, executors, successors and assigns.

27. **Effective Date.** The effective date of this Agreement is the date set forth in the first paragraph hereof, once this Agreement is fully executed by each of the parties' representatives set forth below.

TOWN OF CORTE MADERA

CITY OF LARKSPUR

By: Dave Bracken,
TOWN Manager

By: Dan Schwarz,
CITY Manager

ATTACHMENT 2

Shared Services Agreement dated November 4, 2013
and amended February 17, 2014

SHARED SERVICES AGREEMENT (Amended)

An Agreement for the Sharing of Personnel for the City of Larkspur, the Town of Corte Madera, the Larkspur Firefighter's Association and the Corte Madera Firefighter's Association

The following is the agreed upon terms for shared services between the City of Larkspur, the Town of Corte Madera, the Larkspur Firefighter's Association and the Corte Madera Firefighter's Association. The intent of this document is for the sole purpose of the sharing of personnel for the purposes of providing maximum services to the citizens of the communities and to assist in order to fill mandatory overtime positions of both the Larkspur Fire Department and the Corte Madera Fire Department with an objective to reduce a forced hire back condition. For the purposes of this document, sharing of personnel will be referred to as **cross department movement**.

Additionally, this agreement permits the daily temporary movement of personnel and resources between stations in both communities when necessary to facilitate training, orientation and to assist with various work tasks. Shift officers will ensure that proper staffing and coverage for both communities is maintained to current standards.

This agreement is made pursuant to, without limitation, the Joint Exercise of Powers Act (California Government Code Section 6500 et seq.). The City and Town may jointly exercise their powers, duties, and functions pursuant to, and in accordance with, the terms of this agreement.

1. Filling of vacant positions

Regarding the filling of minimum staffing positions, prior to cross department movement of personnel, all regular overtime hiring procedures will be exhausted per CMD/LRK MOU documents and department policies. Once it has been determined that a position cannot be filled by regular overtime hiring procedures, the vacant position can be filled by cross department movement. All cross department movement will be accomplished strictly on a voluntary basis.

Corte Madera. If more than a single employee volunteers for cross department movement, the employee with the lowest number of overtime hours will be granted the cross movement overtime shift. If more than one employee volunteers with the same number of overtime hours, the more senior employee will be offered the overtime.

Larkspur. If more than a single employee volunteers for cross department movement, the employee with the lowest number of overtime hours will be granted the cross movement overtime shift.

2. Staffing

Larkspur Engine staffing. Larkspur presently has no minimum paramedic staffing mandates.

Corte Madera staffing. If a vacant position to be offered for cross department overtime occurs on a CMD medic transport unit, only paramedic qualified personnel will be allowed to staff the position. All staffing for CMD must meet minimum paramedic staffing standards now in place.

3. Training

The following training will be provided to both Larkspur and Corte Madera personnel prior to cross movement of personnel.

- A. Engine Familiarization
- B. Engineer Operations
- C. Area Familiarization
 - Major streets
 - Target Hazards
 - Routes of travel
- D. EMS equipment and operations
 - EKG monitors/AED equipment
 - BLS equipment
 - ALS equipment
- E. Larkspur - Familiarization CMD medic unit/CMD with LRK ALS engine equipment
- F. Specialized Equipment
 - TIC
 - Gas monitors
- G. Incident Reporting Systems and other Record Management Systems
 - Other forms and reporting
 - Billing, AMA, daily checks engineer and weekly, monthly
 - Fire ground duties and responsibilities/ operational guidelines/ procedures
- H. General polices and procedures

The above list is not intended to be all encompassing and during the process additional training requirements may be identified and will need to be addressed.

4. Overtime Costs, Compensation, and Reimbursement

Corte Madera Fire department employees will be paid their Corte Madera overtime wage when working a cross department overtime shift.

Larkspur Fire Department employees will be paid their Larkspur overtime wage when working cross department overtime shift.

When a Corte Madera employee works an overtime shift in Larkspur, the Corte Madera employee will be compensated by the Town. The Town of Corte Madera will invoice the City of Larkspur on a monthly basis for any overtime costs incurred by its employees working in Larkspur.

When a Larkspur employee works an overtime shift in Corte Madera, the Larkspur employee will be compensated by the City of Larkspur. The City of Larkspur will invoice the Town on a monthly basis for any overtime costs incurred by its employees working in Corte Madera.

In the City of Larkspur, captains working as firefighters are compensated at the Firefighter overtime rate. Corte Madera employees will be compensated at their standard overtime rate.

5. Employer/Employee Relationship

It is the intent of the parties that each City/Town shall remain the sole employer of any and all of its employees temporarily assigned to the Receiving City/Town under the terms

of this Agreement ("**Sole Employer**"). Employees of the **Sole Employer** shall continue to receive the rights, privileges and benefits conferred by the **Sole Employer** at all times that the employee is temporarily assigned to the **Receiving City/Town**.

A. Compensation. No employee of a **Sole Employer** may receive any compensation (including salary, retirement, leave and other benefits) from the **Receiving City/Town**. Compensation shall only be conferred upon the employee by the **Sole Employer** regardless of the number of hours the employee may be assigned to the **Receiving City/Town**.

B. Discipline. No party that is not the **Sole Employer** of an employee may reprimand, suspend, or take any disciplinary action whatsoever against such employee. Discipline may only be taken against the employee by the employee's **Sole Employer** regardless of the number of hours the employee may be assigned to the **Receiving City/Town**.

C. Control of Work and Temporary Hour Limitations. The parties expressly understand and agree that the **Sole Employer** controls and shall continue to control the means and manner by which all work is to be performed by the personnel of the **Sole Employer** at all times while the personnel are temporarily assigned to a **Receiving Agency** under the terms of this Agreement. Additionally, the parties expressly understand and agree that the employees of the **Sole Employer** shall not be temporarily assigned to the **Receiving Agency** in excess of any of the following: 1) an average of twenty (20) hours per week per year; 2) one thousand (1,000) hours within a fiscal year; or 3) full-time for any six-month period.

D. Retirement System and Benefits. The **City and Town** further represent and warrant that each of them are contracting agencies of the Public Employees' Retirement System established by Part 3 of Division 5 of Title 2 of the Government Code (Gov. Code §§ 20000 et seq.) and will remain contracting agencies with such retirement system throughout the term of this Agreement. The **City and Town** further warrant that each **City and Town** employees that will be assigned to the other **City or Town** pursuant to this Agreement are members of the **Sole Employer's** retirement system at all times that such members are assigned to the **Receiving City/Town**. No employee may accrue any retirement credits or be entitled to any retirement benefits from any **City/Town** that is not the employee's **Sole Employer**, regardless of how many hours, days, months or years that employee may be assigned to the **Receiving City** under this Agreement.

E. Notice to Employees. The parties further represent and warrant that each **Sole Employer** shall provide a copy of this section or summary of the provisions of this section to each of its employees that may be assigned to the **Receiving Agency** under this Agreement within 30 days of the effective date of this Agreement or the employee's date of hire, whichever comes later. Each **Sole Employer** shall retain a copy of the notice provided to each employee under this section in a form that bears the signature of the employee with the date of the employee's signature attesting to the receipt of such notice and the understanding of the employee as to his/her

rights while being assigned to the **Receiving Agency** under this Agreement and the date of the employee's signature. No **Sole Employer** shall assign any employee to the **Receiving Agency** until the **Sole Employer** has received a signed copy of this notice from its employee indicating that the employee wishes to be eligible for temporary assignment to the **Receiving City/Town** under the terms of this agreement.

F. Payment. The **City and Town** agree that when a **City/Town** acting as **Sole Employer** incurs overtime costs due to the assignment of its personnel to the **Receiving City/Town** pursuant to this Agreement, the **Sole Employer** shall be reimbursed by the **Receiving City/Town** for the total amount of overtime pay liability incurred by the **Sole Employer**. It is understood and agreed that the calculation of overtime pay due to the assignment of personnel to the **Receiving City/Town** shall be based upon the base pay compensation rates set for such personnel by the **Sole Employer**, and that the assignment of personnel under this Agreement shall not result in any change in the base pay compensation rates for such personnel. Monthly, any **Sole Employer** incurring such overtime pay costs shall send an invoice to the **Receiving City/Town** for reimbursement of such overtime costs, which shall be paid by the **Receiving City/Town** within thirty (30) days of receipt.

G. Temporary Assignment. Only those employees that agree in writing to be eligible for temporary assignment under this agreement shall be eligible to be assigned to the **Receiving City/Town**. An employee may decline or refuse temporary assignment on any occasion that the employee is offered such assignment. However, after the assignment has begun no employee may leave an assignment that the employee has elected to undertake except with the consent of the ranking personnel of the **Receiving Agency**. Personnel of the **City/Town** providing services under this agreement shall perform at the direction of the ranking personnel of the **Receiving City/Town** at all times that the employee remains temporarily assigned to the **Receiving City/Town**. At the sole discretion of the **Sole Employer**, a temporarily assigned employee's failure to observe or comply with the directions of ranking personnel of the **Receiving City/Town** may be the subject of discipline by the employee's **Sole Employer** pursuant to Section 5(B). Any ranking employee that is temporarily assigned to the **Receiving City/Town** shall be authorized to give orders and directions to employees of lower rank of the **Receiving City/Town** and those employees shall comply with such orders and directions at all times. Nothing in this paragraph shall divest or deprive an employee, including without limitation the Chief, of a **Receiving City/Town** of authority to nullify, abrogate, reverse or void any direction or order made by a temporarily assigned employee that is lower in rank.

6. Workers Compensation

A. Workers' Compensation Insurance. Each **City/Town** shall provide workers' compensation insurance for its employees, even when such employees are assigned to a **Receiving City/Town**. All workers' compensation claims shall be filed exclusively with the employee's **Sole Employer** and each **City/Town** retains its

own losses for any workers' compensation loss, without any right of subrogation or other recourse against any other City/Town. Each City/Town warrants that it carries workers' compensation insurance that complies with the requirements of the California Workers' Compensation Act.

B. Minimum Limits. Each City/Town shall maintain at its sole cost and expense, either through a bona fide program of self-insurance, a risk-sharing joint powers authority, or any combination thereof, commercial general liability insurance coverage with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate and commercial automobile liability coverage in the amount of One Million Dollars (\$1,000,000) combined single limit.

C. Other Requirements. All required insurance coverage's shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to each Agency. The general liability policy shall be endorsed naming the other Agency as an additional insured. The certificates of insurance and required endorsement shall be furnished to each Agency prior to the Effective Date of this Agreement. Said policies shall remain in force through the term of this Agreement and shall be payable on a per occurrence basis only. Nothing herein shall be construed as a limit of either Agency's liability, and each Agency shall indemnify, defend, and hold harmless the other Agency in accordance with the provisions of Section 9.5 of this Agreement. Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of the Agreement. In addition to any other remedies, an Agency may suspend payment to the other Agency for any services provided during the time that insurance was not in effect and until such time as the defaulting Agency provides adequate evidence that it has obtained the required coverage.

7. Policies

Employees will be responsible for the Sole Employer Policies.

All employees will have general knowledge and an understanding of the cross agency policies and procedures manual.

8. Shift Start times

A. Department start time discrepancies will be dealt with by overtime hold over or early relief overtime in order to facilitate cross department overtime shifts. However, double overtime should not be paid in order to get personnel into position.

B. Pending the ratification of this agreement, within a mutually agreeable period, labor groups and management of both agencies will have implemented a single coordinated start time.

9. Constant Staffing

The agreement between the Larkspur Firefighters Association, Corte Madera Firefighters Association, the City of Larkspur, and the Town of Corte Madera for the shared services of personnel for mandatory overtime does not release the City or Town from previously agreed upon minimum staffing standards.

9.5. Liability and Indemnification

A. Liability and Responsibility

This agreement is entered into pursuant to the provisions of Article 2 of Division 2 of Title 5 (commencing with Section 55630) of the Government Code. Accordingly, the parties intend and mutually agree that all of the privileges, immunities, exemptions, pensions, relief, disability, workers' compensation, and all other benefits granted or conferred to each agency while performing its functions within its own city/town limits shall apply equally to each agency, employee, and officer while performing its functions outside, or traveling to and from, its city/town limits under this agreement.

Pursuant to Government Code Section 850.6, it is the parties' intent and mutual understanding that the Receiving City/Town shall not be held liable or responsible for the acts or omissions of any City/Town employee performing functions on temporary assignment under this agreement, except when the employee is acting at the specific direction of an employee at the City/Town Receiving Agency while performing the specific acts or omissions.

B. Hold Harmless and Indemnification

The City shall indemnify, defend and hold harmless the Town and its officers, officials, employees, agents and volunteers (collectively "Indemnitees") from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively "Liability") to anyone who may be injured or damaged by reason of the City's negligence, recklessness or willful misconduct in the performance of this agreement or its failure to comply with any of its obligations contained in this agreement. If City provides a defense to Indemnitees under this section, City shall hire defense counsel acceptable to Indemnitees. The provisions of this Section shall survive the termination or expiration of this agreement.

The Town shall indemnify, defend and hold harmless the City and its officers, officials, employees, agents and volunteers (collectively "Indemnitees") from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively "Liability") to anyone who may be injured or damaged by reason of the Town's negligence, recklessness or willful misconduct in the performance of this agreement or its failure to comply with any of its obligations contained in this agreement. If Town provides a defense to Indemnitees under this section, Town shall hire defense counsel acceptable to Indemnitees. The provisions of this Section shall survive the termination or expiration of this agreement.

10. One Operational Area

The Town of Corte Madera and The City of Larkspur fire agency chiefs will ensure that dispatch assignments and primary response areas are assigned to ensure the best possible allocation of resources to emergency incidents over the One Operational Area. Additionally, existing resources can be temporarily repositioned and redeployed over the One Operational Area to best serve both communities.

11. Unified Command

Corte Madera and Larkspur fire chiefs will provide mutual oversight, back up assistance, technical assistance, and when needed, direct administrative management support over the One Operational Area.

12. Modification of Agreement

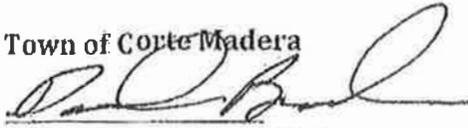
All parties agree that either of the participating labor groups or management representatives can request to modify any portion of this agreement at any time if provisions are found to be unsatisfactory or harmful to the operation of the agency(s).

13. Termination of Agreement

Any party may terminate the Shared Services Agreement with 30 day written notice to all parties involved. The parties involved shall be noted as the Town of Corte Madera, City of Larkspur, Larkspur Firefighters Association, and Corte Madera Firefighter's Association.

12. Signatory

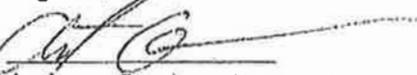
Town of Corte Madera



David Bracken, Town Manager

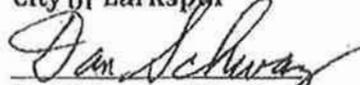


Roger Sprehn, Fire Chief

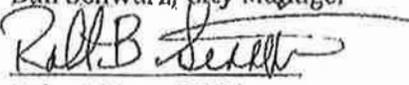


Anthony Quadros, CMPFFA

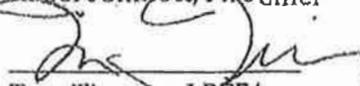
City of Larkspur



Dan Schwarz, City Manager



Robert Sinnott, Fire Chief



Tom Timmer, LPPFA

13. Date of Agreement

This agreement was ratified by all parties on November 4, 2013 and took effect immediately.

This agreement was amended by all parties on 2-17-2014 and changes included, specifically sections 10 and 11, take effect immediately.

**CITY OF LARKSPUR
RESOLUTION No. 81/13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
TO IMPLEMENT A SHARED SERVICES AGREEMENT BETWEEN THE LARKSPUR
AND CORTE MADERA FIRE DEPARTMENTS**

WHEREAS, The Larkspur and Corte Madera Fire Departments work closely together;

WHEREAS, The City of Larkspur utilizes the Corte Madera paramedic ambulance for EMS calls within the community;

WHEREAS, the Larkspur and Corte Madera Fire Departments utilize the same regional training program;

WHEREAS, the Larkspur and Corte Madera Fire Departments have standardized equipment, policies and practices, and:

WHEREAS, the members of both Fire Departments propose to advance the operational relationship.

NOW, THEREFORE, BE IT RESOLVED, that the Larkspur City Council hereby approves the implementation of a Personnel Shared Services Agreement that will enable members of one fire department to work temporarily in the neighboring fire department on a voluntary, as needed basis.

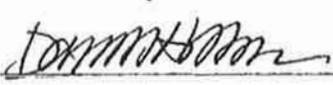
IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a special meeting held on the 16th day of October 16, 2013, by the following vote, to-wit:

AYES: COUNCILMEMBER: Chu, Hillmer, Marsh, Morrison, Rifkind

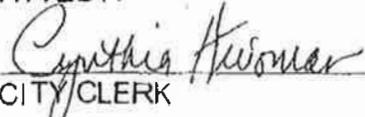
NOES: COUNCILMEMBER: None

ABSENT: COUNCILMEMBER: None

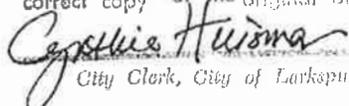
ABSTAIN: COUNCILMEMBER: None


MAYOR

ATTEST:


CITY CLERK

The within instrument is a true and correct copy of the original on file.


City Clerk, City of Larkspur

**CITY OF LARKSPUR
Staff Report**

October 16, 2013 City Council Meeting

DATE: October 16, 2013
TO: Larkspur City Council
FROM: Bob Sinnott, Fire Chief
SUBJECT: **Request to implement a Personnel Shared Service Agreement with the
Town of Corte Madera and approve Resolution # 82-13**

ACTION REQUESTED

For the Council to consider a request to implement a Personnel Shared Service Agreement with the Town of Corte Madera for the purposes of allowing engine company staff to work shifts for the neighboring agency, and to approve Resolution #_____.

SUMMARY

The Larkspur and Corte Madera Fire Departments are concurrently seeking Council approval to implement personnel shared service agreements. The agreements would enable, when the need arises, a Larkspur firefighter or captain to work shifts in the Town of Corte Madera. It would also enable a Corte Madera firefighter or captain to work shifts in Larkspur. Upon occasion, due to absences associated with illness, injury or vacations, it is necessary to order or "force back" an off duty employee to work. This is because each agency has minimum staffing levels that must be met. The shared service agreement would enable the agency to offer the vacancy to members of the other department prior to ordering an off duty employee back to work. There is no anticipated cost savings that will be achieved. This is primarily to promote interagency operations by better utilizing staff during absences.

FISCAL IMPACT

There should be no cost to the Agency.

ENVIRONMENTAL STATUS

California Environmental Quality Act (CEQA) provisions are not applicable to this request.

BACKGROUND

We presently work very closely with our colleagues from the Corte Madera Fire Department. The Corte Madera medic ambulance, through an agreement managed by the Ross Valley Paramedic Authority, responds to a significant portion of Larkspur as our primary ambulance. Additionally, both agencies collectively work as one due to the immediate proximity of fire stations in the Twin Cities communities. The two agencies also actively participate in the Central Marin Training Consortium which ensures that state of the art standardized training is delivered to the members of our two departments. Equipment, policies, and procedures are also aligned to assure that both agencies operate in seamless fashion.

DISCUSSION

Management and labor have been working to develop a personnel shared service agreement that we feel would benefit the operations of both agencies. It is designed to minimize the need to force back employees to work in order to fill vacant positions that must be filled. A force back can be a hardship to the off duty employee and his or her family. The agreement will provide the ability for an off duty employee from Corte Madera to work a shift in Larkspur, prior to us having to force back. It will in turn, afford the Corte Madera fire staff with the same opportunity. The provisions of the agreement would be entirely voluntary. No Larkspur employee would be required to work in Corte Madera.

While minimizing force backs is the primary objective of the agreement, the program could also be viewed as taking another step towards regionalization, or in fact, consolidation of the two agencies. Allowing staff members of both departments to work more collectively could enable us to advance towards further integration in the future. It's a logical and safe step forward with no cost implications.

Additionally, this agreement permits the daily temporary movement of personnel and resources between stations in both communities to facilitate training, orientation and to assist with various work tasks. Shift officers will ensure that proper staffing and coverage for both communities is maintained to current standards.

Force backs occur on a seldom basis, thus the need to utilize the agreement will be infrequent. However, upon occasion, the agreement could be a valuable tool to ensure minimum staffing levels while not having to force back personnel to work.

STAFF RECOMMENDATION

Staff recommends that Council approve Personnel Shared Services Agreement with the Town of Corte Madera and approve Resolution #_____.

2
October 16, 2013
Consideration for Shared Service Agreements

Respectfully submitted,

Bob Sinnott, Fire Chief

Attachments:

1. Shared Services Agreement
2. Resolution # _____

This material has been reviewed
by the Town Manager

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: July 11, 2016
Meeting Date: July 19, 2016

TO: TOWN MANAGER, MAYOR AND COUNCIL MEMBERS

FROM: MARIO FIORENTINI, DIRECTOR OF RECREATION AND LEISURE SERVICES

SUBJECT: ADOPT AMENDMENTS TO RESOLUTION NO. 05/2015 FOR PROPOSED PARKS AND RECREATION FEES FOR FISCAL YEAR 2015-2016

* * * * *

RECOMMENDATION: An amendment to the resolution of the town of Corte Madera setting the FY 2015-2016 fees for reserved uses of town's outdoor fields and facilities, recreation center, Neil Cummins gymnasium, and fees for sports, classes, and activities, authorizing and directing the Town Manager, his duly authorized officers and agents to carry out the purposes of this resolution

OPTIONS:

1. Approve the recommended fee changes
2. Refer the issue back to staff for further analysis
3. Take no action

TOWN MANAGER'S RECOMMENDATION: Supports staff's recommendation.

FISCAL IMPACTS: Adoption of this resolution will include changes to the fee structure for filming permits in Corte Madera. The current fee is \$2000 per day; the structure is being changed to make it scaled based on the size of the filming activity. The recommended scale is:

*1-3 people on crew \$150 per day
4-6 people on crew \$200 per day
7-9 people on crew \$300 per day
10 + people on crew \$700 per day
Corte Madera and Larkspur Student Filming – No Charge*

*Additional possible costs: Damage deposits, Encroachment Permit.
Business License, Police Fees*

BACKGROUND: In recent months there has been an increased interest in filming activity in Corte Madera. Filming companies have approached us for filming permits and have decided on elsewhere because of our higher fees.

Staff would like to recommend the review of the FILMING PERMIT FEE of the Parks and Recreation Department Fee Resolution. It has come to our attention that our fee may be in some instances much higher than in other towns in Marin and we would like to recommend to bring the fee more in line with other communities.

Staff researched the fees for the other cities and towns in Marin and has made its recommendation based on the existing fees in other jurisdictions.

Attachment 1 is Draft Resolution 28/2016, amending Resolution 05/2015 to change the fees for film permits.

Attachment 2 is Resolution 05/2015, the current 2015/2016 Fee Resolution

Attachment 3 is the minutes from the July 2016 meeting of the Parks and Recreation Commission.

Attachment 4 is a list of the filming permit fees for the different cities and towns in Marin

Staff is only making a recommendation to adjust the filming permit fee at this time. The full fee resolution would be reviewed by staff and the commission in February of 2017.

ATTACHMENTS:

1. Draft Resolution 28/2016, amending Resolution 05/2015 to change the fees for film permits.
2. Resolution No. 05/2015: 2015-2016 Fees
3. Draft minutes of June 2016 Parks and Recreation Commission Meeting
4. List of Filming Permit Fees of Marin Cities and Towns

ATTACHMENT 1

Draft Resolution 28/2016, amending Resolution 05/2015 to change
the fees for film permits.

RESOLUTION NO. 28/2016

A RESOLUTION OF THE TOWN OF CORTE MADERA AMENDING
RESOLUTION 05/2015 SETTING THE FY 2015-2016 FEES FOR RESERVED USES
OF TOWN'S OUTDOOR FIELDS AND FACILITIES, COMMUNITY CENTER, NEIL
CUMMINS GYMNASIUM, AND FEES FOR SPORTS, CLASSES, AND ACTIVITIES
TO UPDATE THE FEES FOR FILM PERMITTING

WHEREAS, the Town of Corte Madera (hereinafter referred to as "TOWN") provides facilities which may, by permit, be reserved for use at Corte Madera Town Park, The Cove Park, Menke Park, Piccolo Pavilion, Granada Park, Corte Madera Community Center, Community Center Readerboard, and Neil Cummins School Gymnasium; and

WHEREAS, the TOWN also provides facilities for annual and seasonal use by permit at Corte Madera Town Park, The Cove Park and Neil Cummins Gymnasium for organized groups such as the Mill Valley Soccer Club, Twin Cities Little League, and St. Patrick's CYO Basketball; and

WHEREAS, the TOWN provides sports leagues, classes and activities at reasonable fees, and augments its recreation programs with fees charged toward covering the costs of providing said programs; and

WHEREAS, it is in the public's best interest for the Council to review fees from time to time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section I. That the Filming Fee under Section D, Other Fees, is revised to read:
D. OTHER FEES

Filming Fee ~~_____ \$2000.00 / day~~
(Town of Corte Madera Business License also required.)

Filming Fees 1-3 people on crew \$150 per day
 4-6 people on crew \$200 per day
 7-9 people on crew \$300 per day
 10 + people on crew \$700 per day
Corte Madera and Larkspur Student Filming – No Charge

Additional possible costs:

Damage deposits
Encroachment Permit
Business License
Police Fees

Section II. The Town Manager, his duly authorized officers and agents, be and the same hereby are, directed to carry out the purposes and intent of the Resolution. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Corte Madera on July 19, 2016 by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Sloan C. Bailey, Mayor

ATTEST:

Rebecca Vaughn, Town Clerk

ATTACHMENT 2

Resolution No. 05/2015: 2015-2016 Fees

RESOLUTION NO. 05/2015

A RESOLUTION OF THE TOWN OF CORTE MADERA SETTING THE FY 2015-2016 FEES FOR RESERVED USES OF TOWN'S OUTDOOR FIELDS AND FACILITIES, COMMUNITY CENTER, NEIL CUMMINS GYMNASIUM, AND FEES FOR SPORTS, CLASSES, AND ACTIVITIES, AUTHORIZING AND DIRECTING THE TOWN MANAGER, HIS DULY AUTHORIZED OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES OF THIS RESOLUTION;

WHEREAS, the Town of Corte Madera (hereinafter referred to as "TOWN") provides facilities which may, by permit, be reserved for use at Corte Madera Town Park, The Cove Park, Menke Park, Piccolo Pavilion, Granada Park, Corte Madera Community Center, Community Center Readerboard, and Neil Cummins School Gymnasium; and

WHEREAS, the TOWN also provides facilities for annual and seasonal use by permit at Corte Madera Town Park, The Cove Park and Neil Cummins Gymnasium for organized groups such as the Mill Valley Soccer Club, Twin Cities Little League, and St. Patrick's CYO Basketball; and

WHEREAS, the TOWN provides sports leagues, classes and activities at reasonable fees, and augments its recreation programs with fees charged toward covering the costs of providing said programs; and

WHEREAS, it is in the public's best interest for the Council to review fees from time to time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section I. Resolution 04/2013 is hereby rescinded. The FY 2013-2014 Parks and Recreation Fee Resolution is hereby repealed and superseded by this Resolution.

Section II. For the purposes of this resolution, "Residents" shall mean, the following:

- A) for the use of facilities and programs located on property owned by the Larkspur School District (Neil Cummins Gymnasium, The Cove Park, Town Park Summer Playground Program, Softball and Soccer fields at Town Park (this soccer field is located in the north east portion of Town Park and the south east portion of Neil Cummins School), Tennis Courts at Granada School, and Sand Volleyball Court at The Cove School), "residents" shall mean individuals who reside in or groups and organizations which have their principal place of business located within the County of Marin;
- B) For the use of all other facilities and programs (Picnic Areas, Piccolo Pavilion, Town Park other than the areas mentioned in (a) above, Community Center, Community Center Reader Board and Tennis Courts at Town Park)

“residents” shall mean individuals who reside in or groups and organizations which have their principal place of business located within the Town of Corte Madera.

- C) For the purpose of this resolution, all fees will be assessed at those amounts which are in effect during the fiscal year of the scheduled activity, subject to the following exception: the summer playground program shall be assessed at the amount of the fee set by resolution, regardless of the fiscal year in which the program may begin.

Section III.

COMMUNITY CENTER FACILITIES

The hourly use fees/charges applicable to users of the TOWN’S Recreation Center shall be:

A. COMMUNITY CENTER RESIDENTS NON-RESIDENTS

Main Hall / Bar Area / Patio / Kitchen \$175.00/ hour \$235.00/ hour
(4 hour minimum)

B. ADDITIONAL FEES

Cleaning and Damage Deposit: depending upon type of activity
\$500.00 - \$2000.00

Overtime: Any time used over contracted time will be billed at double the rate per hour.

Security: The cost of necessary contracted security, plus 10% for overhead, will be borne by the renter.

C. READER BOARD

The use fees/charges applicable to users of the TOWN’S Reader board shall be:

	<u>GENERAL USE</u>	<u>COMMERCIAL USE</u>
Reader Board	\$25.00/ message	\$130.00/day

D. OTHER FEE'S

Filming Fee \$2000.00 / day

(Town of Corte Madera Business License also required.)

<u>Special Events Permit</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Special Events Application	\$100.00 / per application	\$200.00 / per application

Section IV.

OUTDOOR FACILITIES

The one-day use fees/charges applicable to users of the TOWN'S outdoor fields and facilities shall be:

A.	<u>PICNIC AREAS PER SITE</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Area A – G Town Park	\$25.00/ hour	\$30.00/ hour
	Area 1 – 2 The Cove		
	(4 hour segments)		

Cleaning and Damage Deposit	\$200.00	\$200.00
(fully refundable)		

B.	<u>MENKE PARK:</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	A Special Events Permit is also required		
	Piccolo Pavilion	\$55.00/ hour	\$65.00/ hour
	Cleaning and Damage Deposit	\$ 300.00	\$300.00
	(fully refundable)		

C.	<u>ATHLETIC FIELDS</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Town Park West Field, East Field, Softball Field and The Cove Field	\$95.00 / hour	\$110.00 / hour
	Twin Cities Little League / Twin Cities Softball		\$15.00 / hour
	Tiburon / Mill Valley Fall Kick Off Tournament	\$55.00/ hour	

D.	<u>COURTS</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Town Park and Granada Tennis Courts		
	Annual Tennis Court Key (available July 1)	\$40.00	\$50.00

½ Year Tennis Court Key (available Jan 1)	\$25.00	\$35.00
Daily Tennis Court Key	\$5.00	\$10.00
The Cove Sand Volleyball Court	\$20.00 / hour	\$25.00 / hour

E.	<u>GRAVEL LOT:</u>	<u>RESIDENTS / NON-RESIDENTS</u>
	Overflow Parking Lot (by Nordstrom)	\$1000.00 - \$2500.00 / day
	Cleaning and Damage Deposit (may be fully refundable)	\$ 5000.00

Section V.

NEIL CUMMINS FACILITIES

The use fees/charges applicable to users of the Neil Cummins Gymnasium shall be:

A.	<u>NEIL CUMMINS GYM</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
	Gymnasium	\$65.00/ hour	\$80.00/ hour
	St. Patrick’s CYO	\$55.00/ hour	
	St. Patrick’s CYO Volleyball	\$25.00/ hour	

Section VI.

KIDS CLUB AFTERSCHOOL PROGRAM

The After school Program use fees shall be applicable to users of the Town’s before and after school program at the rate of:

A.	<u>KIDS CLUB</u>	
	<u>School Days</u>	
	Kindergarten students	\$36.00/day
	Grades 1-6	\$25.00/day
	<u>Non-School Days</u>	
	Ages 5 – 12	\$47.00/day

Section VII.

SUMMER PLAYGROUND PROGRAM

The Summer Playground Program registration fees shall be applicable to users of the Town Park and The Cove School programs, and shall be the annual one-time registration fee for the publicized program, or for any part thereof:

<u>A.</u>	<u>SUMMER PLAYGROUND</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
	Summer Playground Participant (6/17 – 8/9)	\$650 per child	\$850 per child
	Summer Playground II Participant	(8/12 – 8/30) \$250/per child	
	Summer Playground CIT		
	Year 1	\$300/per child	\$400/per child
	Year 2	\$200/per child	\$300/ per child
	Year 3	\$100/per child	\$200/ per child
	Town of Corte Madera Employees	Registration fees exempted	

Section VIII.

RECREATION DEPARTMENT PROGRAM FACILITY RATES

The cost recovery goal applicable to the TOWN'S recreation programs, excluding the subsidized senior programs, shall be to eventually achieve a balance between revenue and expenses that reflects a 100% cost recovery, providers of classes, activities or events at which fees are charged to participants shall pay the following fees for use of town facilities:

A. Main Hall	\$40.00 / hour
B. Classroom	\$30.00 / hour
C. Backroom	\$15.00 / hour
D. Kitchen	\$20.00 / hour
E. Athletic Fields	\$95.00/hour
F. Tennis Courts	\$45.00 / hour
G. Menke Park	\$45.00 / hour
H. Picnic Sites	\$20.00 / hour
I. Neil Cummins Gym	\$60.00 / hour
J. Offsite / Non Town Facilities	\$25.00/ per participant

Section IX.

The use fees/charges, excluding duty staff, applicable to users of the TOWN'S parks and recreational facilities shall not be applied to:

A. TOWN SPONSORED PROGRAMS

Town Council, Boards/Commissions, Town Departments,
Central Marin Police Authority and Corte Madera Volunteer Firefighters
Association

B. TOWN HOMEOWNERS' ASSOCIATIONS

Annual meetings of TOWN'S bonafide Homeowners' Associations held
in the Community Center shall be charged \$35 per hour for proactive
costs. Charges for the use of other Town facilities shall be at standard
resident rates.

C. TOWN CIVIC ORGANIZATIONS

Fee waiver is contingent upon current Building Use Agreement between
TOWN and Organization.

- a. Corte Madera Lions Club
- b. Corte Madera Women's Improvement Club
- c. Corte Madera-Larkspur Mothers Club
- d. Friends of the Corte Madera Library
- e. Corte Madera Beautification Committee
- f. Corte Madera Town Band
- g. Corte Madera Community Foundation
- h. Non-Political Informal Community Groups (at Staffs discretion)

D. LARKSPUR SCHOOL DISTRICT

Fee waiver is contingent upon current Joint Powers Agreement and Joint
Use Agreement between TOWN and District.

Section X. In those instances where the Town has sole authority to grant permission to persons ("permittee") wishing to use a Town-owned facility or a facility the use of which is controlled by the Town, the permittee shall not charge those participating in the permittee's activities conducted at the facility a fee or other charge that differentiates between the participants based on the participants' residency or place of business.

Section XI. The Town Manager, his duly authorized officers and agents, be and the same hereby are, directed to carry out the purposes and intent of the Resolution. This resolution shall take effect on July 1, 2015.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of
Corte Madera on February 17, 2015 by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

, Mayor

ATTEST:

Rebecca Vaughan, Town Clerk

ATTACHMENT 3

Draft minutes of June 2016 Parks and Recreation
Commission Meeting

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
JUNE 27, 2016
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Eric Engstrom
Emily Janowsky
Elein Phipps

Commissioners Pam Fong
Absent: Emily McFarland
Eric Ahern, Youth Commissioner

Staff Mario Fiorentini, Recreation Director
Present:

1. CALL TO ORDER AND ROLL CALL AND SALUTE TO THE FLAG

Chair Casissa opened the meeting at 7:03 p.m.

2. OPEN TIME FOR PUBLIC COMMENT

There were no comments.

3. CONSENT CALENDAR

There were no Consent Calendar items.

4. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- a. Commissioners' Reports
 - June Town Council Meetings

Recreation Director Fiorentini stated at the June meeting, the Council made the Commission appointments and there will be a new Commissioner starting next month. The Council also appointed Central Marin Police Authority Chief Todd Cusimano as the new Town Manager effective September 1st. Current Town Manager Dave Bracken will stay on as the Director of Public Works/Town Engineer.

- Individual Commissioner Updates

Commissioner Janowsky wanted to thank Recreation Director Fiorentini and his staff for the wonderful Centennial Weekend Event- she and her family had a great time. The Commission agreed.

Recreation Director Fiorentini

- Facilities Sub-Committee

Chair Casissa stated the sub-committee met last week and will meet again this Thursday. He noted there was an opening on the committee and asked for a volunteer.

- b. Park and Recreation Director's Report- Update

- Recreation Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Centennial Committee
- Budget Status

Recreation Director Fiorentini reported the Summer Playground Program got off to a great start last Monday. Everything is going smoothly and the kids are having a great time. Enrollment is down but it seems to be a better experience for the kids. There are several other camps happening in Town Park along with the usual activity that occurs. Commissioner Engstrom asked why enrollments were down. Recreation Director Fiorentini stated Larkspur's Super Cool Summer School is using Neal Cummins this year for four weeks and enrollments for Summer Playground will probably pick up after this program ends. Commissioner Janowsky noted this was a shorter summer than last year when there was school construction. In addition, the Larkspur/Corte Madera School District realigned their school year calendar to match the Tamalpais Union High School District calendar. Recreation Director Fiorentini noted there was a lot of competition for summer camps. Chair Casissa asked if staffing levels were appropriate or if they had to make any cuts. Recreation Director Fiorentini stated there would be not cuts but schedules might get adjusted. He reported the next Centennial Events were the 4th of July celebration, Movie Night on August 19th, Grandparents Day, the Penny Carnival, and a Haunted House in October. He attended this morning's Centennial Committee meeting and they did a wrap up on the weekend and discussed upcoming events. He reported the Kid's Club is wrapped up and will start up again when school begins. Staff is going through a re-branding process and the Kid's Club will have a new logo and a refreshed Website. He reported the Facilities Subcommittee would review the first draft of the Dog Park Study/Memo, prepared by MIG Consultants, this week. Staff is reviewing the Administrative Draft and should have that ready for the subcommittee to review this week. The Commissioner will review the draft at next month's meeting.

5. BUSINESS ITEMS

5.1 Capital Improvement Projects Update

Recreation Director Fiorentini presented a staff report. He displayed a worksheet and noted there were two revenue sources- the Parks and Recreation Facility Trust Fund and Measure "A" Funds. He briefly discussed the following Facility Trust Fund Projects: 1) Tennis Court Resurfacing (done in late summer/early fall); 2) Shade Structure (ready to go); 3) Dog Park Study (completed by the end of July); 4) Centennial Events (on-going); 5) Irrigation Control Boxes (completed); 6) Skate Park Fencing (completed). He briefly discussed the Measure "A" Projects: 1) Town Park Irrigation Controller (Phase I will be done by end of current Fiscal Year); 2) Pixley Lagoon Restoration Project (withdrawn and money yet to be reallocated); 3) Green Room Stairs (done by the end of August); 4) Water Fountains (3 new water fountains completed); 5) Skate Park Improvements (working on design details). He noted the Town was in a 2-year budget cycle and some of the projects would be carried over. Staff is excited about the progress that has been made.

Commissioner Engstrom asked if the Skate Park ramps would be different. Recreation Director Fiorentini stated "yes"- there would be a different surface/coating to alleviate the problems of temperature and noise. Commissioner Janowsky asked if they would be concrete. Recreation Director Fiorentini stated they were looking at concrete forms but they were higher maintenance. Replacing everything in the Skate Park would cost about \$60,000. They currently have \$40,000 and the project could be phased in over two years. Commissioner Janowsky asked staff if they solicited input from Skate Park users. Recreation Director Fiorentini stated "no" but once they have a couple of drawings they could get some input. Commissioner Janowsky stated she would be happy to work with Recreation Director Fiorentini on soliciting input.

Commissioner Blomgren asked if the existing ramps had any resale value. Recreation Director Fiorentini stated “probably not”.

5.2 Discussion of Possible Action on Filming Permit Fee Review

Recreation Director Fiorentini presented a staff report. He noted there were concerns that the fees were too high. Staff has been approached by Netflix about filming in Corte Madera for an upcoming series.

Chair Casissa asked if the fee would be applied to students from Redwood High School doing film project. Recreation Director Fiorentini stated “yes”. Chair Casissa asked if levying the fee could be at the discretion of the Recreation Director. Recreation Director Fiorentini stated “yes” but that language would need to be added to the resolution.

Commissioner Phipps asked about the pros and cons of lowering the fee. Recreation Director Fiorentini stated there was a feeling that they were losing opportunities to bring economic stimulus to Corte Madera including an increase in TOT (hotel) fees, etc.

Commissioner Phipps stated she liked the idea of having some type of exception for students. The other Commissioners agreed.

M/s, Janowsky/Phipps and approved unanimously (Fong, McFarland, Ahern absent) to recommend to the Town Council the new Filming Permit Fee structure including a waiver for Corte Madera/Larkspur school groups.

5.3 Discussion and Possible Action on Centennial Event- Art Week in Corte Madera

Recreation Director Fiorentini presented a staff report. Local artists would submit his or her artwork to the Town which would be displayed at several venues. The budget would be around \$13,000 to \$15,000 and would come out of the Centennial Celebration Fund. Artist would donate a certain percentage of sales to help fund art programs (scholarships, materials, etc.) at local schools. He is working with Larkspur/Corte Madera School District Superintendent Valerie Pitts and a representative of SPARKS. If approved, the event would go on the Centennial Calendar and occur the same week as the Octoberfest.

Commissioner Engstrom asked if there would be booths in the park. Recreation Director Fiorentini stated “no”- there could be some sculptures located in the park, paintings in the Community Center, etc. There could be an opportunity for music or performances in the park

Commissioner Janowsky stated it was a great idea to showcase art. Recreation Director Fiorentini agreed and stated it was something different for the Recreation Department. He has asked an artist from Berkeley for some assistance.

Commissioner Phipps asked if they could have a booth or some type of display at the Octoberfest. Recreation Director Fiorentini stated he would talk to the group that handles the Octoberfest.

Chair Casissa stated the staff report talks about “Bay Area artists” and he asked if the artists would be from Marin County. He also asked how the artwork would tie back to Corte Madera and the Centennial Celebration. Recreation Director Fiorentini stated preference would be given to Corte Madera artists. The Art Committee would review applications and submissions and look for the Centennial/Corte Madera spirit. Chair Casissa stated he would like a member of the Centennial Committee to be on the Art Committee. Commissioner Janowsky stated a local artist should be on the committee.

Chair Casissa asked how the \$13,000 to \$15,000 budget would break down. Recreation Director Fiorentini stated that was a bit of an unknown at this point. The artists and curators would receive a modest stipend.

Commissioner Blomgren stated it was a great idea and he suggested getting kids involved and perhaps having a photography contest.

Chair Casissa asked Recreation Director Fiorentini to report back to the Commission each month on this event.

M/s, Blomgren/Janowsky and approved unanimously (Fong, McFarland, Ahern absent) to recommend to the Town Council approval of an Art Week Event as a part of the Centennial Celebration. The Commission would like to see the following: 1) A member of the Centennial Committee should be on the Art Commission; 2) Preference should be given to Corte Madera artists; 3) There should be a kid's component to the event.

5.4 Discussion and Possible Action on Relocation of Memorial Rock

Recreation Director Fiorentini presented a staff report. He displayed a slide of the current location of the Memorial Rock- it is near the entrance of the Skate Park. He noted the Memorial Rock was installed by the Corte Madera Women's Club many years ago.

Ms. Jan Shaw, Ms. Spring Krager, and Ms. Annette Futterman asked that the Memorial Rock be moved closer to the Community Center. The rock should be moved to a more prominent location- the current location seems disrespectful.

Commissioner Engstrom asked about the cost of moving the rock. Recreation Director Fiorentini stated the work would be done by the Public Works Department.

Commissioner Blomgren stated this is a Serpentine rock- appropriate for use as a Memorial Rock- it is forged under extreme pressures, but low temperatures, similar to what soldiers go through.

M/s, Casissa/Engstrom and approved unanimously (Fong, McFarland, Ahern absent) to approve the relocation of the Memorial Rock and to ask staff to work on the new location with the Women's Improvement Club and the Beautification Committee.

5.5 Summer Schedule for Parks and Recreation Commission Meetings: July 25 and August 22

Recreation Director Fiorentini asked the Commission to check his or her calendar to make sure they have a quorum for the next two meetings. It was determined that there would be a quorum.

5.6 Approval of April and May Minutes

M/s, Phipps/Janowsky and approved unanimously (Fong, McFarland, Ahern absent) to approve the April and May, 2016 minutes as submitted.

6. ROUTINE AND OTHER MATTERS

A. Future Agenda Items

Chair Casissa stated the following item would be on a future agenda: 1) Dog Park Feasibility Study; 2) Status of Art Week Event.

7. ADJOURNMENT

The meeting was adjourned at 8:12 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, July 25, 2016 at 7:00 p.m. in the Council Chambers.

Respectfully submitted,
Toni DeFrancis
Recording Secretary

ATTACHMENT 4

List of Filming Permit Fees of Marin Cities and Towns

Town/City	Film Permit Costs
San Rafael	Monthly one time cost of \$200-\$400 depending on average number of shoot days
Larkspur	\$150 per day
San Anselmo	\$400 per day
San Francisco	\$300 per day for TV series
	If budget is under \$500,000 then \$100 per day
	They also have a tax benefit rebate
Sausalito	\$150 to \$300 per day, depending on the type of film project, i.e. commercial, documentary, long-term feature, etc., plus staff costs if applicable.
County of Marin	Still Photos \$250 per day; Moving films \$400 per day; Special Event Fee \$400 per day. (Special Event Fee required for both Still & Moving). Also require \$1,000,000 liability insurance too.
Novato	Film permit is \$203 and \$320 for a road closure. If the filming requires a road closure, the charge would be \$320. We don't double up the film permit and the cost of the road closure. (These are police permits)
Mill Valley	1-3 people on crew \$150 per day
	4-6 people on crew \$300 per day
	7-9 people on crew \$600 per day
	10 or more people on crew \$900 per day
	Possible additional costs: police services, Parks & Rec (for park use) Public Works
Tiburon	1-3 people on crew \$150 per day
	4-6 people on crew \$300 per day
	7-9 people on crew \$600 per day
	10 or more people on crew \$1,00 per day
Ross	\$1,165 per day M-F 8a-5p, each hour over 8 \$154 per hour. (\$3,000,000 Liability Ins required)
Fairfax	NO RESPONSE
Corte Madera	\$2,000 per day
Belvedere	1-3 people on crew \$100 per day
	4-6 people on crew \$200 per day
	7-9 people on crew \$300 per day
	10 + people on crew \$600 per day
	Additional costs: \$5,000 damage deposit, encroachment and/or road closure permit fees and \$160 business license

This material has been reviewed
by the Town Manager

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: July 11, 2016
Meeting Date: July 19, 2016

TO: TOWN COUNCIL OF CORTE MADERA
FROM: MARIO FIORENTINI, DIRECTOR OF RECREATION AND LEISURE SERVICES
SUBJECT: PARKS AND RECREATION CENTENNIAL EVENT
"ART WEEKEND"

* * * * *

RECOMMENDATION: APPROVE EVENT

OPTIONS:

1. Accept the report and recommendations,
2. Make modifications to the recommendations.
3. Take no action. Request staff to bring back information or other alternatives to address the recommendations presented in this report.

TOWN MANAGER'S RECOMMENDATION: Supports staff's recommendation.

FISCAL IMPACT:

Budget Estimates

Curator Professional Services	\$4500
Artists Stipend	\$150/per artist
Hardware and Installation Materials	\$750
Food and Drinks	\$750
Incidentals	\$500
Estimated total budget is	\$16,000.00

BACKGROUND:

The Parks and Recreation Department requested earmarked funds to put on the 2016 Centennial Activities. These funds were approved through the capital project budget in October of 2015. The idea was to be able to separate out funds that would be available for the Parks and Recreation Department and would be separate from other Centennial money. There is \$105,000 set aside for FY 16/17.

PURPOSE and DISCUSSION:

The Parks and Recreation Department has many offerings for the community. Community events are something we pride ourselves in. We are able to bring the community together to experience the park and community center throughout the year with unique events that everyone can enjoy.

This year being the centennial, staff would like to provide an art event celebrating the history of Corte Madera. The art weekend would be over several days during the early part of October (October 1-10) final dates are not set. We have taken several steps to ensure we do not interfere with any other ongoing events, primarily Oktoberfest and SPARK'S annual Golf Tournament.

Staff has met with three local bay area artists to help curate this event. We would be sending out an open call to artists around Corte Madera, Marin and the Bay Area to submit work that would be showcased over 3-4 days. The Community Center, Park, and possibly other locations around town would serve as the venues to display the different works. Different days and times would be scheduled for viewings, performances, and an "open house" type of event for the artists to be present to speak with the public about their work.

Part of the weekend would include an opportunity for the artists to sell their work. We would like these sales to support our local schools. We have met with representatives of SPARK and have discussed having a portion of the sales to go to them to help support their mission of Art, Music, Science and Technology for Neil Cummins, The Cove and Hall Middle School.

The Parks and Recreation Commission voted to recommend the event to the Town Council at their June 2016 meeting.

ACTION REQUIRED: Staff recommends Council accept the report and approve the event as presented.

Placing an item on the agenda: An item may be placed on the agenda by submitting a request to the Town Clerk or the Town Manager, or their designee, by Tuesday at 5p.m. 21 days prior to the Council meeting during which the item is sought to be considered. If such item requires staff investigation or if it will be considered at a future date in the normal course of business (e.g., planning and budget matters), it may be deferred to a later date with concurrence of the person submitting the item. Staff will accommodate submissions after the deadline whenever practical. (Town Council Rules and Procedures, Section 7.5)



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

www.townofcortemadera.org

DRAFT AGENDA
PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE

**CORTE MADERA TOWN COUNCIL
AND SANITARY DISTRICT NO. 2 BOARD
TOWN HALL COUNCIL CHAMBERS
300 TAMALPAIS DRIVE**

TUESDAY, AUGUST 2, 2016

7:30 P.M.

- 1. CALL TO ORDER, SALUTE TO THE FLAG, ROLL CALL**
- 2. PRESENTATION: NONE**
- 3. OPEN TIME FOR PUBLIC DISCUSSION**

Please confine your comments during this portion of the agenda to matters not already on this agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Mayor or the Presiding Officer.

The public will be given an opportunity to speak on each agenda item at the time it is called. The Council may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Council, no further comment from the public will be permitted unless authorized by the Mayor or the council and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Council or as otherwise limited by order of the Mayor or Council.

4. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
- Director of Planning & Building Report on Tamal Vista East Corridor Study
- Council Reports

5. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Town Council, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Mayor and Town Council.

- 5.I Waive Further Reading and Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only. (Standard procedural action – no backup information provided)
- 5.II Consideration of Approval of the Final Map for 1421 Casa Buena Drive “Enclave Townhomes” Project
(Report from David Keane, Engineering Consultant)
- 5.III Receive and File Investment Transactions Monthly Report
(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)
- 5.IV Approve Warrants and Payroll for the Period / /16 through / /16:
Warrant Check Numbers _____ through _____, Payroll Check Numbers _____ through _____, Payroll Direct Deposit Numbers _____ through _____, Payroll Wire Transfer Numbers _____ through _____, and Wire Transfer of / / .
(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)

6. PUBLIC HEARINGS:

7. BUSINESS ITEMS:

7.I *SANITARY DISTRICT ITEMS:*

- 7.I.i Consideration and Possible Action to Approve a Supplemental Appropriation of Funds to the Adopted Sanitary District 2 FY 2015-2016 Budget for Flow Meter and Isolation Valve Replacement
(Report from Nisha Patel, Senior Civil Engineer)
- 7.I.ii Consideration and Possible Action to Approve a Supplemental Appropriation of Funds to the Adopted Sanitary District 2 FY 2016-2017 Budget for Trinidad II Pump Station Rehabilitation
(Report from Nisha Patel, Senior Civil Engineer)

7.II *TOWN ITEMS:*

- 7.II.i Discussion and Possible Direction to Staff Regarding Regulation of Short Term Rentals
(Report from Adam Wolff, Director of Planning and Building)
- 7.II.ii Discussion and Possible Action to Consider Change of Election Date from November of Odd Years to June or November of Even Years
(Report from Rebecca Vaughn, Town Clerk)
- 7.II.iii Review of Draft August 16, 2016 Town Council Agenda
- 7.II.iv Approval of Minutes of July 19, 2016 Town Council Meeting

8. ADJOURNMENT

TOWN COUNCIL STAFF REPORTS ARE USUALLY AVAILABLE BY 5:00 P.M., FRIDAY PRIOR TO THE COUNCIL MEETING, AND MAY BE OBTAINED AT THE CORTE MADERA TOWN HALL, OR BY CALLING 927-5050. AGENDA ITEMS ARE AVAILABLE FOR REVIEW AT CORTE MADERA LIBRARY, FIRE STATION 13 (5600 PARADISE DRIVE) AND THE TOWN HALL. IF YOU CHALLENGE THE ACTION OF THE TOWN COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING DESCRIBED IN THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE TOWN CLERK, AT OR PRIOR TO THE PUBLIC HEARING.

Any member of the public may request placement of an item on the agenda by submitting a request to the Town Clerk. The public is encouraged to contact the Town Manager at 415-927-5050 for assistance on any item between Council meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 415-927-5086. For auxiliary aids or services or other reasonable accommodations to be provided by the Town at or before the meeting please notify the Town Clerk at least 3 business days (the Thursday before the meeting) in advance of the meeting date. If the town does not receive timely notification of your reasonable request, the town may not be able to make the necessary arrangements by the time of the meeting.

1 DRAFT

2
3 MINUTES OF JUNE 21, 2016

4
5 REGULAR MEETING
6 OF THE
7 CORTE MADERA TOWN COUNCIL
8

9 Mayor Bailey called the Regular Meeting to order at Town Hall Council Chambers, 300
10 Tamalpais Drive, Corte Madera, CA on June 21, 2016 at 7:30 p.m.

11
12 **1. ROLL CALL**

13
14 Councilmembers Present: Mayor Bailey, Vice Mayor Furst and Councilmembers Andrews,
15 Condon and Lappert

16
17 Councilmembers Absent: None

18
19 Staff Present: Town Manager/Town Engineer David Bracken
20 Director of Planning and Building Adam Wolff
21 Town Attorney Randy Riddle
22 Senior Civil Engineer Nisha Patel
23 Associate Civil Engineer Kelly Crowe
24 Police Chief Todd Cusimano, CMPA
25 Town Clerk/Assistant to the Town Manager Rebecca Vaughn
26

27 **SALUTE TO THE FLAG:** Mayor Bailey led in the Pledge of Allegiance.

28
29 **2. PRESENTATION**

30
31 2.1 Presentation of Citizen of the Year and Volunteer of the Year Awards

32
33 Mayor Bailey recognized Cheryl Longinotti, honored as Corte Madera's 2016 Citizen of the
34 Year. Councilmembers individually read portions of the proclamation into the record and a
35 round of applause followed.

36
37 Ms. Longinotti said she was both surprised and excited to be honored as Citizen of the Year.
38 She spoke about her love of biking and walking in town and her involvement in community
39 activities and thanked the Council for the award.

40
41 Mayor Bailey then recognized David Kunhardt as Volunteer of the Year but said he could
42 not be present at the meeting. Councilmembers read portions of the proclamation into the
43 record and a round of applause followed.
44

7.X

1 **3. OPEN TIME FOR PUBLIC DISCUSSION**

2
3 JACQUE YENI expressed his puzzlement as to why there was no acknowledgement at the
4 last meeting of the letter signed by many residents opposing the refinance the Council
5 approved. He voiced concern as to the actual savings from the refinancing and asked that
6 Town Council vet information on any profit or compensation awarded to the broker and
7 bank. Lastly, he said it was unusual that there was no peer review or second opinion
8 conducted regarding the refinance and stated that everything was negotiable in the deal.

9
10 Mayor Bailey suggested Mr. Yeni contact Director of Administrative Services/Town
11 Treasurer George T. Warman, Jr. to further discuss the refinancing's details.

12
13 LAURA VON WALDBURG, Lakeside Drive, asked the Council to discuss putting sand back
14 into the Town Park sandbox. The box was vandalized with glass and she has worked with
15 Public Works to find replacement sand. They identified 3 options and asked the Town
16 Council to order the new sand and have it replaced in the box by the 4th of July parade, if
17 possible.

18
19 **4. COUNCIL AND TOWN MANAGER REPORTS**

20
21 - Town Manager Report

22
23 Town Manager Bracken gave the following report:

- 24 • Per Mr. Warman's memo regarding the refinancing, Certificates of Participation
25 were refinanced this morning and savings will be approximately \$111,000 per year
26 versus the \$90,000 which was previously presented. The total cost of the
27 refinancing was close to \$275,000 versus \$300,000.
- 28 • An email was received from Superintendent Valerie Pitts asking the Town to finance
29 a crossing guard this year at the Paradise/Sea Wolf/El Camino intersection at a cost
30 of approximately \$16,000. Staff will return the matter to the Council for
31 consideration of a supplemental appropriation.
- 32 • Staff is working on a long-term financial plan and will have a presentation on the
33 matter at the July 19th Council meeting.
- 34 • A feasibility study is underway and should soon be completed for the Dog Park.
- 35 • The Parks and Leisure Services Director received a proposal from Circus Vargas for
36 use the gravel lot for a show in September which will be discussed. He will soon
37 update the Council on the lease of the gravel lot and Restoration Hardware.
- 38 • The Centennial Weekend was a huge success and he complimented Town staff on
39 their work for the event.
- 40 • Summer Playground began June 20th with 113 children signed up.

41
42 Mr. Bracken added that Public Works staff was working on the Town Park sandbox and has
43 been in communications with Ms. Von Waldburg.

- 1
2 - Director of Planning & Building Report on Tamal Vista East Corridor Study
3
4 • Mr. Wolff reported that the Town is on track to have the study completed prior to
5 the expiration of the moratorium this fall.
6

7 - Council Reports
8

9 Councilmember Lappert had no report.

10
11 Councilmember Andrews had no report.
12

13 Councilmember Condon gave the following report:

- 14 • She commended the Public Works Department, the Parks and Recreation
15 Department, Chair Pati Stoliar and Chamber of Commerce Executive Director Julie
16 Kritzberger for their work on the Centennial celebration's Weekend 100.
17 • She read a thank-you letter into the record regarding the fireworks at Weekend 100
18 as seen from San Quentin prisoners.
19 • She reported that the Town received one of the highest scores by the County Grand
20 Jury regarding review of Sanitary District services, and she recognized Town Clerk
21 Rebecca Vaughn for her involvement and work to respond to the Grand Jury.
22

23 Vice Mayor Furst gave the following report:

- 24 • She recognized volunteers who worked during Weekend 100 and reminded
25 everyone that events will continue each month for the remainder of the year.
26 • She was appointed to represent Central Marin Sanitation Agency (CMSA) on the
27 Watershed Association and attended a recent meeting. CMSA now has operable
28 their recycled water tap which is only for certain uses. She suggested the Town be in
29 contact with subcontractors regarding filling up recycled water trucks at CMSA
30 which is for limited uses. She commented that trucks must be licensed by MMWD in
31 order to use recycled water.
32 • She attended TAM Executive Committee meeting and reported:
33 ○ OBAG II funding in Marin will be approximately \$6 million. Of that \$6 million,
34 approximately \$900,000 must go to Safe Routes to School, and approximately
35 \$3 million must go to Priority Development Areas (PDAs) which leaves less
36 than \$3 million for all other agencies in the County.
37 ○ Agencies submitted to TAM their requests which total \$49 million.
38 ○ Corte Madera submitted 4 projects and she is working with Town staff on
39 avocation of these projects which include work on Tamal Vista, Wornum,
40 Paradise Drive between San Clemente and Sea Wolf and Redwood Highway.
41 • She attended a TAM Ad Hoc meeting on Transit Demand Management (TDM) and
42 reported:

- 1 ○ TAM is working on various programs to make it easier for people riding the
- 2 SMART train to get to the SMART train and their final destination, which is
- 3 called First Mile/Last Mile.
- 4 ○ TAM is working on car share expansion, bike share programs, transit
- 5 incentives, and working with Uber and Lyft.
- 6 ○ This work is in addition to work that Marin Transit and Golden Gate Bridge
- 7 and the Highway Transportation District is doing.
- 8 • She also attended a meeting regarding update on the North/South Greenway project
- 9 and reported:
 - 10 ○ The SMART General Manager is balking at allowing the Greenway to be built
 - 11 on the SMART right-of-way despite multiple statements of committing the
 - 12 agency to be cooperative with the County and various cities to get the
 - 13 pathway built.
 - 14 ○ She has uncovered a document from 2005 in which they signed off on
 - 15 agreeing to allow that right-of-way to be made available for transportation.
 - 16 There are multiple video-taped examples of the General Manager confirming
 - 17 that this will be done.
 - 18 ○ The northern section which will be the bike pathway alongside the freeway
 - 19 over Corte Madera Creek will be widened along with providing a new
 - 20 shoulder on the off-ramp. This should be completed by mid-2018.

21
22 Mayor Bailey gave the following report:

- 23 • He attended the Marin Clean Energy Board meeting and reported:
 - 24 ○ New members were present and include all 5 cities in the County of Napa and
 - 25 the City of Walnut Creek.
 - 26 ○ Rates are being reduced by 9% across the board for the coming year.
- 27 • He attended the Marin County Council of Mayors and Councilmembers Legislative
- 28 Committee and reported:
 - 29 ○ They discussed the Governor's "By-Right" Trailer Bill which is on the Consent
 - 30 Calendar.
- 31 • The Town received a letter from the President dated June 1, 2016 which he read
- 32 into the record.

33
34 **5. CONSENT CALENDAR**

35
36 Councilmember Condon requested removal of Item 5.V.

- 37
- 38 5.I Waive Further Reading and Authorize Introduction and/or Adoption of
- 39 Resolutions and Ordinances by Title Only.
- 40 (Standard procedural action – no backup information provided)
- 41
- 42 5.II Approval of the Plans and Specifications and Authorization to Bid For Project
- 43 15-005, 2015/2016 Pavement Rehabilitation Project

1 (Report from Kelly Crowe, Associate Civil Engineer)
2

3 5.III Approval of Grading Plans and Authorization for Issuance of a Grading
4 Permit for the 1421 Casa Buena "Enclave Townhomes" Project
5 (Report from Kelly Crowe, Associate Civil Engineer)
6

7 5.IV Second Reading and Adoption of Proposed Flood Plain Ordinance Revisions
8 (Report from Kelly Crowe, Associate Civil Engineer)
9

10 5.VI Consideration of Cancellation of July 5, 2016 Town Council Meeting
11 (Report from Rebecca Vaughn, Town Clerk)
12

13 5.VII Receive and File Investment Transactions Monthly Report for April 2016
14 (Report from George T. Warman, Jr., Director of Administrative
15 Services/Town Treasurer)
16

17 5.VIII Approve Warrants and Payroll for the Period 6/01/16 through 6/14/16:
18 Warrant Check Numbers 213778 through 213864 Payroll Check Numbers
19 5221 through 5228, Payroll Direct Deposit Numbers 29639 through 29710
20 Payroll Wire Transfer Numbers 2018 through 2021, and Wire Transfer of
21 7/01/16.
22 (Report from George T. Warman, Jr., Director of Administrative
23 Services/Town Treasurer)
24

25 MOTION: Moved by Andrews, seconded by Lappert, and approved unanimously by the
26 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
27 None)
28

29 To approve the Town Consent Calendar Items 5.I, 5.II, 5.III, 5.IV, 5.VI, 5.VII
30 and 5.VIII
31

32 Item Removed for Discussion:
33

34 5.V Council Position On Governor Brown's "By Right" Housing Trailer Bill
35 (Consider authorizing the Mayor to send a formal letter of opposition to the
36 Governor's "By Right" Housing Bill)
37

38 Councilmember Condon first pointed out a couple of typographical errors for correction
39 and said she wanted to impress upon everyone that what the Governor is proposing could
40 have huge ramifications on the zoning corridor on Tamal Vista.
41

42 Previously, there were laws regarding density bonuses, reduction of setbacks, increasing
43 height limits, and expedited design review. If jurisdictions subject themselves to

1 impediments, they can be sued by the federal and state government or advocacy group. The
2 bill also does not provide for collection of permitting fees which affects jurisdictions. The
3 previous impediments law sunset in December 2015 and it is being re-introduced by the
4 Governor's proposal.

5
6 She suggested revision to the letter:

- 7
- 8 • Last paragraph of the first page to state, "We have already learned from a current
9 project being completed that current laws in place including density bonuses,
10 reduced parking requirements and height limits already impose onerous conditions
11 on our community."

12 Mayor Bailey opened the public comment period and there were no speakers.

13
14 Councilmember Andrews requested the following revisions to the letter:

- 15
- 16 • Second italicized paragraph, rework it to identify that it relates to a different project
17 than the San Clemente project.
 - 18 • The second italicized paragraph, rework the paragraph to make it tighter. Key
19 points would be to emphasize that it is a different project, the second project had a
20 truncated design review and citizen participation similar to the process described in
21 the legislation; the result is a highly controversial project with the project's massing,
22 scale and appearance not in harmony with the community; on the last point state it
23 has become a negative symbol for high density housing in the County and is not
24 helping foster additional high density housing.

25 Vice Mayor Furst disagreed with Councilmember Andrews' comments, stating the process
26 was not truncated but instead went through a process over many years. She explained that
27 when the Town went through the process of replying to the Grand Jury about how the
28 WinCup development came to be, there were a few failures. One was that the density had
29 been determined during a General Plan update when the then-Planning Director inserted
30 language in a Land Use Element that, unbeknownst to the then-Council, locked in that
31 development at 40 units to the acre. This was before the Council discussed the Housing
32 Element which was backwards.

33
34 She added that ABAG made a mistake with the Town's RHNA numbers and the Town was
35 forced to accommodate a lot of housing that they should not have been ever required to
36 accommodate. And, it was failure of the then-Planning Director to carefully explain what
37 changes of the Land Use Element truly meant when the Council adopted it.

38
39 Councilmember Andrews stated there was no requirement that the Town place the entire
40 RHNA on one parcel.

41
42 Vice Mayor Furst stated the Town went through an entire process to update the Land Use
43 Element and it was decided by everybody involved that the best place in Town was to place

1 many units at that site. Then the Town went through the Housing Element process. All
2 groups involved disagreed with putting the bulk of the units at the site of a non-operational
3 Styrofoam cup factory. The alternative was to place all of the units around the Town. There
4 was discussion by the Citizens' Advisory Committee to potentially put many of the units up
5 in Old Corte Madera Square.

6
7 The implication of those amendments was that the Town did not follow the process, which
8 was not the case as there were 40 meetings on the matter. She suggested the following
9 revisions:

- 10 • Last paragraph on page 1, first sentence to be revised per Councilmember Condon's
11 comments.
- 12 • Last paragraph on page 1, immediately before the word "criticism", add "For
13 example, during deliberation of a project in our community commonly referred to as
14 "WinCup" criticism of design or request for reduced density could have been
15 interpreted as an impediment, leaving the jurisdiction potentially open to lawsuits."

16
17 Councilmember Condon and Lappert concurred with the suggested revisions by Vice Mayor
18 Furst.

19
20 Mayor Bailey said he would reduce the language a bit, stating it was unnecessary to go
21 through the direct link to identify the specific WinCup project. He stated there was a
22 conference call hosted by Senator McGuire and participated in by the League of California
23 Cities, members of the Legislative Committee and Marin Councilmembers that occurred
24 recently. They were trying to determine a consensus as to opposition of the Governor's bill
25 which they perceived as intruding upon local control.

26
27 He both summarized existing, revised, and new amendments as follows:

- 28 • Maintain the first italicized paragraph the way it was.
- 29 • Add the sentence suggested by Councilmember Condon which reads: "We have
30 already learned from the example of a different project currently under construction
31 that..."
- 32 • Add Councilmember Andrew's suggestion that at the end of that sentence which
33 states "...already impose onerous conditions on our community and reduce true
34 citizen participation."
- 35 • Delete the next sentences and keep the last sentence which reads: "We certainly
36 wouldn't be willing to relinquish more power over our land use." Eliminate the next
37 two paragraphs which state, "The Corte Madera community already feels the state's
38 usurping of local control and would be outraged to hear that..." And eliminate the
39 last paragraph that begins with: "This proposal is disappointing from our Governor."
40 • Conclude with, "On behalf of the residents we represent who deserve a voice in the
41 future shape of their communities the Town of Corte Madera respectfully states our
42 opposition to this measure."
- 43 • Add Councilmember Condon's preamble which Vice Mayor Furst suggested

1 language for: Last paragraph on page 1, immediately before the word “criticism”
2 add: “For example, during deliberation of a project in our community commonly
3 referred to as “WinCup” criticism of design or request for reduced density could
4 have been interpreted as an impediment, leaving the jurisdiction potentially open to
5 lawsuits.”
6

7 Councilmember Condon said the Town is actually experiencing first-hand the results of a
8 similar situation the Governor is proposing, given the lack of design review
9

10 Mayor Bailey suggested making the Governor aware of this specific problem and to indicate
11 that the Town Council has a specific understanding of what is being proposed and that the
12 Town opposes it. He did not think the letter should include identity of the WinCup project
13 and asked for consensus of the proposed revisions as he previously summarized into the
14 record.
15

16 MOTION: Moved by Furst, seconded by Andrews, and approved unanimously by the
17 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
18 None)
19

20 To approve the letter of opposition to the Governor’s “By Right” Housing Bill,
21 as amended
22

23 **6. PUBLIC HEARINGS - None**
24

25 **7. BUSINESS ITEMS**
26

27 **7.I TOWN ITEMS:**
28

29 7.I.i Consideration and Possible Action to Contribute Funds to the Yellow
30 School Bus Program for the 2016-2017 School Year
31 (The Town Council will receive a status report from Tiburon Vice
32 Mayor Jim Fraser and Belvedere Councilmember Bob McCaskill)
33

34 Recusal: Vice Mayor Furst recused herself from participating in the matter, stating she lives
35 in the Reed School District and her daughter takes the school bus, and she left the
36 Chambers.
37

38 Tiburon Vice Mayor Jim Fraser thanked the Council for agendizing the matter and for
39 support of the Yellow School Bus Challenge which was launched last year. They hit many
40 success points and are bringing the program forward for the next school year which is
41 vastly improved from the current program.
42

1 Vice Mayor Fraser referred to data forwarded to Councilmembers with results of this year,
2 the budget and highlighted the following additional points:

- 3 • A JPA has been formed with the Reed Union School District, the City of Belvedere
4 and the Town of Tiburon.
- 5 • The JPA has 6 representatives; 2 Councilmembers each from Belvedere and Tiburon
6 and 2 Trustees from the Reed Union School Board.
- 7 • They have met and continue to meet to fine tune the 2016/17 program as well as
8 looking for a long-term funding source.
- 9 • He recognized the efforts of 5 parent volunteers, City staff members and
10 Councilmembers.
- 11 • As a result of the program, they reduced traffic and added the benefits of creating
12 additional community with families and added community amongst students.

13
14 He introduced Councilmember Bob McCaskill who will add to his comments and said he
15 looks forward to the Town responding to their request and joining them again in 2016/17
16 with an even better program.

17
18 City of Belvedere Councilmember Bob McCaskill said all of the relevant facts are contained
19 in the letter they submitted. He echoed Vice Mayor Fraser's comments and said they were
20 available to answer any questions about the program.

21
22 He stated that the biggest problem in southern Marin is traffic congestion, but equally
23 important is that the program addresses the environment. It takes several hundred cars off
24 roads in the most congested times of day and provides for an affordable means of
25 transportation for children in all three communities.

26
27 Mayor Bailey opened the public comment period.

28
29 LUCY CHERTAIN, Prince Royal Drive, said she has relied on the bus system for the last 6
30 years for her two children in two different schools and she spoke last year in support of the
31 Bus Challenge program. She hoped Corte Madera will help subsidize the crucial program. At
32 the meeting last year there was discussion regarding Corte Madera addressing its own
33 traffic problems and funding this program does that. Buses begin in East Corte Madera
34 around 7:20 a.m. which removes all traffic along Cove School along Paradise Drive and
35 reduces congestion.

36
37 She added that Mill Valley's Edna McGuire's School is implementing a similar pilot program
38 this year and thinks the towns should work together on this concept to help traffic. She also
39 hoped that a bus program could help with Redwood High School and urged the Council to
40 support Tiburon and Belvedere in this endeavor.

41
42 BOB BUNDY, Golden Hind Passage, questioned the traffic the program resolves and said he
43 did not understand whether traffic going east on Paradise and then around to the Reed

1 District schools was where the impact was located or whether it was those traveling to
2 Hwy 101 and heading to Tiburon from Hwy 101.

3
4 He thinks Corte Madera's biggest problem is that they have no connection with I-580 from
5 Hwy 101 and it causes traffic to back up on streets. The same thing could be said for the
6 problem they have with the district boundaries and he suggested changing these to address
7 traffic congestion for the Reed Union School District because students would attend school
8 in Corte Madera.

9
10 PHYLLIS GALANIS, Prince Royal Drive, said she believes most traffic is traveling to Marin
11 Country Day School and she did not see that many vehicles traveling with students to the
12 Cove School. She asked and confirmed that Marin Country Day School was not involved in
13 the program and this is not addressed at all. However, anything the Town could do to help
14 parents not be part of traffic congestion is a good idea. She also echoed Dr. Bundy's
15 comments about the need to change district boundary lines for Corte Madera students to
16 attend school in Corte Madera.

17
18 RAMON GARCIA, Balclutha Drive, said he thinks the bus solution is better than having
19 individual vehicles bringing students to school. However, he also agrees with Corte Madera
20 students being able to attend Corte Madera schools without having to apply for acceptance.
21 His kids walk to school which takes them 5 minutes and he was lucky after 2 years in
22 applying for the school, as otherwise he would have to drive them or they would take the
23 bus. He therefore fully supported the Town funding the bus program and easing traffic.

24
25 CARL CROWIT said he is present with his wife Jody and his son, Rett. He attended last
26 year's meeting regarding the same subject and has been impressed with the Town. What
27 representatives did not indicate is that they are working on a long-term solution for this
28 and ways to obtain federal grants to bring school buses back for the entire state of
29 California. He asked Corte Madera to be a leader in the community. He lives on Sonora Way
30 on Ring Mountain and the boundaries were drawn years ago. He would hope that all
31 students could attend Corte Madera schools that live in the town.

32
33 He held many conversations with Dr. Gould, the school psychologist at Bel Aire who opines
34 that buses are good for kids and for independence. He asked to be reflective and think
35 about the long term goal to get traffic off of roads but also make a great environment for
36 kids in schools.

37
38 RETT CROWIT said he will be 8 years old and a 3rd grader at Bel Aire next year. He thanked
39 the Council for supporting the School Bus Challenge. He likes riding the bus because he can
40 play with his friends and because sometimes he wants alone-time after school. Riding the
41 bus is good for the environment, as they learn about global warming and changes at his
42 school and his dad tells him he can be part of the problem or the solution. He is proud to

1 live in Corte Madera because his family is part of the solution. He asked the Council to vote
2 “yes” to make the Yellow School Bus Challenge even better.
3
4 Mayor Bailey asked Vice Mayor Fraser and Councilmember McCaskill what is expected to
5 occur next year and thereafter with the program.
6
7 Councilmember McCaskill said they are talking with the County, the State, have held
8 conversations with TAM to obtain funding from a non-local entity, and they all say they are
9 working on the issue but it could be a year or two away. He hopes that they do not have to
10 ask cities to fund the program, but their goal is to find other funding sources.
11
12 Mayor Bailey asked what would be the policy by a state or federal entity that would
13 encourage those agencies to want to pay for local school buses.
14
15 Councilmember McCaskill said it will most likely be focused at the County level because the
16 problem is not unique. Ross Valley has the same problem although they instituted a bus
17 system. Mill Valley is now taking initial steps with two buses for a much larger population,
18 so he thinks it will ultimately come back to the County and their ability to receive
19 transportation funds from the state.
20
21 Councilmember Condon stated if the Town were to provide \$25,000 to the program, she
22 asked if this would impact the \$16,000 which Superintendent Pitts needs for the crossing
23 guard.
24
25 Town Manager Bracken said no, it would not impact that, but simply be a reduction in the
26 General Fund.
27
28 Mayor Bailey said it possibly might mean they might need to cut \$25,000 from something
29 else.
30
31 Town Manager Bracken suggested having staff review the matter and return with a
32 supplemental appropriation request from the General Fund at the next meeting.
33
34 Councilmember Andrews said as a child he rode school buses. He thinks the program is
35 useful for helping a portion of the Town but there are other parts of the town in a different
36 school district that he also thinks needs transportation assistance, such as those students
37 walking along Casa Buena with no sidewalks.
38
39 He also believes the Larkspur School District has a deal with Marin Transit or Golden Gate
40 to run between the Cove, Neal Cummins and Hall School and may ask for a subsidy in the
41 future. In the letter today, the Town received a request for assistance to pay for a crossing
42 guard. Therefore, from a policy standpoint he asked if the Town wanted to involve itself in

1 the school transportation business and he was not sure as to whether he supports this or
2 can afford it.

3
4 Councilmember Lappert said he brought this up last year and he always has an issue with a
5 large number of people paying for the use of something by a small number of people. He
6 thinks the Town is enabling single passenger cars to continue driving. He believes that at
7 the start of the school year, parents should have a choice to either bring their child to
8 school single and in a car which will cost them \$5 for that privilege as opposed to making
9 everybody pay.

10
11 He referred to the heartfelt letters of support, signatures from a variety of people and said
12 this is not how Town money should be spent. He insisted on people paying when driving
13 one passenger in a car and this is the way to pay for the bus; not requiring others not using
14 the service to indirectly pay for it as taxpayers.

15
16 He supported the request this year, but asked representatives that when they come next
17 year to bring something for the Council to review and something where the school is taking
18 an active role to ensure that single passengers in cars are not allowed to deliver their
19 children without some sort of penalty or fee.

20
21 Mayor Bailey said he thinks generally the Town is in favor of this, but suggested continuing
22 the matter for one more meeting to have the Town Manager research as to whether the
23 Town has the funding. It is his view that it is an innovative program in that, aside from the
24 philosophical issues, they have a practical and operational problem which is that they have
25 too much traffic on roads. He does not believe there is any magic solution to this. One of the
26 incremental things they can do is to reduce congestion by parents driving their children in
27 the mornings and at conclusion of school and this is part of that solution.

28
29 He did not disagree that the Council ought to be hitting it from multiple angles and agreed
30 with Councilmember Lappert philosophically, but the question is whether \$25,000 should
31 be spent to help, and he supported continuation to the next meeting. He also asked
32 representatives to develop a metric for next year that can quantify the reduction of time on
33 the road, number of vehicles, or something that would provide more information about
34 how the program provides an impact on reducing congestion.

35
36 MOTION: Moved by Condon, seconded by Andrews, and approved unanimously by the
37 following vote: 4-0-1 (Ayes: Andrews, Condon, Lappert and Bailey; Noes:
38 None; Recused: Furst)

39
40 To Continue the Matter to the next Town Council meeting

41
42 Noted Present:
43 Vice Mayor Furst returned to the dais to participate in the remainder of the meeting.

1
2 7.I.ii Consideration and Possible Action to Approve an Employment
3 Agreement with Todd Cusimano for the Position of Town Manager
4 (The draft Agreement is included for review in the agenda packet and
5 a verbal report will be provided by Mayor Sloan Bailey)
6

7 Mayor Bailey stated as background, the authority of the Town Council to appoint a Town
8 Manager stems from Government Code Article I, Section 485 (1) which in the local
9 Municipal Code Chapter 2.12 for the Town Manager, appearing in Section 2.12.010, etc. and
10 he read the authority of the Town Council into the record:

11
12 *“The Town Manager shall be appointed by the Town Council wholly on the*
13 *basis of his/her administrative and executive ability and qualifications and*
14 *shall hold office for and during the pleasure of the Town Council.”*
15

16 He said the Town Manager’s contract is up in September 2016 and he indicated earlier in
17 the year that it was not his intention to continue as Town Manager and Town Engineer and
18 the Town will need a new Town Manager. It was announced at the April 5 and 19 Town
19 Council meetings, and the Council began discussions in Closed Session about how the
20 Council would go about hiring a Town Manager, who runs the Town.

21
22 In or about April, a letter of interest was received from Police Chief Cusimano. For the
23 ensuing time each Councilmember performed its own due diligence and identified things
24 they know about Todd Cusimano. Todd has been locally helpful as a public servant for
25 more than 22 years. He has proven that he can deal with multiple personalities and
26 exercise outstanding judgment. He is honest, fiscally and administratively excellent,
27 managed the CMPA consolidation and budget to maintain a flat payment while improving
28 the level of service in terms of response times and how crimes are handled locally over
29 multiple years. Therefore, his executive skills are well-known and personally observed by
30 each Councilmember for a long period of time.

31
32 The Town Council knows Chief Cusimano and has been able to observe him under stress,
33 pressure and he is the kind of person who could serve Corte Madera well. Councilmembers
34 talked with people independently Chief Cusimano who has worked for and those who work
35 for him. They also spoke with new and long-standing residents, each other, other
36 Councilmembers, read materials and formed an Ad-Hoc Contract Committee to try and
37 negotiate what would be a potential actual form of agreement the Town would have with
38 him.

39
40 Councilmembers collectively agreed that it seems like Todd would be the best candidate.
41 They did not discount suggestions for a national search or broaden the network more;
42 however, this takes time and money but it also unnecessary if they know what they have
43 and what they want, which is someone superior in many ways.

1
2 Mayor Bailey said the Ad-Hoc Contract Committee was appointed and consisted of himself
3 and Councilmember Andrews. They began to negotiate what kind of agreement they could
4 ultimately reach with for their Town Manager. The Town cannot reach an agreement
5 without exposing it to public comment and they must have something to present to the
6 public to comment on. They developed a rough outline of terms, such as surveys of other
7 Town Managers, public employee compensations throughout the state, leveraging
8 questions about pensions, talking about entitlements and many provisions.

9
10 Their guiding philosophy was that someone with this kind of background and service can
11 properly be compensated giving acknowledgement to the fact that Todd has never served
12 as a General Manager before, but is superior to a General Manager in some ways and has
13 things to learn in other ways, and to reach the mid-point of compensation of what
14 managers are paid in this County.

15
16 Mayor Bailey said the agreement was then vetted by the Town Attorney, Director of
17 Administrative Services/Town Treasurer and the primary terms are available for
18 comment. The Town has received comments from residents and he opened the public
19 comment period for those who wished to speak.

20
21 BOB RAVASIO, Oakdale Avenue, said he served on the Town Council for 8 years and 5 of
22 those he served as the Town's representative on the Police Council, working directly with
23 Chief Cusimano. He enthusiastically supported the Council's decision to hire him as Town
24 Manager. Most importantly, he managed the successful integration of San Anselmo into the
25 Twin Cities Police Department, which is not easy to do, given different cultures, unions,
26 politics and the results are great. There is more police on the streets, they are doing it for
27 the same amount of money paid 10 years ago and response times have been reduced. This
28 is the definition of good government and this is good management and the kind of talent
29 Corte Madera has the opportunity to hire tonight.

30
31 Mr. Ravasio said Chief Cusimano had a great ability to train staff. The police consistently
32 enforce crime but do it non-violently and he spoke of the Bank of America hostage incident
33 which could have gone very badly. Lastly, he said he thinks they have the best Town staff
34 they have had in years and he likes that Chief Cusimano serving as Town Manager is going
35 to make them even better and they will make him better. He encouraged the Council to
36 approve the agreement this evening.

37
38 PETER HENSEL, Willow Avenue, said he has a different perspective and apologized in
39 advance if he hurts anyone feelings. He thanked the Mayor for referencing the section of
40 code and stated that some might say that Todd is a great administrator. He cut staff at
41 CMPA but those gains have come at a price for less service that police find troublesome or
42 unpopular to enforce. He said this is the same Chief who appeared before the Council last
43 August and argued for striping the general noise regulations out of code. This would have

1 led to citizens' arrests, pitting neighbors against neighbors as the only enforcement remedy
2 for loud and unnecessary noise. The Chief did not explain how this would benefit the
3 community and the Council wisely rejected the Chief's proposal. He questioned if this was
4 the kind of questionable executive judgement that the Council now intends to reward by
5 naming Chief Cusimano the Town's next top administrator.
6

7 He said the Municipal Code clearly states that it shall be the duty of the Town Manager to
8 enforce all laws and ordinances of the Town. He asked also to reflect on the word
9 "qualifications." He asked if this presumed some experience in the field of Town planning
10 and administration, which Todd has none, yet Councilmembers want to reward him with a
11 contract that would put him in the top pay tier of the Marin Town and City Managers with
12 an annual base salary of \$219,000 plus an additional \$10,000 allowance for coaching and
13 mentoring so he can be tutored while he learns on the job which he finds unbelievable.
14

15 In 2015, the Marin Grand Jury's recommendation to the Town was Corte Madera must
16 ensure that government procedures are performed in a fully transparent manner and he
17 asked why would this proposed inside hire would revert to the same "deal making" and
18 "insider politics" that got the Town into trouble over WinCup. He also asked how many
19 people know what is going on tonight, noted the Grand Jury asked the Town to use social
20 media to promote project awareness and suggested enlarging the field of candidates
21 through a national search, evaluate impartially and felt the Town will then have a base for
22 candidate comparison.
23

24 He also suggested Councilmember Lappert recuse himself, given he is a CMPA police officer
25 with Chief Cusimano as his boss. Vice Mayor Furst and Councilmember Condon also serve
26 on the CMPA Council and he asked that they step down, as well.
27

28 BARBARA SOLOMON, Willow Avenue, said she is a retired lawyer with the San Francisco
29 Attorney's Office and she has worked with the Town's Attorney Randy Riddle. She has been
30 an active community and school volunteer and got to know Chief Cusimano when she
31 worked on the bond to build the Twin Cities Police Department rebuild and also on the
32 Twin Cities Coalition for Healthy Youth. She thinks Chief Cusimano is an amazing person,
33 an excellent administrator and thinks he would make an excellent Town Manager. He
34 knows the people and the culture of this Town. She would much rather have a manager
35 who knows Corte Madera than spend \$50,000 to conduct a national search. They have had
36 changes in the Town Council and hiring Chief Cusimano would be a positive step for the
37 community and she urged his hiring.
38

39 BOB BUNDY, Golden Hind Passage, said he has lived in Mariner Cove for over 30 years now.
40 Given a number of issues with noise, storage of debris, and various disputes, no police
41 department is good at resolving all of these types of issues. These are things that resolve
42 with time. In enforcing the noise ordinance, Mr. Bundy said this is a very small aspect of

1 what the police department really does. What he is impressed with is the work done in the
2 consolidation with San Anselmo.

3
4 He noted that there have been delays and issues in working on a fire consolidation/sharing
5 with the rest of Ross Valley or Larkspur, and Chief Cusimano was called to help with that
6 discussion. They are now moving forward with a new Police Chief and shared
7 responsibilities that will be of benefit to the Town. Potentially, Todd as Town Manager
8 could help with other consolidations of either police or fire services that could save
9 additional funds.

10
11 Dr. Bundy said he has also seen a number of Town Managers come and go. Dave Bracken
12 has been successful because he knows the town, knows its infrastructure and he has been
13 one of their longest serving Town Managers. He would anticipate that given Chief
14 Cusimano's background, he could also be a long-serving Town Manager and he thinks
15 would be an excellent choice. In going to a national search at times money is spent through
16 the process and towns do not end up with the right candidate for hire. He therefore fully
17 supports the Council approving the agreement with Chief Cusimano.

18
19 PATI STOLIAR, Casa Buena agreed with comments of Dr. Bundy, Mr. Ravasio and other
20 speakers. She is co-Chair of Age-Friendly Corte Madera and before they could do any
21 outreach to the police department, they were contacted by the Chief saying he would like to
22 be part of it. Todd has been instrumental in creating this mesh of the Age-Friendly group
23 working with the CMPA and it has been extraordinary. They are starting a speaker series at
24 the Community Room at CMPA and they would not have had this opportunity without their
25 offer, and she is very grateful to Chief Cusimano. She thinks it would be silly to go look
26 beyond what is already here.

27
28 PAT RAVASIO, Oakdale Avenue, said she gets involved in many things and one is the
29 concern about pedestrian safety crossing at Chapman and Tamalpais. She has found under
30 Todd's direction, CMPA has been extremely responsive and pro-active. When she saw the
31 way Todd managed the construction of the police facility which was built early and under
32 budget, beautiful and LEED-certified, she knows in moving forward, Todd will have the
33 ability to guide Corte Madera to a great future. She also did not want to spend money to
34 nationally search for a manager who will come to Town without any understanding of this
35 quirky little community.

36
37 PHYLLIS GALANIS, Prince Royal Drive, said serves on the Twin Cities Disaster
38 Preparedness Committee and Chief Cusimano has attended many meetings. When issues
39 arose they were smoothed right out by him and she was appreciative of this. She knows
40 Chief Cusimano has a degree in Public Administration, he wants to serve as the Town
41 Manager, has proven success with CMPA. She thinks the Town will be well-served by Todd
42 taking over as Town Manager and hoped the Council would not decide to go out for a
43 national recruitment.

1
2 LAURA VON WALDBURG, Lakeside Drive, stated that when she initially contacted the Town
3 about the sand, she was met with many “no’s” and was disappointed. She asked the Town
4 to hire a positive, “yes” person who is enthusiastic and will make things happen.

5
6 She spoke of her home being burglarized twice and because she has spoken with the Chief a
7 couple of times who came up with good preventative ideas and supported him as the
8 Town’s next Town Manager.

9
10 JULIA MIKA, Yolo Street, said she has been a resident of the Town for 52 years and has a 14
11 year old and a 14 month old. She left to join the service and has retired back to Corte
12 Madera. When she heard the name Cusimano, it brought back his father, familiarity, small
13 town, and happiness. Corte Madera has a Police Chief who knows the community, who will
14 know her children and she thinks shifting him to be Town Manager is incredible, unheard
15 of and a gift. She cannot commend the Town Council enough and asked the Council to hire
16 him. Those in opposition have small issues which are small compared to what Todd brings
17 to the Town, and she is excited about this opportunity.

18
19 Mayor Bailey stated the Council heard from those very active in the community tonight and
20 it speaks very highly of Chief Cusimano that he had so many supporters.

21
22 Councilmember Lappert said this agenda item was to discuss his contract and salary and he
23 commended Mayor Bailey and Councilmember Andrews for putting the agreement
24 together. He supported the agreement and said it seems very reasonable to put him in the
25 middle of the pay scale.

26
27 Vice Mayor Furst said she is excited to have Todd Cusimano joining the Town as Town
28 Manager. It helps to alleviate the bittersweet feelings we have of losing David Bracken. She
29 thinks the Town would be very lucky to have Todd as its Town Manager, recognized the
30 many nice comments, thinks Todd has an incredibly appropriate and solid set of skills
31 including management of staff and financing and building the new police facility. She cited
32 the consolidation with San Anselmo as difficult to negotiate and thanked Todd for his
33 tactfulness and respect which extends to how he deals with the public, which is precisely
34 the kind of person the Town wants.

35
36 Additionally, Todd has a Master’s Degree in Business and Public Administration. There
37 were comments made about the noise ordinance and the recommendation to throw it out.
38 She noted there was a very good reason for Todd coming to the Council about the
39 ordinance, as it was unenforceable. Todd was proactive and asked the Town to re-write it
40 in a way that it could be enforceable. The Town Council is still working on it, but this is
41 exactly the kind of effort the Council wants.

42

1 Regarding the process the Council went through to come to where they are now, she said
2 this is called promoting from within the organization. She is glad that Todd has wanted to
3 make a career change and she was happy they could keep him in the community, and she
4 supported him.

5
6 Councilmember Andrews stated he wanted to call attention to the fact that over and above
7 managing the specific departments, the Council will be setting specific additional goals
8 which they will expect Todd to meet on an annual basis so they know on an annual basis
9 where they want to end up a year from now.

10
11 He said comment was made about the Council agreeing to pay for coaching and mentoring
12 for the new Town Manager and this was his suggestion and a conscious decision. Todd is
13 making a career shift from law enforcement to Town management, and he believes he has
14 already been in touch with a couple of former retired Town Managers so he can refer to
15 them as needed.

16
17 Councilmember Condon said she is thrilled that the Town has the opportunity to hire Todd
18 Cusimano. Regarding questions as to the fact that he has not been a Town Manager before,
19 she said she worked for the City and County of San Francisco prior to Willie Brown as
20 Mayor and the City's Charter being changed. At that time Willie Brown had responsibility
21 over many, many departments, was not an expert in public works, finance, but he was a
22 manager of people.

23
24 Similarly, Todd Cusimano has proven in a stellar way that he is an excellent manager of
25 people. He does a lot to encourage morale through his ranks and file in the police
26 department and this can be transferred to the Town. She did not expect him to be a land
27 use, parks and recreation or public works expert. When it comes to finance, having worked
28 closely with him during the consolidation she was one person against it and she asked him
29 to prove that it would work financially as well as providing better and less expensive
30 service. Todd worked out an incredible funding formula that the three jurisdictions felt was
31 fair and equitable. He was able to establish parity in this formula and she sees him coming
32 to the Town to be fiscally conscious about what needs to be done to maintain its fiscal
33 health.

34
35 As stated by the Mayor, the Council does not have any say or part in the selection of any
36 other employee in the Town except for the Town Manager and Town Attorney. She also
37 said Todd's standards are high and she knows they will remain when he becomes Town
38 Manager.

39
40 Regarding a search, Councilmember Condon thinks it is a total waste of money to go
41 through the exercise and in spending \$50,000 to \$75,000 when they already have a great
42 candidate. To impose upon people to go through an application process that costs
43 thousands of dollars when the Town and community support Todd's hiring is not

1 necessary. Therefore, she said the Town has a gift which the Town will benefit from and
2 she highly supported the hiring of Todd Cusimano.

3
4 Mayor Bailey extended appreciation for speaker comments. He said there were some last
5 minute modifications made by Mr. Warman regarding “mid-management” and a term about
6 a pension contribution. He suggested a motion to approve the agreement with authority to
7 make the final terms.

8
9 Town Attorney Randy Riddle said the Council can make those changes now and approve it
10 or continue the matter and return with a revised agreement.

11
12 Vice Mayor Furst suggested reviewing the revisions now and itemizing any changes of
13 substance and anything minor such as typographical errors which can be reviewed by the
14 Town Attorney:

- 15
- 16 • Page 4, word on the bottom right hand corner should be revised from “Mid-
17 Management” to “Miscellaneous Department Head.”
- 18 • Page 5, top, the words “for CalPERS Miscellaneous Classic Employees”
- 19

20 Mayor Bailey stated the only issue where no clarification can be made is the contribution
21 towards CalPERS which he thought was supposed to increase effective July 3, 2017 to
22 5½%, as it is currently 4.8%. It is the only item that the Council cannot confirm, but
23 everything else is the same.

- 24
- 25 • Provision 9(a), the term “Mid-Management Group” should be changed to
26 “Miscellaneous Department Head group.” In that same provision, again, “Mid-
27 Management Group” should be changed to “Miscellaneous Department Head group.”
- 28 • The resolution number in (b) should be changed from 46/2016 to 38/2015.
- 29 • The words “of Miscellaneous Department Head Groups” should be added to the
30 heading to Provision 10.
- 31 • The amount of \$100,000 payable to a beneficiary designated by the Manager with
32 respect to term life insurance should be reduced to \$50,000 in Provision 10(b).
- 33 • The last sentence of the car allowance should be struck.
- 34 • Provision 13(b), there should be a period after the word “Town” in the middle of
35 that provision and the words “in an amount of up \$3500” should be struck.
- 36 • The word “County” should be struck from the next sentence.
- 37 • In Provision 13(c) the words “notwithstanding the above” should be struck.
- 38 • On Page 7, Provision 14(b) the words “Mid-Management Town Employees” should
39 be changed to “Miscellaneous Department Head.”
- 40 • The zip code on Provision 19; “Notices for Corte Madera Town Hall” should be
41 changed from 94952 to 94925-1492.
- 42 • The sub-classification 1492 should be added to both noticed provisions.

- The words “Miscellaneous Department Head” should be added before the word “employees” and in lieu of the word “management” on Provision 20.

Mayor Bailey proposed making these changes and if it is not satisfactory when asking Todd Cusimano to sign it, it can be brought back for approval. However, given those changes verbatim as suggested by Mr. Warman are acceptable, the agreement will be final.

Councilmember Condon made a motion.

Councilmember Andrews said he would really like to see a final definitive contract to vote on.

Vice Mayor Furst agreed, but she asked Councilmember Condon to consider amending her motion to allow for any minor, non-substantive changes.

Councilmember Lappert was noted absent, and Mayor Bailey called for a brief recess.

RECESS

Mayor Bailey called for a brief recess at 9:35 p.m. and thereafter reconvened the meeting at 9:40 p.m.

MOTION: Moved by Condon, seconded by Furst, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes: None)

To Approve an Employment Agreement with Todd Cusimano for the position of Town Manager, with corrections as voiced into the record as well as any minor non-substantive corrections

7.I.iii Consideration and Possible Action to Approve Response From the Town of Corte to the Grand Jury Report Entitled, “Police Fire Arm Security”
(Report from Todd Cusimano, Police Chief)

Police Chief Todd Cusimano said as a past practice on any Grand Jury Reports that relate to police matters, the Police Authority will write that response and the response will be reviewed by the Police Council and ultimately approved. At that point the approved response will then go to the Town of Corte Madera for review and approval. That process has taken place and now they are at the point for the Town Council to review CMPA’s response and ultimately approve it.

Councilmember Condon and Vice Mayor Furst are both Police Council members and they have approved this response, which was drafted by Captain Norton. As the Grand Jury

1 states, there have been many auto burglaries, but specifically auto burglaries to police
2 vehicles. He said it is in the 80% to 90% range, unmarked police vehicles have been the
3 victims of firearm thefts. In talking to the Grand Jury and looking at the area and data,
4 CMPA is lucky it has never been such a victim. SWAT team members were taking their
5 vehicles home and officers were leaving rifles and handguns in the trunk or glove
6 compartment or center console of a locked, unmarked vehicle, which is not a good practice.
7 It got a lot of attention from the media in San Francisco and Chief Sur in early April sent a
8 letter to all Police Chiefs to review their firearms storage policy and making it more
9 restrictive.

10
11 The CMPA uses the Lexipole Policy Manual which is a nation-wide law enforcement best
12 practices approach that leaves them legally defensible with policies. It is updated with case
13 law and best practices, and it is attachment 2 of the staff report as Policy No. 312. Within
14 that policy, page 6 speaks to that. They have revised the policy 3 times over the last 2 years
15 specific to best practices. They also met with the Sheriff and all other Police Chiefs and
16 compared their policy manuals.

17
18 As Captain Norton states in the response, CMPA's policy is a bit more restrictive than most
19 and they do not allow someone to leave weapons in a center console. It should not be in a
20 compartment of the vehicle at any time. They cannot leave firearms in an unmarked vehicle
21 overnight. When storing weapons in a vehicle, it must be in a trunk in a secured lock box
22 where there is no access to the trunk from the passenger compartment area.
23 Approximately 60% of their unmarked vehicles are accessible through the rear seats and
24 therefore they have secured lockboxes in those. For the other 40% and marked patrol
25 vehicles, weapons cannot be accessed unless the trunk area is compromised to locate a
26 weapon. He was available for questions of the Council.

27
28 Vice Mayor Furst said she supports the report as written, but asked for the requirement of
29 the Town to respond to the Grand Jury in addition to CMPA, as the Town does not manage
30 police functions.

31
32 Town Attorney Riddle said he agrees it was probably not appropriate, but in looking at the
33 Penal Code, it states that if the Town has been asked to respond to a finding and make
34 recommendations, the entity shall indicate one of the following. He suggested beginning
35 the report by noting it was done "in consultation with in deference to or in consultation
36 with, based on information provided by CMPA" so there is indication that what the Town is
37 doing is ratifying what the police agency has determined to be appropriate.

38
39 Vice Mayor Furst asked if it would be appropriate to include that comment in the cover
40 letter or at the top of the response. Mr. Riddle stated it could be placed in the findings to
41 state, "The Town of Corte Madera, in consultation with the CMPA, provides the following
42 information".
43

1 Mayor Bailey opened the public comment period, and there were no speakers.

2
3 MOTION: Moved by Furst, seconded by Condon, and approved unanimously by the
4 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
5 None)

6
7 To Approve Response from the Town of Corte to the Grand Jury Report
8 Entitled, "Police Fire Arm Security", as amended to add a statement in the
9 introduction of the response to state, "The Town of Corte Madera, in
10 consultation with the CMPA, provides the following information" and also to
11 clarify in the cover letter that the Town of Corte Madera does not handle
12 police functions.

13
14 7.I.iv Consideration and Possible Action to Ratify Subcommittee
15 Recommendations for Appointment of Robert Bundy, Phyllis Metcalfe
16 and Jennifer Freedman to the Planning Commission; for Appointment
17 of Pamela Fong, Emily Janowsky, and Sarah Elsen to the Parks and
18 Recreation Commission; to Waive Interview Process and Re-Appoint
19 Flood Control Board Incumbent Stephanie Bennett, and Consider
20 Appointment of one Additional Member to the Flood Control Board
21 Pending Subcommittee Interview
22 (Report from Rebecca Vaughn, Town Clerk)

23
24 Town Clerk Rebecca Vaughn said members need to be appointed for the Planning
25 Commission, Parks and Recreation Commission and Flood Control Board. The
26 recommendations for appointments to the Planning Commission are straight forward. The
27 subcommittee consisted of Vice Mayor Furst and Councilmember Lappert and is
28 recommending re-appointment of Robert Bundy, Phyllis Metcalfe and appointment of
29 Jennifer Freedman.

30
31 For appointment of Parks and Recreation Commission members, the subcommittee of
32 Councilmember Lappert and Condon recommend re-appointment of Pamela Fong and
33 Emily Janowsky, new appointment of Sarah Elsen be appointed to the Parks and Recreation
34 Commission.

35
36 For the Flood Control Board staff is recommending that incumbent Stephanie Bennett be
37 re-appointed and that the Subcommittee consisting of Mayor Bailey and Vice Mayor Furst
38 make a recommendation to the full Council regarding their interview with applicant Ramon
39 Garcia.

40
41 One incumbent, William Carlsen, was asked to confirm his interest in re-appointment. He
42 did not respond and a review of his attendance record showed that he attended two
43 meetings in two years. Given that, staff is recommending that the full Council weigh in on

1 whether he should be re-appointed.
2

3 Mayor Bailey opened the public comment period and there were no speakers.
4

5 Mayor Bailey thanked Vice Mayor Furst for filling in for him in Planning Commission
6 interviews. He and Vice Mayor Furst met with Ramon Garcia and he suggested a motion.
7

8 Vice Mayor Furst asked and confirmed with Ms. Vaughn that the position that Mr. Garcia is
9 being recommended for is for a vacant position and not to fill the term of William Carlsen.
10 She clarified there are 3 appointments being expired, and if Mr. Carlsen is not reappointed,
11 there will be a vacancy for the remainder of his term.
12

13 MOTION: Moved by Furst, seconded by Lappert, and approved unanimously by the
14 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
15 None)
16

17 To ratify Subcommittee Recommendations for Appointment of Robert
18 Bundy, Phyllis Metcalfe and Jennifer Freedman to the Planning Commission;
19 for Appointment of Pamela Fong, Emily Janowsky, and Sarah Elsen to the
20 Parks and Recreation Commission; to Waive Interview Process and Re-
21 Appoint Flood Control Board Incumbent Stephanie Bennett, and
22 Appointment of Ramon Garcia to the Flood Control Board
23

24 7.I.v Review of Draft July 19, 2016 Town Council Agenda
25

26 Vice Mayor Furst asked the Town Manager to report back on the status of the sand at the
27 next Town Council meeting.
28

29 Mayor Bailey stated there is potentially an issue of a supplemental appropriate of funds, a
30 potential safety issue and a health issue relating to the sand, all of which the Town may
31 have authority to address, but it is appropriate for the Council to discuss the matter if it
32 cannot be solved beforehand. He suggested agendizing it.
33

34 Town Manager Bracken commented that according to Kevin Kramer, there may not be any
35 sand that complies with the regulation. If there is it could be very expensive. As far as him
36 saying “no” to the request, he indicated that he would not overrule staff on this and this is
37 the Council’s prerogative to do that.
38

39 Mayor Bailey suggested having the option to agendize it and, if not necessary to not
40 agendize it.
41

42 Councilmember Condon referred to Circus Vargas and she asked if the film ordinance could
43 be moved up.

1
2 Town Manager Bracken said this would be given typical permission of the Town to use the
3 lot but it would not involve the film ordinance. He noted that the film ordinance will be
4 agendized at the end of August.

5
6 Vice Mayor Furst said if this could be moved up, she would support this, as there is filming
7 in Marin County.

8
9 Ms. Vaughn stated additional items not on the agenda which she became aware of over the
10 weekend include: 1) the long-term financial plan for the July 19th agenda; 2) the Tamal
11 Vista Corridor Study Update on the July 19th agenda, given it was heard by the Planning
12 Commission; and 3) the election change on the July 19th agenda.

13
14 Councilmember Condon suggested showing the video of Jared Huffman, and Mayor Bailey
15 said he can include this as part of his report.

16
17 Mayor Bailey asked Ms. Vaughn for the meeting dates for the 1) junior second unit issue; 2)
18 the Airbnb issue and 3) looking at moving the election date issue.

19
20 Ms. Vaughn stated the election date issue is scheduled for July 19th and Mayor Bailey asked
21 for scheduling of the Airbnb issue and junior second units.

22
23 Mr. Bracken stated staff is updating its software for the Finance Department and it has
24 been a struggle. They are also talking with OpenGov and this has taken longer than normal.

25
26 Councilmember Andrews said in terms of the long-range financial plan, he asked Todd
27 Cusimano to be involved in it. Mr. Bracken said he has been involved and will in the future.

28
29 7.I.vi Approval of Minutes of June 6, 2016 Town Council Meeting

30
31 MOTION: Moved by Furst, seconded by Lappert, and approved unanimously by the
32 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
33 None)

34
35 To approve the Minutes of June 6, 2016 Meeting of the Town Council

36
37 The Town Council convened as the Sanitary District Board of Directors.

38
39 **7.II SANITARY DISTRICT ITEMS:**

40
41 7.II.i Consideration and Possible Action to Adopt Resolution 24/2016 To
42 Award A Contract, Authorize Expenditures, And Approve A
43 Supplemental Appropriation For Construction Of Paradise West

1 Sewer Improvement Project No. 13-201
2 (Report from Nisha Patel, Senior Civil Engineer)
3

4 Senior Civil Engineer Nisha Patel said the Paradise West Sewer Improvement project will
5 replace or rehabilitate gravity sewers on Paradise Drive, Westward Drive, Prince Royal
6 Drive, an easement within the Paradise Drive Shopping Center and across Highway 101
7 from Paradise Drive to Casa Buena Drive close to Marin Joe's.
8

9 This project was put out to bid on May 19th and the bid opening for the project was on June
10 10th. The Town received bids from two contractors; Ranger Pipelines and Maggiora Ghilotti.
11 The lowest bid is determined by the base bid including Alternative 1 or the base bid
12 including Alternate 1 and 2, just the base bid.
13

14 Maggiora Ghilotti was found to have the lowest responsive bid of \$2,187,871. Including the
15 two paving alternatives, the total cost for the project is \$2,403,071. Staff is recommending
16 award of the contract to Maggiora Ghilotti including both alternates in the amount of
17 \$2,403,071. With higher than expected construction and construction management costs,
18 staff is also requesting a supplemental appropriation for the project in the amount of
19 \$979,000 and they detailed out what the total amount of the project would be with this
20 amount.
21

22 Vice President Furst asked if this will reduce the I & I, and Ms. Patel said yes it should. The
23 reason why this project got prioritized the highest was because their normal condition
24 assessment, there were many structural defects found.
25

26 President Bailey said the second low bid is a former client of his and he asked if he should
27 recuse himself. He clarified it was approximately 10 years ago, and District Attorney Riddle
28 stated this would not be a problem.
29

30 President Bailey opened the public comment period and there were no speakers.
31

32 MOTION: Moved by Lappert, seconded by Furst, and approved unanimously by the
33 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
34 None)
35

36 To adopt Resolution 24/2016 to Award A Contract, Authorize Expenditures,
37 And Approve A Supplemental Appropriation For Construction Of Paradise
38 West Sewer Improvement Project No. 13-201
39

40 **8. ADJOURNMENT**
41

42 The meeting was adjourned at 10:10 p.m. to the next regular Town Council meeting on July
43 21, 2016 at Town Hall Council Chambers.