



AGENDA

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, ROLL CALL AND SALUTE TO THE FLAG
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

- 3.1. Status Report On Long Term Financial Plan Study
(Presentation by Consultants Libby Seifel, of Seifel Consulting, and Craig Hill, of NHA Advisors)

4. TOWN MANAGER AND COUNCIL REPORTS

- Town Manager Report
- Director of Planning & Building Report on Status of 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 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. Receive And File Investment Transactions Monthly Report For May, 2016
(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)

Documents:

[5.II INVESTMENT TRANSACTIONS MAY 2016.PDF](#)

5.III. Approve Warrants And Payroll For The Period 7/13/16 Through 7/28/16:
Approve Warrants and Payroll for the Period 7/13/16 through 7/28/16:
Warrant Check Numbers 214058 through 214195, Payroll Check Numbers 5252 through 5265, Payroll Direct Deposit Numbers 29946 through 30077, Payroll Wire Transfer Numbers 2034 through 2041, and Wire Transfer of 9/01/16

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

Documents:

[5.III PAYROLL AND DEMANDS 7.13.16 TO 7.28.16.PDF](#)

6. PUBLIC HEARINGS: None

7. BUSINESS ITEMS

7.I. Discussion And Possible Direction To Staff Regarding Existing Policies And Potential Actions Concerning Short Term Rentals
(Report from Adam Wolff, Director of Planning and Building)

Documents:

[7.I SHORT TERM RENTALS REVISED WITH CLEAN ATTACHMENTS.PDF](#)

7.II. Review Of Draft August 16, 2016 Town Council Agenda

Documents:

[7.II 08.16.16 DRAFT AGENDA.PDF](#)

7.III. Approval Of Minutes Of The June 21, 2016 Town Council Meeting

Documents:

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

7.IV. Approval Of Minutes Of July 6 Joint Meeting Of Corte Madera Town Council And

Larkspur City Council

Documents:

[7.IV 070616 DRAFT CORTE MADERA LARKSPUR SPECIAL JOINT COUNCIL MINUTES.PDF](#)

7.V. Approval Of Minutes Of The July 19, 2016 Town Council Meeting

Documents:

[7.V 071916 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@tcmail.org.

THIS MATERIAL HAS BEEN REVIEWED BY
THE TOWN MANAGER

TOWN OF CORTE MADERA
SANITARY DISTRICT NO. 2 OF MARIN COUNTY,
A SUBSIDIARY DISTRICT TO THE TOWN OF CORTE MADERA
INVESTMENT TRANSACTIONS
FOR THE MONTH OF MAY, 2016

Type of Investment Instrument	Institution	Beginning Date of Investment	Date of Maturity	Total Number of Days	Call Provisions	Total Number of Days This Month	Amount of Investment	Market Value For Securities With A Maturity Over 12 Months	Interest Rate	Interest Accrued This Month	Interest Due
Certificate of Deposit (CD)	GE Capital Bank, Draper, Utah (Semi)	02/28/14	02/28/17	1,096	None	31	247,000	247,995.41	1.05%	220.41	671.64
Certificate of Deposit (CD)	Goldman Sachs, New York, NY (Semi)	03/05/14	03/06/17	1,096	None	31	247,000	247,733.59	1.00%	209.87	597.86
Certificate of Deposit (CD)	United Banker's Bank Bloomington, Minn (Monthly)	8/29/2014	11/29/17	1,185	None	31	245,000	246,124.55	1.15%	239.32	262.32

TOWN OF CORTE MADERA
 SANITARY DISTRICT NO. 2 OF MARIN COUNTY,
 A SUBSIDIARY DISTRICT TO THE TOWN OF CORTE MADERA
 INVESTMENT TRANSACTIONS
 FOR THE MONTH OF MAY, 2016

Type of Investment Instrument	Institution	Beginning Date of Investment	Date of Maturity	Total Number of Days	Call Provisions	Total Number of Days This Month	Amount of Investment	Market Value For Securities With A Maturity Over 12 Months	Interest Rate	Interest Accrued This Month	Interest Due
Local Agency Inv Fund	St Treasurers Off	Apr, 16 LAIF Trans	N/A	N/A	N/A	N/A	N/A	N/A	0.525	0.00	5,217.91
Local Agency Inv Fund	St Treasurers Off	May, 16 LAIF Trans	N/A	N/A	N/A	N/A	N/A	N/A	0.552	0.00	0.00
Local Agency Inv Fund	St Treasurers Off	Apr-Jun, LAIF Adjust	N/A	N/A	N/A	N/A	N/A	N/A	0.000	0.00	0.00
Local Agency Inv Fund	St Treasurers Off	04/18/16	05/20/16	32	N/A	19	14,330,000.00	N/A	0.552	4,117.68	4,117.68
Local Agency Inv Fund	St Treasurers Off	05/20/16	06/08/16	19	N/A	12	15,360,000.00	N/A	0.552	2,787.60	2,787.60
TOTALS							16,099,000.00	741,853.55		7,574.88	13,655.01

Total interest earned for the month of May was \$7,574.88.
 Total cash in investment on May 1, 2016 was \$15,069,000.00.
 Total cash in investment on May 31, 2016 was \$16,099,000.00.
 Effective yield for the month May, 2016 was 0.577%.

LAIF	15,360,000.00
CDs	741,853.55
Market Variance	(2,853.55)
	<u>16,099,000.00</u>

Submitted herewith is the monthly report of investment transactions pertaining to the Town of Corte Madera and Sanitary District No. 2 of Marin County, a Subsidiary District to the Town of Corte Madera, in accordance with Government Code Section 53600 et. seq. and Section 53646. The subject investment transactions are in accordance with the Annual Statement of Investment Policy dated January 1, 2016.

Pursuant to State Law, the following statement is required: Sufficient funds will be available to meet expenditure requirements for the next six (6) months.

George T. Warman, Jr.
 Director of Administrative Services
 July 20, 2016

Investment Transactions
May, 2016

Calculation of Effective Yield

Amount Invested Times	Number of Days	Equals Denominator and Times	Interest Rate	Equals Numerator
-----	-----	-----	-----	-----
247,000	31	7,657,000	1.050	8,039,850
247,000	31	7,657,000	1.000	7,657,000
245,000	31	7,595,000	1.150	8,734,250
14,330,000	19	272,270,000	0.552	150,293,040
15,360,000	12	184,320,000	0.552	101,744,640
		-----		-----
		479,499,000		276,468,780

276,468,780

479,499,000 = effective yield of 0.577%

George T. Warman, Jr.

George T. Warman, Jr.
Director of Administrative Services
July 20, 2016

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	Cash	Investments	Fund Total
101 GENERAL FUND	341,626.65	3,355,790.17 CR	3,014,163.52 CR →
102 GENERAL FUND NON-OPERATIONS FD	0.00	0.00	0.00 →
104 CAPITAL EQUIP. REPLACE FUND	0.00	5,627,170.15	5,627,170.15 →
105 TRAFFIC SAFETY FUND	0.00	0.00	0.00 →
106 PARK MADERA CENTER FUND	0.00	2,234,924.15 CR	2,234,924.15 CR →
108 GAS TAX 2103 FUND	0.00	99,007.49	99,007.49
109 GAS TAX 2105 FUND	0.00	39,358.80	39,358.80
110 GAS TAX 2106 FUND	0.00	13,879.02	13,879.02
111 GAS TAX 2107 FUND	0.00	26,826.29 CR	26,826.29 CR
112 GAS TAX 2107.5 FUND	0.00	0.00	0.00
114 TAM SALES TAX OVERRIDE FUND	0.00	64,488.49	64,488.49 →
115 STATE DISABILITY ACCESS FEE FUND	0.00	1,135.10	1,135.10 →
116 BEAUTIFICATION FUND	0.00	13,700.34 CR	13,700.34 CR →
120 CORTE MADERA SALES TAX OVERRIDE	0.00	4,094,455.30	4,094,455.30 →
124 AFFORDABLE HOUSING FUND	0.00	165,390.78	165,390.78 →
140 STORM DRAINAGE SPECIAL TAX FUND	0.00	1,508,617.82	1,508,617.82 →
159 SHORELINE PARKING DEBT SERVICE	0.00	160,852.11	160,852.11 →
160 CAPITAL MAINTENANCE FUND	0.00	0.00	0.00
165 SHORELINE PARKING MAINT. DIST.	0.00	29,073.17	29,073.17 →
170 CAPITAL IMPROVEMENT FUND	0.00	54,381.46 CR	54,381.46 CR →
176 WESTSIDE PARK-IN-LIEU FUND	0.00	5,500.00	5,500.00 →
178 TRAFFIC IMPROVEMENT FUND	0.00	49,524.39 CR	49,524.39 CR →
179 VILLAGE TRAFFIC IMPROVEMENT FUND	0.00	133,000.00	133,000.00 →
180 2016 IRC 125 FLEX BENEFIT FUND	0.00	37,262.53	37,262.53 →
186 2015 IRC 125 FLEX BENEFIT FUND	0.00	58,847.97	58,847.97 →
187 DEVELOPERS DEPOSIT AGENCY FUND	0.00	250,051.67	250,051.67 →
188 AB 1600 DEVELOPMENT FEES FUND	0.00	610,696.46	610,696.46 →
201 SEWER GENERAL OPERATING FUND	0.00	8,705,505.67	8,705,505.67
255 SAUSALITO ST SEWER ASSESS DIST	0.00	0.00	0.00
257 OLD LANDING ROAD DEBT SERVICE	0.00	74,155.37	74,155.37
260 SEWER CAPITAL MAINTENANCE FUND	0.00	879,638.01 CR	879,638.01 CR
270 SEWER CONNECTION FEE PROJ FUND	0.00	0.00	0.00
301 RECREATION CENTER FUND	0.00	315,799.17 CR	315,799.17 CR
302 PARKS & REC REVENUE TRUST FUND	0.00	12,802.00	12,802.00
303 PARKS & REC FACILITY TRUST FUND	0.00	899,306.01	899,306.01
304 MARIN PARKS MEASURE "A" FUND	0.00	46,494.76	46,494.76
401 RECREATION OUTDOOR FACILITY FUND	0.00	60,264.81	60,264.81
501 NEIL CUMMINS GYM FUND	0.00	81,174.88 CR	81,174.88 CR
601 AFTERSCHOOL PROGRAMS FUND	0.00	55,789.60 CR	55,789.60 CR
701 SUMMER CAMPS & PLAYGROUND FUND	0.00	38,699.46 CR	38,699.46 CR
810 WORKERS' COMP SELF-INSURE FUND	0.00	119,581.18	119,581.18
820 GEN & AUTO LIAB SELF-INSURE FD	0.00	380,227.89	380,227.89
830 PROP & VEH DAMG SELF-INSURE FD	0.00	8,123.37	8,123.37
Grand Total:	341,626.65	16,099,000.00	16,440,626.65

6,057,007.69
 341,626.65

 6,398,634.34

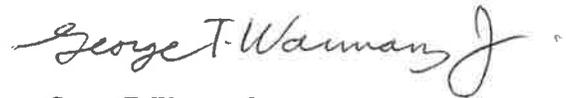
7,900,023.03

527,404.47 →

07/20/16

Interest Distribution
 Month of May, 2016
 Posted to Financial Records in June, 2016

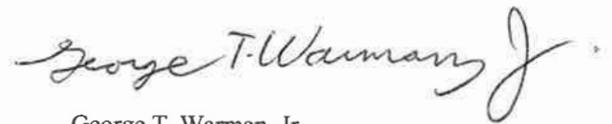
Fund	De-Pooled Interest Earnings	Opening Cash Balances Less De-Pooled 06/01/2016	Percentage of Total Pooled Cash	Pooled Interest Earnings	Total Interest Earnings
#101-General & All Others Not Detailed	N/A	6,398,634.34	38.92	2,948.15	2,948.15
#108-Gas Tax	N/A	125,419.02	0.77	58.33	58.33
#140 Storm Drainage Tax	N/A	1,508,617.82	9.18	695.38	695.38
#201-Sewer	N/A	7,900,023.03	48.03	3,638.19	3,638.19
#810-Workers' Comp Self-Insure	N/A	127,704.55	0.78	59.09	59.09
#820-Gen & Auto Liab Self-Insure	N/A	380,227.89	2.32	175.74	175.74
	0.00	16,440,626.65	100.00	7,574.88	7,574.88



George T. Warman, Jr.
 Director of Administrative Services
 July 20, 2016

CASH BALANCES AS OF MAY 31, 2016
(NOT FUND BALANCES ON AN ACCRUAL BASIS)

Fund Number	Fund Title	Cash In Investment	Booked Cash In Commerical Account	Total Booked Cash
#101	General	6,057,007.69	341,626.65	6,398,634.34
#108	Gas Tax	125,419.02	0.00	125,419.02
#140	Storm Drainage Tax	1,508,617.82	0.00	1,508,617.82
#201	Sewer	7,900,023.03	0.00	7,900,023.03
#810	Workers' Comp Self-Insure	127,704.55	0.00	127,704.55
#820	Gen & Auto Liab Self-Insure	380,227.89	0.00	380,227.89
TOTALS		16,099,000.00	341,626.65	16,440,626.65



George T. Warman, Jr.
Director of Administrative Services
July 20, 2016

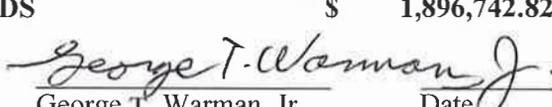
TOWN OF CORTE MADERA
RATIFICATION AND APPROVAL OF
PAYROLL AND DEMANDS (ACCOUNTS PAYABLE)
PERIOD 07/13/16 – 07/28/16

Submitted herewith are the Payroll and Demands (Accounts Payable) paid during the period of 07/13/16 through and including 07/28/16 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 (07/04/16 – 07/17/16)			
Payroll Check Numbers	5252 - 5265	\$	27,684.67
Payroll Direct Deposit Numbers	29946 - 30033		184,210.21
Payroll Wire Transfer Numbers	2034 - 2038		<u>175,591.62</u>
	<u>Total Payroll</u>	\$	387,486.50
Payroll (Council-July)			
Payroll Check Numbers	5266 - 5266	\$	273.00
Payroll Direct Deposit Numbers	30078 - 30081		729.76
Payroll Wire Transfer Numbers	2039 - 2041		<u>328.73</u>
	<u>Total Payroll</u>	\$	1,331.49
Payroll (07/01/16 – 07/31/16)			
Retiree Vested Rights Health Insurance Reimbursement			
Payroll Direct Deposit Numbers	30034 - 30077	\$	<u>27,003.72</u>
	<u>Total Payroll</u>	\$	27,003.72
Warrant Check Numbers	214058 - 214195	\$	1,222,921.11
Wire – Central Marin Police Monthly Payment (09/01/16)		\$	258,000.00
Wire – Semi-Annual Debt Park Madera Ctr (00/00/00)		\$	0.00
Wire – CalPERS GASB68 Payment (00/00/00)		\$	<u>0.00</u>
	<u>Total Demands (Accounts Payable)</u>		1,480,921.11
	TOTAL PAYROLL AND DEMANDS	\$	1,896,742.82


 David James Bracken
 Town Manager

Date


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

Date

07/28/16

APPROVED AT MEETING OF 08/02/16

 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, contact with
 Jonna Intoschi or Lina Azevedo.

Voucher List
TOWN OF CORTE MADERA

JULY 2016

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214058	7/19/2016	am055c AMBROSIO, CHRISTIAN	R-34980		RFD: PICNIC RENTAL DEPOSIT RFD: PICNIC RENTAL DEPOSIT	200.00
					Total :	200.00
214059	7/19/2016	ba550c BAY AREA BARRICADE SERVICE,INC	R-89620		BARRICADES, ETC. BARRICADES, ETC.	1,017.50
					Total :	1,017.50
214060	7/19/2016	ce075c CENTRAL MARIN SANITATION AGEN.	17-8002		FY 16-17 FIRST QUARTER SERVICE FY 16-17 JULY 1-SEPT 30, 2016	229,529.75
					Total :	229,529.75
214061	7/19/2016	ma820c MARIN HOUSING/BMR	FY 16-17 (FEE)		BMR PROGRAM MANAGEMENT SE BMR PROGRAM MANAGEMENT SE LESS 1% TRANSACTION FEE~	18,507.00 -2,990.00
					Total :	15,517.00
214062	7/19/2016	sm075c SMALBACH, REBECCA	07/11-15/2016		PART TIME SERVICES PART TIME SERVICES	434.50
					Total :	434.50
214063	7/19/2016	te150c TESCO	0059779-IN		FY 2016-2017 MAINTENANCE AND : FY 2016-2017 MAINTENANCE AND :	4,640.00
					Total :	4,640.00
6 Vouchers for bank code : bom						Bank total : 251,338.75
6 Vouchers in this report						Total vouchers : 251,338.75

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07/21/2016 11:54:43AM

Voucher List
TOWN OF CORTE MADERA

Page: 1

ACCTS PAYABLE
JUNIE
JULY CHECK RUN

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214064	7/21/2016	ai560c AIRGAS	9052528379		GASES CHEMICALS, GASES	491.09
					Total :	491.09
214065	7/21/2016	al049c ALHAMBRA & SIERRA SPINGS, 28776025	5139045 070616		WATER MISC. SUPPLIES	110.24
					Total :	110.24
214066	7/21/2016	al048c ALHAMBRA AND SIERRA SPRINGS, 28756	5135078 070616		WATER MISC. SUPPLIES	99.26
					Total :	99.26
214067	7/21/2016	al047c ALHAMBRA AND SIERRA SPRINGS, 32746	6037959 071016		WATER SUPPLIES MEETING MEETING MEETING MEETING MEETING	7.13 7.13 7.13 7.13 7.15
					Total :	35.67
214068	7/21/2016	st024c ALPHAGRAPHICS MARIN	55653		PRINTING SERVICES	1,332.53
					PRINTING SERVICES	444.17
			55698		PRINTING SERVICES	134.96
					PRINTING SERVICES	134.95
			55699		PRINTING SERVICES	302.86
					PRINTING SERVICES	302.86
					Total :	2,349.47
214069	7/21/2016	an111c ANGLIM FLAGS	6765		FLAGS @ TOWN HALL FLAGS @ TOWN HALL	528.16
					Total :	528.16
214070	7/21/2016	ar125c ARAMARK UNIFORM SERVICES'	STMT: 06/30/2016		UNIFORMS & LAUNDRY SERVICES	

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Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214070	7/21/2016	ar125c ARAMARK UNIFORM SERVICES'	(Continued)			
					UNIFORMS & LAUNDRY SERVICES	183.96
					UNIFORMS & LAUNDRY SERVICES	266.88
					UNIFORMS & LAUNDRY SERVICES	116.04
					UNIFORMS & LAUNDRY SERVICES	296.00
					UNIFORMS & LAUNDRY SERVICES	251.90
					UNIFORMS & LAUNDRY SERVICES	247.78
					UNIFORMS & LAUNDRY SERVICES	262.60
					UNIFORMS & LAUNDRY SERVICES	259.00
					UNIFORMS & LAUNDRY SERVICES	259.64
					Total :	2,143.80
214071	7/21/2016	ba550c BAY AREA BARRICADE SERVICE,INC	0338225-IN		BARRICADES & SIGNS	
					SIGNS, ETC.	327.00
			0338403-IN		BARRICADES & SIGNS	
					SIGNS, ETC.	174.40
			0338718-IN		BARRICADES & SIGNS	
					MISC. SUPPLIES	473.33
					Total :	974.73
214072	7/21/2016	be050c BENEFITS STORE, INC., THE	7575		PLAN ADMINISTRATION SERVICES	
					PLAN ADMINISTRATION SERVICES	8.17
					PLAN ADMINISTRATION SERVICES	24.51
					PLAN ADMINISTRATION SERVICES	16.34
					PLAN ADMINISTRATION SERVICES	24.51
					PLAN ADMINISTRATION SERVICES	65.26
					PLAN ADMINISTRATION SERVICES	8.17
					PLAN ADMINISTRATION SERVICES	8.17
					PLAN ADMINISTRATION SERVICES	8.17
					PLAN ADMINISTRATION SERVICES	16.34
					PLAN ADMINISTRATION SERVICES	40.85
					PLAN ADMINISTRATION SERVICES	8.17
					PLAN ADMINISTRATION SERVICES	16.34
					Total :	245.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214073	7/21/2016	be053c BERTRAND, FOX, ELLIOT, OSMAN &	CML-5384 5-6, 2016		SERVICES: FIRE DEPT CONSOLID/ SERVICES: FIRE DEPT CONSOLID/	898.97
					Total :	898.97
214074	7/21/2016	bl022c BLACK WATER CONSULTING	1834		PROFESSIONAL SERVICES	
			1925		LAFCO MUNICIPAL SERVICE REVIE	1,260.00
					PROFESSIONAL SERVICES	
					GRAND JURY REQUEST	210.00
					Total :	1,470.00
214075	7/21/2016	br150c BRANDON TIRE SUPPLY, INC.	1001947		REPAIRS & MAINTENANCE	
					REPAIRS & MAINTENANCE	580.09
					Total :	580.09
214076	7/21/2016	co008c COASTLAND CIVIL ENG., INC.	39591	1869	PROJECT: 403351-PEDESTRIAN CF	
			39754	1869	SAFE PATHWAYS - TAMALPAIS DR	32,052.96
					PROJECT: 403351-PEDESTRIAN CF	
					SAFE PATHWAYS - TAMALPAIS DR	8,570.00
					Total :	40,622.96
214077	7/21/2016	cr114c CRESCO EQUIPMENT RENTALS	4113700-0001		EQUIPMENT RENTAL	
					EQUIPMENT RENTAL	714.62
					Total :	714.62
214078	7/21/2016	da025c D & K AUTO SERVICES	51074		REPAIRS & MAINTENANCE	
			51088		UPHOLSTERY CLEANER	45.71
			51093		REPAIRS & MAINTENANCE	
					REPLACEMENT BATTERY	164.01
					REPAIRS & MAINTENANCE	
					ROUTINE MAINTENANCE	117.62
					Total :	327.34
214079	7/21/2016	pc101c DANG, MICHAEL	STMT: 06/30/2016		PROFESSIONAL SERVICES	
					EQUIPMENT	780.28
					PROFESSIONAL SERVICES	8,510.00
					PROFESSIONAL SERVICES	-1,092.50

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214079	7/21/2016	pc101c DANG, MICHAEL	(Continued)		PROFESSIONAL SERVICES	-575.00
					PROFESSIONAL SERVICES	-517.50
					PROFESSIONAL SERVICES	-172.50
					PROFESSIONAL SERVICES	1,092.50
					PROFESSIONAL SERVICES	575.00
					PROFESSIONAL SERVICES	517.50
					PROFESSIONAL SERVICES	172.50
					PROFESSIONAL SERVICES	-17,700.00
					PROFESSIONAL SERVICES	17,700.00
					Total :	9,290.28
214080	7/21/2016	dc115c DC ELECTRIC GROUP, INC.	26164		TRAFFIC SIGNAL MAINTENANCE	
					JUNE 2016-SIGNAL MAINTENANCE	1,952.26
			26165		TRAFFIC SIGNAL MAINTENANCE	
					JUNE 2016-SIGNAL MAINTENANCE	262.40
					Total :	2,214.66
214081	7/21/2016	de105c DE FRANCIS, TONI	INV: 06232016		MINUTES CLERK: MTG 06/23/2016	
					MINUTES CLERK: MTG 06/23/2016	240.00
					Total :	240.00
214082	7/21/2016	ca765c DEPT. OF TRANSPORTATION	SL161039		2ND QTR - SIGNALS & LIGHTING	
					CAL TRANS. TRAFFIC SIGNAL MAINT	1,600.10
					Total :	1,600.10
214083	7/21/2016	em103c EMPLOYMENT DEVELOPMENT DEPT.	776-5149-5		16-2 2ND QTR - SDI TAXES DUE	
					16-2 2ND QTR - SDI TAXES DUE	1,378.08
					Total :	1,378.08
214084	7/21/2016	fi100c FINE LINE STRIPING INC.	116066		STRIPING - VARIOUS LOCATIONS	
					STRIPING - VARIOUS LOCATIONS	12,000.00
					Total :	12,000.00
214085	7/21/2016	fi045c FISHMAN SUPPLY CO. (FIRE-7762)	1039669		JANITORIAL SUPPLIES	
					JANITORIAL SUPPLIES	405.75

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214085	7/21/2016	fi045c FISHMAN SUPPLY CO. (FIRE-7762)	(Continued)		JANITORIAL SUPPLIES	202.88
					Total :	608.63
214086	7/21/2016	fl113c FLATTER, MARK	R-27450		HEALTH CLUB MEMBERSHIP	246.00
					HEALTH CLUB MEMBERSHIP	246.00
					Total :	246.00
214087	7/21/2016	ga107c GABBARD, NICHOLAS - FLEX	FLEX: 07/20/16		REIMBURSEMENT - FLEX 125	960.00
					REIMBURSEMENT - FLEX 125	960.00
					Total :	960.00
214088	7/21/2016	gr060c GRAINGER,INC. W.W.-(P.W.)	9149511322		TOOLS & MINOR EQUIPMENT	108.71
					TOOLS & MINOR EQUIPMENT	108.71
					Total :	108.71
214089	7/21/2016	in021c INMOTIONS	56911		PRINTING SERVICES - CLOTHING	706.17
					PRINTING SERVICES - CLOTHING	706.17
					Total :	706.17
214090	7/21/2016	in065c INTOSCHI, JONNA - FLEX BENEFITS	FLEX: 07202016		REIMBURSEMENT: FLEX 125	65.00
					REIMBURSEMENT: FLEX 125	65.00
					Total :	65.00
214091	7/21/2016	ji104c JIM-N-I - RENTALS	51848		PARTS & SUPPLIES	2,000.00
					PARTS & SUPPLIES	864.25
			51851		PARTS & SUPPLIES	399.44
					EQUIPMENT RENTAL	399.44
					Total :	3,263.69
214092	7/21/2016	jo124c JOHNSON, ROBERT B.	6563		REPAIRS & MAINTENANCE	3,732.79
			6588		REPAIRS @ TOWN & SAN CLEMEN	3,732.79
					REPAIRS & MAINTENANCE	163.00
					REPAIRS @ CORP. YARD	163.00
					Total :	3,895.79

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214093	7/21/2016	la034c LAK ASSOCIATES, LLC	2-1430		PROJECT: MARIN MONTESSORI PROJECT: MARIN MONTESSORI	1,843.75
					Total :	1,843.75
214094	7/21/2016	ma340c MARIN COUNTY TAX COLLECTOR, GEN' 165402			RE: INJURED ANIMAL SERVICES RE: INJURED ANIMAL SERVICES	272.00
					Total :	272.00
214095	7/21/2016	ma820c MARIN HOUSING/BMR	INV: 07/14/2016		25 TAN OAK - LEGAL FEES 25 TAN OAK - LEGAL FEES	52.00
					Total :	52.00
214096	7/21/2016	ma177c MARIN TROPHIES & TREASURES INC	384		NAME PLATES NAME PLATES	87.16
					Total :	87.16
214097	7/21/2016	me068c METROPOLITAN PLANNING GROUP	2558 2559		TAMAL VISTA EAST CORRIDOR STU TAMAL VISTA EAST CORRIDOR STU TAMAL VISTA EAST CORRIDOR STU TAMAL VISTA EAST CORRIDOR	3,146.25 1,257.50
					Total :	4,403.75
214098	7/21/2016	ne100c NERVIANI PAVING, INC.	4811 4813		PAVING-REPAIRS/MAINTENANCE TUNNEL/WILLOW-STAIR REPAIR PAVING-REPAIRS/MAINTENANCE LAKESIDE/WALNUT-REPAIR	6,000.00 8,500.00
					Total :	14,500.00
214099	7/21/2016	oh100c O'HEHIR, JOANNE	NO. 13 NO. 15		MINUTES CLERK 33 MONTECITO (MTG 06/14/16) CMTC (MTG 06/14/16) MISC. TOPICS (MTG 06/14/16) MINUTES CLERK VERIZON (MTG 06/28/16) 220 GRANADA (MTG 06/28/16) ENCROACHMENT (MTG 06/28/16)	217.75 81.25 422.50 113.75 357.50 260.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214099	7/21/2016	oh100c O'HEHIR, JOANNE	(Continued)		122 GROVE (MTG 06/28/16) 21 ENDEAVOR (MTG 06/28/16)	195.00 86.45
					Total :	1,734.20
214100	7/21/2016	on025c ONGARO & SONS, INC., ERNEST	STMT: 06/29/2016		EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE	295.00
					Total :	295.00
214101	7/21/2016	pa031c PARISI TRANSPORTATION	16317 16344		PROJECT NO. 16021 - ATP SUPPOF PROJECT NO. 16021 - ATP SUPPOF PROJECT NO. 16026-TAMALPAIS BI PROJECT NO. 16026-TAMALPAIS BI	1,980.48 730.92
					Total :	2,711.40
214102	7/21/2016	pr201c PRETE, KENNETH - FLEX BENEFITS	FLEX: 07/20/16		REIMBURSEMENT-FLEX 125 FLEX BENEFITS	800.00
					Total :	800.00
214103	7/21/2016	re024c RESOLVE INSURANCE SYSTEMS	INV: JUNE 2016		COLLECTION SERVICES (AMBULAI COLLECTION SERVICES (AMBULAI	66.17
					Total :	66.17
214104	7/21/2016	ro450c ROY'S SEWER SERVICE, INC.	193986		STORM DRAIN REPAIRS/MAINT STORM DRAIN REPAIRS/MAINT	1,500.00
					Total :	1,500.00
214105	7/21/2016	sa137c SAN RAFAEL, CITY OF	11860		RECRUIT TRAINING PROGRAM RECRUIT TRAINING PROGRAM	400.00
					Total :	400.00
214106	7/21/2016	so129c SOFTFILE	55095		DOCUMENT SCANNING SERVICES DOCUMENT SCANNING SERVICES	848.70
					Total :	848.70
214107	7/21/2016	ti124c TIFCO INDUSTRIES	71164961		TOOLS & MINOR EQUIPMENT TOOLS & MINOR EQUIPMENT	58.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214107	7/21/2016	ti124c ti124c	TIFCO INDUSTRIES	(Continued)		Total : 58.00
214108	7/21/2016	bo101c	TOWNSEND, MICHAEL D.	124 GROVE AVENUE PIXLEY AVENUE	PROFESSIONAL SERVICES SIDEWALK & STEP REPLACEMENT PROFESSIONAL SERVICES MANHOLE REPAIRS	14,415.00 3,115.00 Total : 17,530.00
214109	7/21/2016	va055c	VAN RENSELAAR, ERIK	R-35338	REIMBURSEMENT - FUEL REIMBURSEMENT - FUEL	36.29 Total : 36.29
214110	7/21/2016	wa305c	WATERSAVERS IRRIGATION, INC.	1717468-00	PARK MAINTENANCE SUPPLIES PARK MAINTENANCE SUPPLIES	1,335.81 Total : 1,335.81
214111	7/21/2016	we275c	WEST END NURSERY, INC.	STMT: 06/30/16	PLANTING SUPPLIES PARK MAINTENANCE SUPPLIES TOOLS & MINOR EQUIPMENT PARK MAINTENANCE SUPPLIES PARK MAINTENANCE SUPPLIES PARK MAINTENANCE SUPPLIES PARK MAINTENANCE SUPPLIES	789.55 155.32 1,925.31 1,822.29 607.43 802.33 Total : 6,102.23
48 Vouchers for bank code : bom						Bank total : 142,744.97
48 Vouchers in this report						Total vouchers : 142,744.97

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Voucher List
TOWN OF CORTE MADERA

ACCTS PAYABLE
JUNE

JULY CHECK RUN

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214112	7/27/2016	an106c A N WEST INC., CONSULTING ENGINEEF	INV 593703-1		STORM DRAINAGE IMPROV. STORM DRAINAGE IMPROV.	873.36 Total : 873.36
214113	7/27/2016	at095c A T & T U-VERSE, #117724553	06/10/16-07/09/16		ON LINE STORAGE TO ONLINE TCF ON LINE STORAGE TO ONLINE TCF	85.00 Total : 85.00
214114	7/27/2016	af020c AFLAC, REMITTANCE PROCESSING	967202		INTOSCHI INTOSCHI KRAMER RAVINA SANTOS ROSE MEJIA QUADROS RUSSELL GABBARD DOWNING PALMER, M. SCHROTH FISCHER MCGOVERN	68.04 21.98 21.96 29.72 29.74 29.72 29.72 21.96 29.82 39.96 119.82 39.96 174.74 22.44 Total : 679.58
214115	7/27/2016	ai560c AIRGAS	9937577202		CHEMICALS, GASES CHEMICALS, GASES	250.65 Total : 250.65
214116	7/27/2016	am113c AMS CONSULTING	14520		AMS CONSULTING AMS CONSULTING	2,100.00 Total : 2,100.00
214117	7/27/2016	at110c AT & T MOBILITY-287016673845	287245897656X071716		UTILITIES - TELEPHONE	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214117	7/27/2016	at110c AT & T MOBILITY-287016673845	(Continued)		UTILITIES - TELEPHONE	21.47
					UTILITIES - TELEPHONE	21.47
					UTILITIES - TELEPHONE	85.87
					Total :	128.81
214118	7/27/2016	at079c AT&T - 119112770-7	06/16/16 - 7/15/16		PROGRAMMING SERVICES	
					PROGRAMMING SERVICES	95.00
					Total :	95.00
214119	7/27/2016	ba550c BAY AREA BARRICADE SERVICE,INC	0339227-IN		ECONOMY BARRICADE	
					ECONOMY BARRICADE	1,107.71
					Total :	1,107.71
214120	7/27/2016	br134c BRADLEY, CURLEY, ASIANO, ABEL	07/26/2016STMT		GRIZEL AND JANETH ORTIZ	
					GRIZEL AND JANETH ORTIZ	84.24
					Total :	84.24
214121	7/27/2016	br150c BRANDON TIRE SUPPLY, INC.	1001486		MOTOR VEHICLE MAINT.	
					MOTOR VEHICLE MAINT.	301.89
					Total :	301.89
214122	7/27/2016	bu050c BUCK'S SAW SERVICE	320185		BUILDING MAINTENANCE SUPPLIE	
					BUILDING MAINTENANCE SUPPLIE	552.75
					Total :	552.75
214123	7/27/2016	ca895c CASCADE FIRE EQUIPMENT CO.	065899		FIRE HOSE REPLACEMENT	
					FIRE HOSE REPLACEMENT	1,316.97
					Total :	1,316.97
214124	7/27/2016	cl106c CLICKTIME.COM	199183		CLICK TIME TRACKING SYSTEM	
					CLICK TIME TRACKING SYSTEM	216.00
					Total :	216.00
214125	7/27/2016	co100c CONDON, CARLA	07/25/16STMT		6 BANNERS FOR THE CENTENNIAL	
					6 BANNERS FOR THE CENTENNIAL	347.72

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214125	7/27/2016	co100c co100c	CONDON, CARLA	(Continued)		Total : 347.72
214126	7/27/2016	co195c	CORPORATE PAYMENT SYSTEMS	07/14/16-JUN RUN	METTING EXPENSE	
					METTING EXPENSE	257.80
					MISC. SUPPLIES	33.98
					RADIO MAINT.	25.00
					MEMBERSHIP, DUES & SUB	302.27
					VEGETATION MGMT.	160.35
					RECREATION SUPPLIES	-900.00
					MEETING	45.70
					PUBLICITY/MARKETING	49.99
					MISC. SUPPLIES	510.81
					UTILITIES - TELEPHONE	326.04
					OFFICE SUPPLIES	59.08
					MISC. SUPPLIES	11.40
					HAND TOOLS & MINOR EQUIP.	91.30
					INT'L CODE COUNCIL	1,094.99
					UTILITIES - TELEPHONE	250.00
					RECREATION SUPPLIES	-65.39
					RECREATION SUPPLIES	770.86
					PUBLICITY/MARKETING	59.98
					RECREATION SUPPLIES	153.12
					SENIOR CITIZEN PROG.	153.11
					VEGETATION MGMT.	66.87
					BLDG. MAINT.	269.08
					EQUIPT. & MACH. REPLACE PARTS	78.63
					DISASTER SUPPLIES	71.35
					FOOD	48.02
					BLDG. MATERIAL SUPPLIES	261.59
					FUEL-GASOLINE	39.41
					VEGTATION MGMT.	86.04
					SENIOR CITIZENS PROGRAM	384.97
					RECREATION SUPPLIES	15.02
					FUEL-GASOLINE	34.90

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214126	7/27/2016	co195c	CORPORATE PAYMENT SYSTEMS	(Continued)		
					MISC. SUPPLIES	138.31
					EQUIP. & MACH. REPL. PARTS	59.65
					MEETINGS	46.93
					MISC. SUPPLIES	345.71
					HAND TOOLS & MINOR EQUIP.	39.25
					MISC. SUPPLIES	90.50
					MOTOR VEHICLE	34.93
					GATES & PUMPS REPAIR	3,985.00
					MISC. SUPPLIES	54.45
					WATERMAN	2,154.45
					SAFETY PROGRAM	820.00
					INTOSCHI	87.31
					FUEL-GASOLINE	12.02
					MISC. SUPPLIES	162.98
					RECREATION SUPPLIES	34.82
					JANITOIAL SUPPLIES	29.56
					MEETINGS - CARLA	525.00
					MEETINGS - CARLA	525.00
					MEETINGS - CARLA	-525.00
					OFFICE SUPPLIES	10.20
					Total :	13,377.34
214127	7/27/2016	co755c	CORTE MADERA CHAMBER OF COMM., JUNE 2016			
					CONTRIBUTION & SUBSIDIES	
					CONTRIBUTION & SUBSIDIES	27,694.04
					FINANCE DEPT COST RECOVERY (172.00
					FINANCE DEPT COST RECOVERY	-172.00
					Total :	27,694.04
214128	7/27/2016	ma120c	COUNTY OF MARIN	JUNE 2016		
					MARIN TOURISM IMPRVE DISTRIC	
					MARIN TOURISM IMPRVE DISTRIC	27,694.04
					FINANCE DEPT COST RECOVERY (172.00
					FINANCE DEPT COST RECOVERY	-172.00
					Total :	27,694.04

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214129	7/27/2016	da060c DAVIS SIGN CO.	26188		VEHICLE GRAPHICS VEHICLE GRAPHICS	68.00
					Total :	68.00
214130	7/27/2016	dc115c DC ELECTRIC GROUP, INC.	26195		M5005-SL ROUTINE M5005-SL ROUTINE	1,085.76
					Total :	1,085.76
214131	7/27/2016	di045c DIEGO TRUCK REPAIR, INC.	49306		MOTOR VEHICLE MAINT. MOTOR VEHICLE MAINT.	285.90
					Total :	285.90
214132	7/27/2016	em102c EMPLOYMENT DEVELOPMENT DEPT.	07/22/2016STMT		UNEMPLOYMENT INSURANCE UNEMPLOYMENT INSURANCE UNEMPLOYMENT INSURANCE	113.00 662.00
					Total :	775.00
214133	7/27/2016	fl113c FLATTER, MARK	R-27452		CELL PHONE UPGARD REIMBURSE CELL PHONE UPGARD REIMBURSE	120.00
					Total :	120.00
214134	7/27/2016	fo185c FORSTER & KROEGER LANDSCAPE, MA	5459		VEGIATION MGMT. VEGIATION MGMT.	2,800.00
			5462-CM		JUEN 2016 - FLOOD JUEN 2016 - FLOOD	3,135.00
					JUNE 2016 - PARKS JUNE 2016 - STREETS	14,335.50 11,115.00
			5463-CM		WEED ABATEMENT WEED ABATEMENT	25,080.00
			5464-CM		TOWN'S CENTENNIAL EVENT TOWN'S CENTENNIAL EVENT	17,798.25
					Total :	74,263.75
214135	7/27/2016	go055c GOPHER-IT TRENCHLESS-	G1241		SEWER REPAIRS SEWER REPAIRS	22,400.00
					Total :	22,400.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214136	7/27/2016	he105c HERC RENTALS INC.	28714074-001		TRAFFIC DELINEATOR TRAFFIC DELINEATOR	523.20
					Total :	523.20
214137	7/27/2016	ji101c JIM CORBET'S ACE HARDWARE	06/28/2016STMT		BUILDING MAINT. SUPPLIES BUILDING MAINT. SUPPLIES SAFETY & PROTECTIVE ITEMS HAND TOOLS & MINOR EQUIP.	218.91 43.61 3.79
					Total :	266.31
214138	7/27/2016	ln075c L.N. CURTIS & SONS	283478		CLOTHING, UNIFORMS CLOTHING, UNIFORMS	1,365.28
					Total :	1,365.28
214139	7/27/2016	ma550c MARIN MUNICIPAL WATER DISTRICT	07/20/2015STMT		WATER WATER WATER WATER WATER	569.13 646.50 20,110.14 169.75 449.25
					Total :	21,944.77
214140	7/27/2016	mc145c MC MAHON PLUMBING	4763 4867		PLUMBING REPAIRS PLUMBING REPAIRS PARK MADERA FACILITY PARK MADERA FACILITY	1,993.00 625.00
					Total :	2,618.00
214141	7/27/2016	pe066c PERMIT SERVICES, INC.	R-27451		CONSTRUCTION PERMIT CONSTRUCTION PERMIT	207.00
					Total :	207.00
214142	7/27/2016	po145c POLSKY PERLSTEIN ARCHITECTS	12685		CORTE MADERA TOWN HALL PRO. CORTE MADERA TOWN HALL PRO.	578.84
					Total :	578.84

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
214143	7/27/2016	ri047c RIVER CITY SUPPLY, LLC	061316-E		FIRE HATS FIRE HATS	995.00	
					Total :	995.00	
214144	7/27/2016	bo101c TOWNSEND, MICHAEL D.	06/30/2016STMT		CORNER OF WILLOW AVE AND CH CORNER OF WILLOW AVE AND CH	16,870.00	
					Total :	16,870.00	
214145	7/27/2016	ty101c TYLER TECHNOLOGIES	045-166066		TRAINING TRAINING	1,614.34	
					Total :	1,614.34	
214146	7/27/2016	ve125c VERIZON WIRELESS 670722771-2	9768164280		UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE	298.48 298.47	
					Total :	596.95	
214147	7/27/2016	ve023c VERIZON WIRELESS-6707227710001	9768164279		TELEPHONE - CORP. YARD TELEPHONE - CORP. YARD TELEPHONE . ENG	690.48 52.79	
					Total :	743.27	
214148	7/27/2016	wa305c WATERSAVERS IRRIGATION, INC.	1717468-01		IRRIGATION SUPPLIES IRRIGATION SUPPLIES	2,455.11	
					Total :	2,455.11	
37 Vouchers for bank code : bom						Bank total :	226,681.58
37 Vouchers in this report						Total vouchers :	226,681.58

Voucher List
TOWN OF CORTE MADERA

JULY

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214149	7/27/2016	al050c ALHAMBRA AND SIERRA SPRINGS, 28779	5139740 071016		WATER WATER	72.34 72.34 Total : 72.34
214150	7/27/2016	au102c AUTOVATIONS	17907		EQUIP. MACH & REPLACEMENT PA EQUIP. MACH & REPLACEMENT PA	273.17 273.17 Total : 273.17
214151	7/27/2016	ba168c BATTERIES PLUS	308-361016		BATTERIES BATTERIES	69.70 69.70 Total : 69.70
214152	7/27/2016	bo105c BOUND TREE MEDICAL, LLC	82205227		MEDICAL SUPPLIES MEDICAL SUPPLIES	471.15 471.15 Total : 471.15
214153	7/27/2016	ca210c CAPFF, CALF. ASSN. OF PROF. F.F.	07/25/2016STMT		AUGUST - 16 PREMIUM AUGUST - 16 PREMIUM	19.08 19.08 Total : 19.08
214154	7/27/2016	ce075c CENTRAL MARIN SANITATION AGEN.	17-8006		SEMI-ANNUAL SEMI-ANNUAL SEMI-ANNUAL	449,021.92 -10,476.08 438,545.84 Total : 438,545.84
214155	7/27/2016	ce076c CENTRAL MARIN SANITATION AGENC	JULY		SEWER CONNECTION FEE SEWER CONNECTION FEE	79,316.58 79,316.58 Total : 79,316.58
214156	7/27/2016	co183c COLLINGS, RONALD W.	1		14 LAKESIDE DR - MISC REPAIR 14 LAKESIDE DR - MISC REPAIR	14,832.00 14,832.00 Total : 14,832.00
214157	7/27/2016	co173c COMCAST - 0209597, 0209571 &, 005632	07/01/16-07/31/16		CORP. YARD "DSL" LINE CORP. YARD "DSL" LINE	111.20 111.20

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214157	7/27/2016	co173c	co173c COMCAST - 0209597, 0209571 &, 00!	(Continued)		Total : 111.20
214158	7/27/2016	co195c	CORPORATE PAYMENT SYSTEMS	07/14/2016-JULY RUN	HYDRANT REPLACEMENT PARTS	1,083.47
					HYDRANT REPLACEMENT PARTS	138.88
					MISC. SUPPLIES	63.31
					FOOD	827.76
					HAND TOOLS & MINOR QUIP.	803.38
					BUILDING MAINT.	80.90
					BLDG. MAINT. SUPPLIES	31.28
					BLDG. MAINT. SUPPLIES	49.00
					SERVICES	507.15
					RECREATION SUPPLIES	22.60
					MISC. SUPPLIES	245.00
					MISC. SUPPLIES	246.35
					MISC. SUPPLIES	37.12
					SENIOR CITIZENS PROGRAM	355.60
					RECREATION SUPPLIES	30.97
					MISC. SUPPLIES	52.50
					MISC. SUPPLIES	29.95
					CREDIT	-1,243.00
					CREDIT	-152.00
					RECREATION SUPPLIES	112.96
					FUEL-GASOLINE	40.00
					RECREATION SUPPLIES	2,030.83
					ADMISSION & TRANSPORTATION	908.50
					CREDIT	-351.69
					RECREATION SUPPLIES	90.04
					PUBLICITY/MARKETING	124.99
					Total :	6,165.85
214159	7/27/2016	co800c	CORTE MADERA COMM. FOUNDATION	R-35068	SUMMER CONCERT SERIES	400.00
					SUMMER CONCERT SERIES	400.00
					Total :	400.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214160	7/27/2016	co840c CORTE MADERA COMM. FOUNDATION,	07/19/2016STMT		TOWN BAND TOWN BAND	6,000.00
						Total : 6,000.00
214161	7/27/2016	pe176c CORTE MADERA-PERS HEALTH BENEF	AUGUST-16		SERVICE CHARGE SERVICE CHARGE RETIRED LAPPER, MICHAEL PRETE QUADROS SOFER	353.78 5,875.00 746.47 -133.53 -133.53 746.47
						Total : 7,454.66
214162	7/27/2016	da025c D & K AUTO SERVICES	51178		MOTOR VEHICLE SERVICE	
						127.42
						45.67
						104.60
						Total : 277.69
214163	7/27/2016	su103c DANIEL MUTISO MUIHYA	1535		JANITORIAL SVCS. JANITORIAL SVCS.	2,200.00
						Total : 2,200.00
214164	7/27/2016	de305c DELTA DENTAL OF CALIFORNIA	AUGUST 2016-PREM		DELTA DENTAL - FOR RETIREE'S DELTA DENTAL - FOR RETIREE'S	1,671.12
						Total : 1,671.12
214165	7/27/2016	en050c ENTENMANN-ROVIN CO.	R-35146		CLOTHING, UNIFORMS CLOTHING, UNIFORMS	119.55
						Total : 119.55
214166	7/27/2016	ev109c EVERBANK COMMERCIAL FINANCE	07/15/2016STMT		PHOTOCOPYING EQUIPMENT MAINT PHOTOCOPYING EQUIPMENT MAINT	799.23

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214166	7/27/2016	ev109c ev109c	EVERBANK COMMERCIAL FINANCE (Continued)			Total : 799.23
214167	7/27/2016	fa110c	FASTENAL	CASAR19621	HAND TOOLS, MINOR EQUIPMENT HAND TOOLS, MINOR EQUIPMENT	110.12 Total : 110.12
214168	7/27/2016	fe500c	FERGUSON ENTERPRISES,INC. #686	4842434	MISC. SUPPLIES MISC. SUPPLIES	13.81 Total : 13.81
214169	7/27/2016	fo185c	FORSTER & KROEGER LANDSCAPE, MA 5470-CM		4TH OF JULY CELEBRATION 4TH OF JULY CELEBRATION 4TH OF JULY CELEBRATION	11,998.50 8,550.00 Total : 20,548.50
214170	7/27/2016	go410c	GOLDEN STATE CHEMICAL & SUPPLY	888903	MISC. SUPPLIES MISC. SUPPLIES MISC. SUPPLIES	1,000.00 1,764.76 Total : 2,764.76
214171	7/27/2016	gr064c	GRAINGER (REC.)	9163289714 9167279828	BUILDING MAINTENANCE SUPPLIE BUILDING MAINTENANCE SUPPLIE BUILDING MAINTENANCE SUPPLIE BUILDING MAINTENANCE SUPPLIE	486.09 73.46 Total : 559.55
214172	7/27/2016	he105c	HERC RENTALS INC.	28731558-001 28744351-001	EQUIPMENT RENTAL EQUIPMENT RENTAL EQUIPMENT RENTAL EQUIPMENT RENTAL	817.64 140.53 Total : 958.17
214173	7/27/2016	jo124c	JOHNSON, ROBERT B.	6589	MISSION CONTROLS MISSION CONTROLS	1,487.22 Total : 1,487.22
214174	7/27/2016	kb100c	KBA DOCUSYS	INV451472	YELLOW TONER	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214174	7/27/2016	kb100c KBA DOCUSYS	(Continued)		YELLOW TONER	12.95
					Total :	12.95
214175	7/27/2016	ln075c L.N. CURTIS & SONS	INV38264		CLOTHING, UNIFORMS CLOTHING, UNIFORMS	396.71
					Total :	396.71
214176	7/27/2016	li117c LINCOLN NAT'L LIFE INS CO, THE	AUGUST 2016		ADMINISTRATION ADMINISTRATION FINANCE FIRE PLANNING BUILDING PUBLIC WORKS PUBLIC WORKS PUBLIC WORKS PUBLIC WORKS PUBLIC WORKS RECREATION RECREATION	-1.59 -11.70 -1.15 -10.77 95.07 -7.45 -1.41 -3.12 -6.74 -1.04 -1.39 -1.38
					Total :	47.33
214177	7/27/2016	mu114c MUNICIPAL CODE CORPORATION	00270461		ANNUAL WEB HOSTING 5/1/16 - 4/3 ANNUAL WEB HOSTING 5/1/16 - 4/3	1,150.00
					Total :	1,150.00
214178	7/27/2016	ne100c NERVIANI PAVING, INC.	4801		PARADISE DR- PATCHING PARADISE DR- PATCHING	950.00
					Total :	950.00
214179	7/27/2016	no109c NOR CAL ASA, ATT: RICH MCLAUGHLIN	R-35067		ASA REGISTRATION ASA REGISTRATION	224.00
					Total :	224.00
214180	7/27/2016	of026c OFFICE DEPOT - TOWN HALL	850487526001		OFFICE SUPPLIES	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214180	7/27/2016	of026c OFFICE DEPOT - TOWN HALL	(Continued)		OFFICE SUPPLIES	111.67
					Total :	111.67
214181	7/27/2016	of029c OFFICE DEPOT-FIRE-89507905, FILE #81	850642934001		OFFICE SUPPLIES	16.65
					OFFICE SUPPLIES	159.97
					Total :	176.62
214182	7/27/2016	on102c O'NEIL CUSTOM BAGS &	16522		COTTON T-SHIRT	799.55
					COTTON T-SHIRT	799.55
					Total :	799.55
214183	7/27/2016	on025c ONGARO & SONS, INC., ERNEST	167784		CLEAR SHOWER STOPPAGE	226.93
					CLEAR SHOWER STOPPAGE	226.93
					Total :	226.93
214184	7/27/2016	ri041c RICOH USA, INC. - CORP YARD, 89846-10	97176876		PHOTOCOPYING EQUIP. MAINT.	220.67
					PHOTOCOPYING EQUIP. MAINT.	220.67
					Total :	220.67
214185	7/27/2016	sa100c SAFETY-KLEEN SYSTEMS, INC., TAX DE	70665453		HAZARDOUS WASTE DISPOSAL	415.48
					HAZARDOUS WASTE DISPOSAL	415.48
					Total :	415.48
214186	7/27/2016	sa503c SAN RAFAEL, CITY OF	105		FY 2016-2017 AGENCY CONTRIBUT	1,800.00
					FY 2016-2017 AGENCY CONTRIBUT	1,800.00
					Total :	1,800.00
214187	7/27/2016	sc129c SCADDEN, LYNN	R-35066		REIMBURSEMNT FOR SOCCER RE	2,946.00
					REIMBURSEMNT FOR SOCCER RE	2,946.00
					Total :	2,946.00
214188	7/27/2016	sh100c SHAMROCK MATERIALS, INC. 11735	918902		MENKE PARK	241.25
			918902-DISC		MENKE PARK	241.25
					DISCOUNT TAKEN	-4.42
					DISCOUNT TAKEN	-4.42

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214188	7/27/2016	sh100c sh100c SHAMROCK MATERIALS, INC.	11735 (Continued)			Total : 236.83
214189	7/27/2016	sm075c SMALBACH, REBECCA	JULY18-22,2016		PART TIME HELP PART TIME HELP	407.00 Total : 407.00
214190	7/27/2016	sp109c SPARK	07/25/2016STMT		JULY 2016- SLOAN BAILEY - DONAT JULY 2016- SLOAN BAILEY - DONAT	350.00 Total : 350.00
214191	7/27/2016	tu200c TURF STAR, INC.	6942595-00		EQUIP. MACH & REPLACEMENT PA EQUIP. MACH & REPLACEMENT PA	128.83 Total : 128.83
214192	7/27/2016	va038c VALLEY ATHLETICS	10209		RECREATION SUPPLIES RECREATION SUPPLIES	985.13 Total : 985.13
214193	7/27/2016	vi100c VSP (CA) #00 114728 0001 MAPE, ATTN: /	AUGUST 2016		MEJIA, GUILLERMO MEJIA, GUILLERMO RAVINA, JAMES SANTOS, VERNON VELAZQUEZ, ODILON DOWNING, GARY PAYES, EDWIN MITCHELL, MATTHEW	17.01 17.01 17.01 17.01 17.01 17.01 17.01 Total : 119.07
214194	7/27/2016	vi099c VSP (CA) ACCT: 12 220077 0001, ATTN: A	07/25/2016STMT		VISION FOR RETIREE'S VISION FOR RETIREE'S HAGER	280.11 -35.36 Total : 244.75
214195	7/27/2016	sm105c WORLD TREE SERVICE, INC.	6141		TREE MAINTENANCE TREE MAINTENANCE	4,965.00 Total : 4,965.00

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>
47		Vouchers for bank code : bom			Bank total :	602,155.81
47		Vouchers in this report			Total vouchers :	602,155.81

This material has been reviewed
By the Town Manager



**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

Report Date: July 27, 2016
Meeting Date: August 2, 2016

TO: TOWN MANAGER, MAYOR, AND TOWN COUNCIL
FROM: DOUGLAS BUSH, ASSISTANT PLANNER
REVIEWED BY: ADAM WOLFF, DIRECTOR OF PLANNING AND BUILDING
SUBJECT: A DISCUSSION OF EXISTING POLICIES AND POTENTIAL ACTIONS
CONCERNING SHORT TERM RENTALS

PURPOSE

This item has been brought to the Town Council as a discussion item at the request of the Mayor for the purpose of better understanding some of the policy issues related to the increasing popularity of short term rental platforms, how those issues may manifest themselves in Corte Madera, and what responses, if any, by the Town might be appropriate.

RECOMMENDATION

Staff recommends that the Town Council provide guidance to staff and the Planning Commission regarding the importance of establishing new policies related to short term rental at this time. If the Council believes new policies should be adopted, staff recommends soliciting additional public input on this issue at a future Planning Commission meeting and through other outlets that provide opportunities for community feedback.

TOWN MANAGER RECOMMENDATION

Support Staff's recommendation

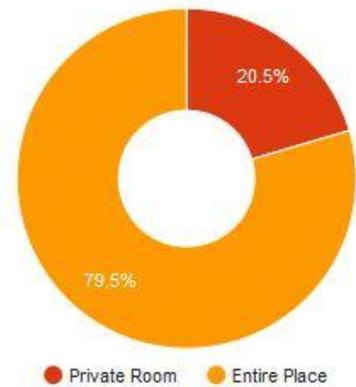
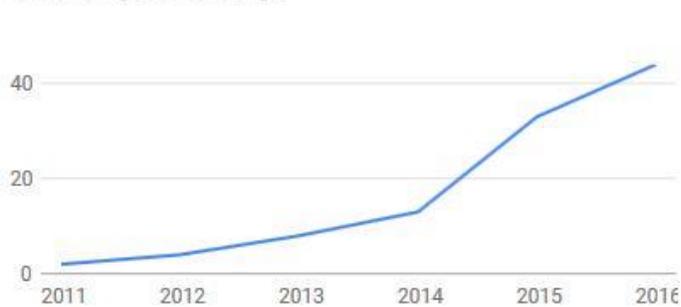
BACKGROUND

The short term rental of housing units (under 30 days) is becoming increasingly popular throughout the world. Websites such as AirBNB.com, HomeAway.com and VRBO.com facilitate the rental of entire homes, individual bedrooms as well as second units or other detached dwelling units. Since the home-sharing platform was introduced in 2008 by AirBNB.com, the number of active listings on AirBNB alone has increased to over 2,000,000 worldwide.

With the aid of a report generated through the website AirDNA.co, Staff identified 44 independent listings in Corte Madera on AirBNB.com which were active between June 26 and July 26. In contrast, San Anselmo has approximately 84 active listings, Larkspur has 39, Sausalito has 135, San Rafael has 210 and Mill Valley has upwards of 300. Of the properties listed in Corte Madera, 39 were full residences and 5 were individual rooms. Searches on VRBO and HomeAway did not generate any active listings within Corte Madera.

The rise of this platform brings with it a number of questions regarding the implications of this newly evolving marketplace within what is often termed the “sharing economy.” Primarily available within residential areas, such rentals may potentially raise concerns for some neighboring residents regarding noise, parking, security, or loss of a ‘sense of community.’ For some communities, short term rentals may be seen as a reasonable opportunity for individuals to obtain additional income and for municipalities to gain increased revenue through transient occupancy taxes. Other communities are particularly interested in the relationship between short term rentals and the availability of housing. In short, perspectives, issues and responses vary from place to place, but many municipalities across the globe, throughout the state and within Marin County are working to address this new phenomenon, often by reinforcing or clarifying existing policies, developing new policies and regulations, collecting more information or taking a “wait and see” approach.

Cumulative Listed Properties
Of currently active listings



AirBNB Listings in Corte Madera (Source: Airdna.co)

EXISTING REGULATIONS

The Town of Corte Madera Municipal Code Section 18.02.050 includes a “permissive zoning” provision which has the effect of prohibiting any use or activity that is not listed as a permitted or conditionally permitted use or activity in the Town Code. Section 18.02.050 states, in relevant part: “The requirements of this title are to be interpreted so that if a use or activity is not listed as permitted or conditionally permitted, then that use shall not be permitted.”

Short term rentals enabled by online sharing platforms did not exist prior to the development of the existing Zoning Ordinance. The Town of Corte Madera Municipal Code does not define or specifically reference “short term rentals,” “vacation rentals,” or “homestays.” Despite the similarity of “short term rentals” to the following defined uses of “bed and breakfast inns” and “hotels and motels”, it is unclear

whether it would be appropriate to consider such a use as conforming to these definitions when “short term rentals” and the online platforms through which they can be accessed, did not exist at the time these definitions were contemplated. The Code defines these uses as follows:

- Section 18.04.070 “Bed and Breakfast Inn” is an owner-occupied dwelling unit where lodging, with or without meals, is provided for compensation. Adequate parking shall be provided consistent with Chapter 18.20, Off-street Parking and Loading.

- Section 18.04.355, “Hotel” or “motel” means a building or part thereof containing completely furnished, individual guest rooms or suites, occupied on a transient basis, where lodging with or without meals is provided for compensation with adequate parking.

Bed and Breakfast Inns may be conditionally permitted in the R-2 and R-3 Multiple Dwelling Districts and in the C-1 Local Shopping District. Hotels and Motels may be conditionally permitted in the C-1 Local Shopping, C-2 Regional Shopping or C-3 Highway Commercial districts. From a preliminary survey of available short term rentals, it appears that nearly all available units within Corte Madera are offered in R-1 Single Family Districts where such uses are not permitted.

In order to operate either a bed and breakfast or hotel use, the Town collects an annual business license tax of approximately \$200 for “general retail...” Additionally, a 12% Transient Occupancy Tax and Tourism Promotion Assessment is collected.

SHORT TERM RENTAL POLICIES IN MARIN

The following table illustrates an overview of short term rental policies and was compiled by Staff based on information available as of July 12, 2016 and through discussions with area planning officials.

PROHIBITED	UNREGULATED	PERMITTED
<p>Sausalito</p> <ul style="list-style-type: none"> - Prohibits short term rentals based on existing permissive zoning regulations - Active Code Enforcement 	<p>Town of Ross</p> <ul style="list-style-type: none"> - existing regulations do not preclude short term rentals - no active code enforcement - currently being discussed by Town Council 	<p>City of Mill Valley</p> <ul style="list-style-type: none"> - permits short term rentals through a registration program - requires business license and monthly payment of transient occupancy tax
<p>Town of Tiburon</p> <ul style="list-style-type: none"> - Explicitly prohibits short term rentals through new Town regulations - Complaint driven code enforcement 	<p>Town of San Anselmo</p> <ul style="list-style-type: none"> - On November 16, 2015, the town held a Planning Commission Hearing where it was decided that short term rentals should not be banned or regulated - code enforcement only related to illegal construction 	<p>Town of Fairfax</p> <ul style="list-style-type: none"> - permitted with conditional use permit
<p>City of Belvedere</p> <ul style="list-style-type: none"> - prohibited under permissive zoning regulations 	<p>City of San Rafael</p> <ul style="list-style-type: none"> - City is currently monitoring status of short term rentals using a tracking service, including 	<p>County of Marin</p> <ul style="list-style-type: none"> - permitted subject to business licensure and transient occupancy tax collection

	quantity and location, but no regulations yet - no business license or transient occupancy tax is required	
City of Larkspur - prohibited by Council determination in 10/15 (permissive zoning prohibition) - complaint driven code enforcement	City of Novato - taking “wait and see” approach	

DISCUSSION

Short term rentals present an array of potential opportunities and costs, the type and proportion of which can vary greatly depending upon a number of factors such as the demand for units by visitors and hosts, the location and district where rental units are offered and the type of units which are made available. Staff has received only limited feedback from members of the public regarding support or opposition of short term rentals over the last two years. Of the two complaints received, one involved neighbors of a particular home expressing concern about a second unit being used for the operation of a short term rental and the potential safety concerns it presented on a street with young children. On the other hand, while staff has not received any comments explicitly supporting short term rentals, calls are received from time to time from persons inquiring about the ability to operate a short term rental in Town, presumably because they desire to do so. Based on the lack of complaints or inquiries and the limited number of listings, short term rentals do not appear to be significantly widespread or of significant concern at this time. Even so, it may be beneficial to consider the variety of issues raised by short term rentals in advance of what may become an increasingly popular practice in Town.

The following list highlights some of the more significant potential concerns and benefits to consider when discussing the merits of short term rentals and any potential policy responses.

Concerns relating to short term rentals may include:

- loss of permanent housing stock, and potential exacerbation of housing shortages
- loss of housing intended to be affordable, including second units
- potential loss of full-time residents
- increase of neighborhood and area traffic
- impacts on available parking
- noise
- loss of community feel and concern for safety (don't know neighbors)

Benefits of short term rentals may include:

- new opportunities for visitors to stay and spend money locally
- additional revenue through a new source of transient occupancy taxes

- defraying of housing costs for existing homeowners by providing an opportunity for supplementary income
- provides homeowners with additional revenue source

TYPICAL PERMIT REQUIREMENTS

Municipalities within Marin and throughout the country have taken a wide variety of positions on the issue of short term rentals. As noted above, Tiburon has explicitly banned the act of renting or advertising all short term rentals. However, jurisdictions such as Mill Valley, Fairfax, County of Marin, County of Sonoma, City of Napa, City of San Francisco and City of San Luis Obispo each have adopted regulatory frameworks and permitting processes for short term rentals. These processes attempt to balance the potential opportunities afforded by short term rentals while attempting to avoid or significantly limit negative impacts. In a brief survey of jurisdictions which permit short term rentals, and through correspondence with Planners throughout the County, Staff compiled the following list of typical permitting standards and submittal requirements.

These are the typical forms and fees which are most often required for applications to permit short term rentals:

1. **Business License.** In Corte Madera, a business license is required for nearly all for-profit businesses pursuant to Municipal Code Section 5.04.040.
2. **Short Term Rental, Vacation Rental, or Homestay Permit.** A permit specific to short term rentals can provide an opportunity to have the applicant both understand and agree to the conditions and terms for operation of a short term rental and to collect contact information in case of complaint, emergency, etc.
3. **Transient Occupancy Tax.** The vacation rental owner or authorized agent shall maintain a transient occupancy tax certificate and remain current on all required reports and payments. Owner or authorized agent shall include the certificate number on all contracts or rental agreements, and in any advertising or websites.
4. **Fees.** Typical fees may include a Business License, Home Occupation, and Vacation Rental Application Fee.
5. **Verification of Primary Residence.** Example- “The operator of the homestay must annually provide verification of primary residence through the homeowner’s property tax exemption or other appropriate documentation.”

The following are the most common permit application standards or conditions used by jurisdictions that permit short term rentals:

1. **Maximum Overnight Occupancy.** Towns may limit the number of overnight visitors to a fixed number or based on the zoning district. Amounts range from 4 (San Luis Obispo) to 18 (County of Sonoma).
2. **Limit on Number of Rental Days.** Some cities impose limits on the number of days that a property can be rented per year. This may be done in response to concerns of neighborhood impacts or to discourage hosts from removing their units from the stock of affordable housing.
3. **Permit Caps.** The number of individual units or listings may be limited for each property. Some jurisdictions limit the number of permits that are issued each year. For example, the City of Napa

distinguishes between hosted (property owner is present) and non-hosted units (property owner is not on premises), and limits the number of permits to 41 and 60 respectively.

4. **Responsible Party.** Vacation rentals may have an assigned responsible party who is accessible and within a short distance of the property. Most municipalities require the property owner to be an occupant at the same time as the renter- allowing rentals of rooms but not the entire dwelling. Some municipalities require that the owner provide contact information to adjacent neighbors and to the town.
5. **Parking Standards.** On-site parking spaces may be required in addition to those required to meet zoning district standards. San Luis Obispo for example requires operators to maintain at least “one on-site customer parking space in addition to their required residential parking. Parking in a driveway that has a minimum depth of 20 feet from back of sidewalk... shall meet the definition of a parking space.”
6. **Noise Limits.** All activities associated with the vacation rental may have to meet a jurisdiction’s general plan or other specified noise standard. More stringent noise standards, such as quiet hours can be required. Requirements that the quiet hours and limits on outdoor activities are included in rental agreements and in all online advertisements and listings.
7. **Health and Safety.** Most often, ordinances specify that all building and fire code regulations be met, however one ordinance required that only the bedrooms intended to be rented had to meet building codes.
8. **Signs.** Limits may be set on the display of signage. Most commonly, signs are prohibited in residential districts to maintain a “neighborhood aesthetic.” Some communities require hosts to display signage that lists their contact information in case of emergency or nuisance complaints.
9. **Requirements for All Internet Advertisements and Listings.** Many cities and towns establish standards for public advertisements or other listings of properties. Often these listings are required to include the business license number, transient occupancy tax certificate number, the maximum occupancy, maximum number of vehicles, notification of quiet hours, etc.
10. **Guest Manuals and Posting of Rules.** Certain jurisdictions require hosts to provide guests with manuals that clarify local standards, parking guidelines, emergency contact information and other information facilitating compliance with local code.
11. **Reporting.** Jurisdictions may require hosts to report on the quantity and duration of guest stays or that hosts maintain records of stays which would be available upon request.
12. **Administrative Review.** Towns such as San Luis Obispo require an administrative review process or conditional use permit to review applications on a site-by-site basis. This would require public noticing, providing an opportunity for community input.
13. **Site Plan.** Site plans may be required which show the locations of rooms to be rented as well as the location of existing and proposed parking spaces.
Buffer or Distance Requirements. Some jurisdictions, such as Austin, Texas establish a minimum distance required between short term rental units to limit the concentration of potential impacts.

Whether short term rentals are permitted or not, the processing time, enforcement, and costs associated with any proposed regulations should also be considered. Generally, more costs to the applicant and staff are incurred as more conditions or regulatory provisions are enacted. Additionally, certain proposed rules may be difficult to enforce.

ATTACHMENTS

- 1. Sample Short Term Rental Policies**
- 2. Mill Valley Short Term Rental Registration**
- 3. Town of Tiburon Short Term Rental Ordinance**

ATTACHMENT 1

SAMPLE SHORT TERM RENTAL POLICIES

SAMPLE SHORT TERM RENTAL POLICIES

City of Mill Valley

The City of Mill Valley permits short term rentals through a simple registration program. The applicant is required to pay a registration fee, obtain a business license and remit a monthly payment of transient occupancy tax. Applicants must show that a rental space is a legally permitted space. On lots with second units in single-family zoning districts, the second unit and the primary residence cannot be rented concurrently. (See Attachment 2 for a sample of the registration form.)

Town of Tiburon

Tiburon explicitly bans vacation rentals, seasonal rental units, and short term rentals. The Town adopted the ban in 2015 in response to neighborhood complaints, after having allowed such units with Home Occupation Permits since 2010. The Town has sent notices of this policy to the major online platforms, stating that advertisement of rental units within the town limits is a violation of municipal code. The town responds to complaints on a case-by-case basis but does not actively enforce compliance. (See Attachment 3 for Ordinance No. 562.)

City of San Francisco

On October 27, 2014, San Francisco Mayor Ed Lee, signed San Francisco Ordinance No. 218-14 allowing some residential properties to conduct short-term residential rentals without violating the requirements of the City's Residential Unit Conversion and Demolition Ordinance or the Planning Code. A rental may be the entire unit or a portion of a residential unit for periods of less than 30 nights. The law became effective in February of 2015. Applicants are required to apply for a permit including proof of liability insurance, business license and proof of occupancy. Hosts may be either owners or renters but applicants must provide a copy of a lease or rental agreement.

Short Term Rental FAQ

<http://sf-planning.org/office-short-term-rental-registry-faqs>

Application

http://sf-planning.org/sites/default/files/FileCenter/Documents/9346-STR%20Application_fillable.pdf

City of San Luis Obispo

San Luis Obispo permits "homestays" but not "vacation rentals." A homestay is defined as "an owner-occupied dwelling unit where bedrooms are provided for compensation for fewer than thirty consecutive days with a maximum of four adult overnight guests." This is differentiated from "vacation rentals," where the property owner does not occupy the space at the same time as the renter.

Homestays require an administrative approval by the Planning Director, payment of T.O.T. and business improvement district tax, annual verification of primary residence through the homeowner's property tax

exemption, a site plan showing at least one parking space in addition to the required residential parking, and the operator must provide the name and contact information of a responsible party if the owner-occupier anticipates that they will not be on the premises at all times during the rental.

Additionally, overnight guests are limited to four adults, bedrooms must be building code requirements, the responsible party must be within a fifteen-minute drive of the property and available via telephone at all times to respond to complaints, contact information must be provided to adjacent neighbors and guests, and homestays are not permitted in detached units. Any advertisements for the homestay shall include the business license number- on-site advertising is prohibited.

Homestay Ordinance

<http://www.codepublishing.com/CA/SanLuisObispo/#!/sanluisobispo17/SanLuisObispo1708.html#17.08.140>

City of Napa

Napa has differentiated between hosted and non-hosted accommodations. The town set limits on the total number of permits issued for each type of rental and has a wait list for those who wish to apply. Currently the town differentiates between units which are occupied by the owner (hosted) and those which are not (non-hosted). Hosted units are limited to 41 permits while non-hosted are limited to 60 permits.

Vacation Rental Homepage

http://www.cityofnapa.org/index.php?option=com_content&view=article&id=967&Itemid=753

Sonoma County

Vacation rentals are allowed in most residential zoning districts through a zoning permit or use permit, though they are not generally permitted in medium or high density residential areas, nor are they permitted in second units. Additional parking may be required depending upon the number of units available for guests.

Vacation Rental FAQ

http://www.sonoma-county.org/prmd/docs/vacrent/vacation_rental_faq.htm

Vacation Rental Ordinance

<http://www.sonoma-county.org/prmd/docs/vacrent/vacation-rentals-ordinance-20160414.pdf>

Charlottesville, North Carolina

Charlottesville allows homestays with the submission of a variant of a home occupation permit as well as a business license and T.O.T. form. Conditions attached to the permit include occupancy by a permanent resident, contact information for a responsible party provided to the town, resident must be within 30 miles of the homestay at the time of the transient occupancy, the permit must be renewed on a yearly basis, by applying the applicant authorizes the City to enter the subject property with reasonable notice at

least 1 time each year to verify the homestay is operated in accordance with regulations, and homestays are limited to a maximum of 6 adult overnight guests.

Permit and regulations

<http://www.charlottesville.org/home/showdocument?id=34823>

Process Outline

<http://www.charlottesville.org/departments-and-services/departments-a-g/commissioner-of-revenue/lodging-tax/airbnb-homestay-operators>

Asheville, North Carolina

Public Handout

<http://coablog.ashevillenc.gov/wp-content/uploads/2015/03/Short-Term-Rentals-Handout1.pdf>

Ordinance

https://www2.municode.com/library/nc/asheville/codes/code_of_ordinances?nodeId=PTIICOOR_CH7DE_ARTXVIUSRISUSPRECOUS_S7-16-1USRISUSPRE

Austin, Texas

Short Term Rental FAQ

https://austintexas.gov/sites/default/files/files/Code_Compliance/STR_FAQ_print.pdf

Rental Types and Applications

<http://www.austintexas.gov/page/short-term-rental-types>

ATTACHMENT 2

MILL VALLEY SHORT TERM RENTAL FORM



City of Mill Valley Planning Department Short-Term Rental Registration Form

26 Corte Madera Ave., Mill Valley CA 94941 (415) 388.4033

Instructions:

This registration form must be submitted for all “living accommodation” business licenses (except hotels/motels/inns) that intend to provide short-term rentals to person(s) occupying space for less than 30 days. The applicant must complete the Registration Form, sign and commit to the Terms of Agreement established below, and submit the Registration Form and Fee to the City of Mill Valley Planning Department.

Registration Fee:

A short-term rental Registration Fee of \$50.00 must be submitted to the City of Mill Valley Planning Department with this Registration Form.

**REGISTRATION FEE WAIVED
IF RETURNED BY OCT. 31, 2015**

Required Conditions to Qualify for a Short-Term Rental:

1. Rental space must be a legally permitted space.
2. In Single-Family Residential Zoning Districts, on lots that have a secondary unit, the primary and secondary residence may not be rented out concurrently, consistent with Municipal Code Section 20.90.030(L).

Terms of Agreement:

1. A Business License, Registration Form and Registration Fee must be renewed annually.
2. A Transient Occupancy Tax Form must be submitted to the City and payment of monthly remittances, as required.
3. All short-term rental hosts shall provide a statement of the conditions which are applicable to the rental to each guest. The statement of conditions shall include:
 - a. A maximum number of persons that may occupy the unit;
 - b. A description of any available parking that is available for guests;
 - c. An emergency contact person available to receive calls from the guest(s) at any time, day or night;
 - d. Instructions for trash disposal;
 - e. Information about the Mill Valley Noise Ordinance requirements; and
 - f. Good Neighbor conduct is expected and includes limiting noise, parking with consideration for neighbors who live in the area, keeping trash in appropriate bins.
4. Review and consider providing materials available on the City’s website for guests: www.cityofmillvalley.org/rentals. (Materials include relevant City regulations such as the noise ordinance, emergency information and Chamber of Commerce visitor brochures).

Violation of Terms:

In the event the host or his/her guests violate the terms and conditions of this Short-term Rental Registration, the Business License shall not be reissued and the short-term rental shall cease for at least one year following its expiration date, unless good cause is shown that would prevent future violations, subject to the approval of the Planning Director.

PLEASE COMPLETE THE FOLLOWING:

PLANNING STAFF REVIEW

APN: _____

Zoning: _____

File #: _____

Fee: _____

Date Received: _____

1. **Project Address:** _____
Is this a renewal? Yes/No If yes, indicate any changes below and sign.
2. **Type of Rental Space:**
(Check all that apply and indicate number of units/rooms)
 Room in Single-Family home (# of rooms: _____)
 Entire Single-family home
 2nd Unit
 Multi-family unit
3. **Occupancy:** Maximum number of persons to occupy the space at one time (including children) _____
4. **Parking:** Number of parking spaces on your property for use by guest(s) _____
5. **Emergency Contact Information:** Name and contact information for responsible person (over the age of 18) in case of emergencies.
Name: _____ E-mail: _____
Address: _____
Phone Numbers: Primary #: _____ Secondary #: _____

ACKNOWLEDGEMENT & AGREEMENT TO TERMS AND CONDITIONS

The applicant is responsible for the truth of all statements contained in this registration form. This form should not be signed unless the applicant has read it thoroughly and is certain of its truthfulness.

I agree to comply with the Terms of Agreement and understand the consequences of violating these terms.

APPLICANT NAME (PLEASE PRINT)

OWNER NAME (PLEASE PRINT)

APPLICANT SIGNATURE

OWNER SIGNATURE

DATE

DATE

MAILING ADDRESS

MAILING ADDRESS

PHONE

PHONE

E-MAIL

E-MAIL

RETURN THIS FORM TO: Planning & Building Department, 26 Corte Madera Avenue, Mill Valley, CA 94941. For questions, please call (415) 388-4033.

ATTACHMENT 3
TOWN OF TIBURON
SHORT TERM RENTAL ORDINANCE

BURKE, WILLIAMS & SORENSEN, LLP

1901 Harrison Street - Suite 900
Oakland, California 94612-3501
voice 510.273.8780 - fax 510.839.9104
www.bwslaw.com

FILE COPY

Direct No.: 510.273.8785
bstock@bwslaw.com

February 12, 2016

VIA CERTIFIED & U.S. MAIL RETURN RECEIPT REQUESTED

Brian Chesky
Chief Executive Officer
Airbnb
888 Brannan Street
San Francisco, CA 94103

Re: Advertisement of Vacation Rentals in Tiburon, California

Dear Mr. Chesky:

Please be advised that our office serves as the Town Attorney for the Town of Tiburon ("Town"). As you may be aware, on November 18, 2015, the Town adopted an ordinance prohibiting short term rentals of any dwelling units within the Town. The ordinance went into effect on December 18, 2015. A copy of the ordinance is attached hereto for your reference.

As the ordinance states, it is illegal for any vacation rental platform to advertise any short term rental (defined as 30 consecutive calendar days or less) located within the Town. The ordinance provides for various fines, penalties and injunctive relief. In order to assist your organization with delisting any illegal vacation rental, the Town has attached hereto a map outlining the Town territorial limits that you may use to determine the location of any potential illegal listing.

The Town appreciates your cooperation with complying with the Town's laws. If you have any questions, please contact me.

Sincerely,



Benjamin L. Stock
Town Attorney for the Town of Tiburon

BLS/lam
Enclosures
OAK #4832-3971-2045 v1

ORDINANCE NO. 562 N. S.

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TIBURON
REPEALING TITLE IV, CHAPTER 16, SECTION 16-40.040 (SEASONAL RENTAL
UNITS) OF THE TIBURON MUNICIPAL CODE AND ADOPTING A NEW TITLE IV,
CHAPTER 16, SECTION 16-40.040 THAT PROHIBITS VACATION RENTALS**

WHEREAS, the Town consists of just over four square miles of land on a narrow peninsula jutting into San Francisco Bay, which is home to 9,000 residents and numerous visitors from the world over on any given day of the year; and

WHEREAS, Tiburon's housing goals include preserving its housing stock and preserving the quality and character of its existing single and multi-family residential neighborhoods; and

WHEREAS, the Town must also preserve its unique sense of community which derives, in large part, from residents' active participation in civic affairs, including local government, cultural events, and educational endeavors; and

WHEREAS, Tiburon's unparalleled geography, climate, natural beauty, its charming downtown, distinct residential neighborhoods and proximity to San Francisco and other parts of the San Francisco Bay Area have drawn visitors from around the United States and around the world; and

WHEREAS, the Town affords an array of visitor-serving short term rentals, including, hotels, motels, seasonal and/or vacation rentals, not all of which are currently being undertaken as authorized by local law; and

WHEREAS, operations of vacation rentals, where residents typically rent out entire units to visitors and are not present during the visitors' stays, are found to be detrimental to the Town's public welfare because occupants of such vacation rentals do not have any connections to the Tiburon community and to the residential neighborhoods in which they are visiting; and

WHEREAS, the presence of such visitors within the Town's residential neighborhoods has on well-documented occasions disrupted the quietude and residential character of the neighborhoods and adversely impact the community, resulting in noise, parking and litter complaints from adversely affected neighbors; and

WHEREAS, judicial decisions have upheld local governments' authority to prohibit vacation rentals.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF TIBURON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. REPEAL.

Title IV, Chapter 16, Section 16-40.040 of the Tiburon Municipal Code is hereby repealed.

SECTION 2. ADOPTION OF AMENDMENTS.

(A) Title IV, Chapter 16, Section 16-21.030 (Table 2-1) is amended to read as shown on attached Exhibit "A".

(B) Title IV, Chapter 16, Section 16-50.020 (Table 5-1) is amended to read as shown on attached Exhibit "B".

(C) Title IV, Section 16-40.040 of the Tiburon Municipal Code is hereby adopted to read as follows:

16-40.040 VACATION RENTALS

16.40.042 Vacation Rentals Prohibited

No person shall undertake, maintain, authorize, aid, facilitate or advertise a Vacation Rental, as defined herein. Any permits previously issued for such uses (also known as Seasonal Rental Units) shall not be renewed and shall expire according to the terms of those permits and become null and void on December 31, 2015.

16-40.046 Enforcement

(a) Any person violating any provision of this Section shall be guilty of an infraction, which shall be punishable by a fine as established by Resolution of the Town Council and amended from time to time.

(b) Any person convicted of violating any provision of this Section in a criminal case or found to be in violation of this Section in a civil case brought by a law enforcement agency shall be ordered to reimburse the Town and other participating law enforcement agencies their full investigative costs, pay all back-owed transient occupancy taxes, and remit all illegally obtained rental revenue to the Town so that it may be used to return payment to the affected vacation renters.

(c) Any person who violates any provision of this Section shall be subject to administrative fines and administrative penalties pursuant to Title VI, Chapter 31 of this Code and to recovery of collection costs pursuant to Title II, Chapter 1, Section 1-10 of this Code.

(d) Any interested person may seek an injunction or other relief against any person who is alleged to be violating this Section in order to prevent or remedy violations of this Section. The prevailing party in such an action shall be entitled to recover reasonable costs and attorney's fees from the person determined to be in violation. Under no circumstance shall any person be entitled to maintain an action seeking an injunction or other relief or recover any reasonable costs and attorney's fees against the Town to enforce the provisions of this Section.

(e) The remedies provided in this Section are not exclusive, and nothing in this Section shall preclude the use or application of any other remedies, penalties or procedures established by law.

(B) Title IV, Chapter 16, Article X, Section 16-100.020 is amended as follows:

(1) The definition of “Seasonal rental unit” in Section 16-100.020 (S) is amended to read as follows:

Seasonal rental unit. See “Vacation rental”.

(2) The following definition is added to Section 16-100.020 (S):

Short term rental. See “Vacation Rental”.

(3) The following definition is added to Section 16-100.020 (V):

Vacation Rental. Rental of any dwelling unit, in whole or in part, within the Town of Tiburon to any person(s) for exclusive transient use of 30 consecutive calendar days or less, in instances where the unit is only approved for permanent residential occupancy and not approved for occupancy by transients, as that term is defined in Title II, Chapter 7 of this Code. Rental of units within Town-approved hotels, motels and bed and breakfasts shall not be considered Vacation Rental, nor shall providing room and board for one guest in a single family dwelling.

SECTION 3. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The Town Council of the Town of Tiburon hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 4. PUBLICATION AND EFFECTIVE DATE.

This Ordinance shall be in full force and effect thirty (30) days after the date of adoption. Pursuant to the provisions of the California Government Code, a summary of this ordinance shall be prepared by the Town Attorney. At least five (5) days prior to the Town Council meeting at which adoption of the ordinance is scheduled, the Town Clerk shall (1) publish the summary in a newspaper of general circulation in the Town of Tiburon, and (2) post in the office of the Town Clerk a certified copy of this ordinance. Within fifteen (15) days after the adoption of this ordinance, the Town Clerk shall (1) publish the summary in a newspaper of general circulation in the Town of Tiburon, and (2) post in the office of the Town Clerk a certified copy of the ordinance along with the names of those Council members voting for and against the ordinance.

This ordinance was read and introduced at a regular meeting of the Town Council of the Town of Tiburon, held on August 19, 2015, and was adopted at a regular meeting of the Town Council of the Town of Tiburon, held on November 18, 2015, by the following vote:

AYES: COUNCILMEMBERS: Fraser, Fredericks, O'Donnell
NAYS: COUNCILMEMBERS: Doyle, Tollini
ABSENT: COUNCILMEMBERS: None


FRANK X. DOYLE, MAYOR
TOWN OF TIBURON

ATTEST:


DIANE CRANE IACOPI, TOWN CLERK

Attachments: Exhibit "A"---Revised Table 2-1
Exhibit "B"---Revised Table 5-1



TABLE 2-1 Allowed Land Uses and Permit Requirements for Residential Zones	P	Permitted Use						
	U	Conditional Use Permit						
	MP	Ministerial Permit						
	—	Use not allowed						
	PERMIT REQUIRED BY DISTRICT							Specific Use Regulations
LAND USE (1)	R-1	R-1-B	RO	R-2	R-3	RPD	RMP	

AGRICULTURAL & OPEN SPACE USES								
Agriculture, including Aviarfes (6)	U	U	U	U	U	U	U	
Botanical conservatories, outdoor nature labs, and similar facilities	—	—	—	—	—	U	U	
Open space use	—	—	—	—	—	P	P	
Wildlife sanctuaries	—	—	—	—	—	U	U	

RECREATION, EDUCATION & PUBLIC ASSEMBLY USES								
Equestrian facility (2)	U	U	U	—	—	U	U	Title VI, 20-5.1
Golf course/country club	U	U	U	—	—	U	U	
Library, museum	U	U	U	U	U	—	—	
Parochial or other nonprofit school - elementary, secondary, or college	U	U	U	U	U	U	U	
Philanthropic or charitable facility	U	U	U	U	U	U	U	
Private residential recreation facilities	U	U	U	U	U	U	U	
Public park	P	P	P	P	P	P	P	
Playground	U	U	U	U	U	U	U	
Publicly owned building or facility	U	U	U	U	U	U	U	
Religious places of worship	U	U	U	U	U	U	U	

RESIDENTIAL USES								
Home occupation	P	P	P	P	P	P	P	16-52.110
Intermediate or community care facility (3)	P	P	P	P	P	P	P	
Multifamily dwelling	—	—	—	—	P	—	P	
Secondary dwelling unit / Junior accessory dwelling unit (5)	MP	MP	MP	—	—	MP	—	16-52.100/16-52.105
Single-family dwelling	P	P	P	P	—	P	P	
Single-family dwelling providing room/board for 1 paying guest	P	P	P	P	—	P	P	
Two-family dwelling, attached	—	—	—	P	—	—	P	
Two-family dwelling, detached	—	—	—	P(4)	—	—	—	16-40.020
Transitional, supportive housing	P	P	P	P	P	P	P	

Key to Zoning District Symbols	
R-1	Single-Family Residential
R-1-B	Modified Single Family Residential
RO	Residential Open
R-2	Two-Family Residential
R-3	Multifamily Residential
RPD	Residential Planned Development
RMP	Residential Multiple Planned

- Notes:** (1) See Article X (Definitions) for land use definitions.
- (2) The keeping of horses subject to licensing of each horse pursuant to the Tiburon horse license ordinance. Use permits for keeping horses shall automatically terminate upon revocation of license issued under horse license ordinance.
- (3) As defined by state law or any other residential care facility for the handicapped (as defined by the Fair Housing Act) located in a single-family dwelling. All such facilities shall be subject to all regulations of the California Health and Safety Code.
- (4) Provided that design review board has approved or conditionally approved a detached two-family dwelling exception, as set forth in Section 16-40.020. Detached two-family dwellings that lawfully existed on June 4, 2003 are deemed legal nonconforming structures subject to provisions of Section 16-62.
- (5) Also subject to Standards adopted by separate Resolution of the Town Council.
- (6) Except for chicken-keeping and bee-keeping as set forth in Section 16-40.070.

EXHIBIT "A"

TABLE 2-1 (Continued) Allowed Land Uses and Permit Requirements for Residential Zones	PERMIT REQUIRED BY DISTRICT								Specific Use Regulations
	P	U	MP	Use not allowed					
	Permitted Use	Conditional Use Permit	Ministerial Permit	Use not allowed					
LAND USE (1)	R-1	R-1-B	RO	R-2	R-3	RPD	RMP		

SERVICES - GENERAL

Bed and breakfast facility (B&B)	U	U	U	—	—	—	—	
Child day-care facilities, small family day-care homes – up to 8 children (5)	P	P	P	P	P	P	P	Health & Safety Code 1597.3 et seq.
Child day-care facilities, large family day-care homes - 9 to 14 children (5)	MP	Health & Safety Code 1597.46 - 1597.465						
Child day-care center - 15 or more children	U	U	U	U	U	U	U	
Medical Services - Hospital	U	U	U	U	U	U	U	
Real estate tract office	U	U	U	U	U	U	U	

TRANSPORTATION, COMMUNICATIONS & INFRASTRUCTURE

Public utility and communication equipment building	U	U	U	U	U	U	U	
Wireless communication facility, amateur or professional (6)	U/MP	Government Code 65850.6						

Key to Zoning District Symbols

R-1	Single-Family Residential	R-3	Multifamily Residential
R-1-B	Modified Single Family Residential	RPD	Residential Planned Development
RO	Residential Open	RMP	Residential Multiple Planned
R-2	Two-Family Residential		

Notes:

- (1) See Article X (Definitions) for land use definitions.
- (2) The keeping of horses subject to licensing of each horse pursuant to the Tiburon horse license ordinance. Use permits for keeping horses shall automatically terminate upon revocation of the license issued under horse license ordinance.
- (3) As defined by state law or any other residential care facility for the handicapped (as defined by the Fair Housing Act) located in a single-family dwelling. All such facilities shall be subject to all regulations of the California Health and Safety Code.
- (4) Provided that design review board has approved or conditionally approved a detached two-family dwelling exception, as set forth in Section 16-40.020. Detached two-family dwellings that lawfully existed on June 4, 2003 are deemed legal nonconforming structures subject to provisions of Sec. 16-62.
- (5) When located in a single-family dwelling.
- (6) See Section 16-42.040 for specifics. Certain modifications, replacements and removals are subject to ministerial review and approval under federal law or are eligible for streamlined discretionary review.

Table 5-1 - Review Authority

Type of Permit or Decision	Role of Review Authority ¹			
	Director	Design Review Board	Planning Commission	Town Council
Site Plan and Architectural Review		Decide		Appeal Action
Site Plan and Architectural Review (Minor Alterations)	Decide	Appeal Action		
Variance, Site Plan and Architectural Review-related		Decide		Appeal Action
Variance, Other			Decide	Appeal Action
Conditional Use Permit			Decide	Appeal Action
Condominium Use Permit			Decide	Appeal Action
Precise Development Plan			Recommend	Decide
Secondary Dwelling Unit Permit/ Junior Accessory Dwelling Unit	Decide			Appeal Action
Zoning Ordinance Text Amendment ²			Recommend	Decide
Rezoning or Prezoning ²			Recommend	Decide
Home Occupation Permit	Decide ³		Appeal Action ³	
Temporary Use Permit	Decide ³		Appeal Action ³	
Tidelands Permit (minor and incidental)	Decide ³		Appeal Action ³	
Tidelands Permit (all other)			Decide	Appeal Action
Wireless Communication Facility (administrative)	Decide		Appeal Action	
Minor changes to an approved project	Decide ⁴			

Notes:

1. "Recommend" means that the review authority makes a recommendation to a higher decision-making body; "Decision" means that the authority makes the final decision on the matter; "Appeal Action" means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body, in compliance with Section 16-66 (Appeals).
2. If the Planning Commission denies an application for a Precise Development Plan amendment, Zoning Text Amendment, Rezoning or Prezoning, that decision is final unless appealed to the Town Council.
3. The Director may refer any such application to the Planning Commission for review and action, in which case the Town Council will be the appeal body.
4. An appeal of the Director's decision shall be heard by the original project's Review Authority, whose decision shall be final.

EXHIBIT "B"

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 16, 2016

6:30 P.M.

6:30pm - CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Gravel overflow parking lot on Redwood Highway (north of Nordstrom at The Village at Corte Madera) APN 024-032-19

Agency negotiator: David Bracken

Negotiating parties: Macerich (Garrett Newland and Cecily Barclay)

Under negotiation: Whether, and under what terms, the property could potentially be leased or sold.

7:30pm - OPEN SESSION

- 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 TOWN ITEMS:

- 5.I.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.I.ii Consideration of Approval of the Final Map for 1421 Casa Buena Drive “Enclave Townhomes” Project
(Report from David Keane, Engineering Consultant)
- 5.I.iii Approval of Plans and Specifications and Authorization to Bid Tamalpais Drive Pedestrian Crossing Improvements Projects
(Report from Nisha Patel, Senior Civil Engineer)
- 5.I.iv Adopt Resolution xx/2016 to Award a Contract and Authorize Expenditure for 2015/2016 Pavement Rehabilitation Project No. 15-005
(Report from Kelly Crowe, Associate Civil Engineer)
- 5.I.v Approve Reallocation of Funds in the Amount of \$15,000 from Pixley Lagoon Project to Skate Park Ramp Project
(Report from Mario Fiorentini, Director of Recreation and Leisure Services)
- 5.I.vi Response to Civil Grand Jury Report, “Marin’s Hidden Human Sex Trafficking Challenge”
(Report from David Bracken, Town Manager)
- 5.I.vii Response to Civil Grand Jury Report, “911 First Responder Referral Program”
(Report from David Bracken, Town Manager)
- 5.I.viii Receive and File Investment Transactions Monthly Report
(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)
- 5.I.ix 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)

5.II SANITARY DISTRICT ITEMS:

- 5.II.i Consideration and Possible Action to Approve a Supplemental Appropriation of Funds to the Adopted Sanitary District 2 FY 2016-2017 Budget for Flow Meter and Isolation Valve Replacement
(Report from Nisha Patel, Senior Civil Engineer)

- 5.II.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)

6. PUBLIC HEARINGS:

7. BUSINESS 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 September 6, 2016 Town Council Agenda
- 7.II.iv Approval of Minutes of August 2, 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.I 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

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 • Last paragraph of the first page to state, "We have already learned from a current
8 project being completed that current laws in place including density bonuses,
9 reduced parking requirements and height limits already impose onerous conditions
10 on our community."

11
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 • Second italicized paragraph, rework it to identify that it relates to a different project
16 than the San Clemente project.
- 17 • The second italicized paragraph, rework the paragraph to make it tighter. Key
18 points would be to emphasize that it is a different project, the second project had a
19 truncated design review and citizen participation similar to the process described in
20 the legislation; the result is a highly controversial project with the project's massing,
21 scale and appearance not in harmony with the community; on the last point state it
22 has become a negative symbol for high density housing in the County and is not
23 helping foster additional high density housing.

24
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.

1 MINUTES OF JULY 6, 2016
2
3 SPECIAL JOINT MEETING
4 OF THE
5 CORTE MADERA TOWN COUNCIL
6 AND
7 LARKSPUR CITY COUNCIL
8

9 Mayor Bailey called the Special Joint Meeting to order at the Corte Madera Community
10 Center, 498 Tamalpais Drive, Corte Madera, CA on July 6, 2016 at 5:00 p.m.
11

12 **1. ROLL CALL**
13

14 Councilmembers Present: Corte Madera Mayor Sloan Bailey, Vice Mayor Diane Furst and
15 Councilmembers Jim Andrews, Carla Condon and Michael
16 Lappert
17

18 Councilmembers Present: Larkspur Mayor Catherine Way, Vice Mayor Kevin Haroff, and
19 Councilmembers Larry Chu, Dan Hillmer and Ann Morrison
20

21 Councilmembers Absent: None
22

23 Staff Present: Corte Madera Town Manager/Town Engineer David Bracken
24 Larkspur City Manager Dan Schwartz
25 Police Chief Todd Cusimano, CMPA
26 Glen Berkheimer, Labor Negotiator
27 Fire Chief Scott Shurtz
28 Town Clerk/Assistant to the Town Manager Rebecca Vaughn
29

30 **PLEDGE OF ALLEGIANCE:** Mayor Bailey led in the Pledge of Allegiance to the Flag.
31

32 **2. OPEN TIME FOR PUBLIC DISCUSSION**
33

34 PAT RAVASIO, Corte Madera – spoke about the traffic problem and would like to see a joint
35 group of schools, Town officials and parents put together to address traffic issue and
36 investigate feasibility of a school bus shuttle for the Larkspur-Corte Madera School District.
37 Second, she spoke about planning and the importance of getting the two towns together to
38 create a Citizens Community Advisory Panel to inform residents simultaneously about
39 plans for new projects that affect both communities, and also to set planning priorities and
40 do proactive thinking for both towns.
41

42 BOB BUNDY, Corte Madera - spoke about noise issues and advocated for the communities
43 of Corte Madera, Larkspur and San Anselmo to get together and review their noise
44 ordinances and look specifically at eliminating the use of gas-powered leaf blowers. He
45 would also like to eventually see the elimination of gas-powered weed-eaters and hedge
46 trimmers in residential areas.

1 KARL SPURZEM, Corte Madera - spoke about noise and stated that he is looking for
2 leadership on the issue of banning leaf blowers, stating that a large number of people in
3 both communities are in favor of such a ban.

4
5 LAURA EFFEL, Larkspur - stated that she recently started a post on NextDoor asking if
6 people would be in favor of banning gas-powered leaf blowers and received more than 50
7 responses, with only one person not in favor of such a ban. She said that interest in such a
8 ban is a sentiment shared by many. She spoke with Neal Toft in Larkspur about noise
9 regulations and was told that the City did not have ability to enforce the noise complaints,
10 which prompted her to post on NextDoor. Regarding the issue of combining fire
11 departments, she stated that she felt that it worked great with the police department and
12 she looks forward to seeing what the two cities do with the fire departments.

13
14 PHYLLIS GALANIS, Corte Madera - spoke about the need to retain existing views given
15 development of new homes and the effect it has on home values.

17 3. PRESENTATION

18 3.I Fire Services Analysis - PowerPoint Presentation by Consultant Jim Irving

19
20 Chief of Police Todd Cusimano introduced retired Southern Marin Fire Chief Jim Irving who
21 has worked with the City of Larkspur and Town of Corte Madera's in conducting a study
22 regarding fire services.

23
24 Jim Irving said he currently works for RGS (Regional Government Services) to work on the
25 study and he will discuss a general overview, background, methodology, goals, fire agency
26 comparisons, management administration overview, potential staffing models, operational
27 response, response times and coverage and a general discussion for the Council.

28 Mr. Irving stated with the retirements of Chief Sprehn and Chief Sennett, it gave the two
29 agencies an opportunity to review potential revisions. He said each agency is dependent
30 upon one another, given staffing levels and the process used was called Standards of
31 Coverage. The process used included interview stakeholders, reviewing a variety of data,
32 identifying issues and desired outcomes, and they are now proposing solutions and
33 hopefully implementing change. Their goals are to improve service, organization efficiency,
34 fiscal savings and long term stability.

35
36 The process goal is to provide the agencies the information in order to make an informed
37 decision, what the fire department does, what the issues are and how to best service the
38 communities.

39
40 Mr. Irving presented a PowerPoint and said every community in Marin is a bit different and
41 expectations vary. He presented average population per station and discussed differences
42 between the various Marin fire agencies. The larger departments have fewer firefighters
43 per population, meaning they are somewhat more efficient; however, those communities

1 have denser populations. He said average square miles for Corte Madera and Larkspur are
2 on the lower end resulting in lower response times.

3
4 Regarding budget comparisons, Larkspur's budget is approximately \$4 million and they get
5 about \$129,000 back from the Ross Valley Paramedic Authority. Conversely, Corte
6 Madera's budget is approximately \$5 million and they get back \$1.3 million or ambulance
7 transports, but there is a lot of similarity between two agencies.

8
9 He provided an overview of management and current staffing and said over time the
10 agencies are operating with fewer chief officers than several years ago. A standard for fire
11 service administration includes a fire chief, administrative aide, a fire marshal (safety or
12 non-safety position), and a battalion chief coordinating 3 shifts. He spoke about each
13 position and what they do. Currently neither agency has a strong fire prevention program
14 largely due to reductions in chief officers within each organization.

15
16 Mr. Irving stated there was a concern about whether Battalion Chiefs are necessary, and
17 their role includes 1) on-scene incident commanders; 2) provide the role of shift manager
18 for all stations; and 3) staff or administer administrative assignments such as support,
19 logistics, training or fire prevention.

20
21 Currently, Corte Madera has 3 Battalion Chiefs who work as engine chief officers, and what
22 happens here is the Battalion Chief works with the engine company and as a result do not
23 do their job efficiently. This not only applies to emergency operations but to day-to-day
24 operations and administrative assignments. The Larkspur Battalion Chief is provided by
25 San Rafael which works fairly well; however, they do not provide direct management,
26 supervision or have administrative functions for Larkspur which leaves a large void. In the
27 past, Larkspur had a Deputy Chief and much of the work gets pushed down at the Captain
28 levels who are dealing with the same Battalion Chief responsibilities.

29
30 Mr. Irving then compared Marin agency dispatch records, number of stations, and response
31 to calls, and responsibilities of Battalion Chiefs in Marin. In looking at Larkspur and Corte
32 Madera, they would have a little over 100 calls, 4 stations, and 10 personnel on duty which
33 is all similar to Ross Valley. For both agencies to operate a Battalion Chief, he thought it
34 would be prudent.

35
36 They reviewed models of a Larkspur/Corte Madera stand-alone agency, a Larkspur/Corte
37 Madera Command from an outside agency, a Fire Chief and Fire Marshal provided by an
38 outside agency but have internal Battalion Chiefs and/or Battalion Chiefs provided by
39 another agency. In moving forward and in looking at these 4 models, it is likely one will be
40 achieved in a timely manner which is the stand-alone agency of Corte Madera and
41 Larkspur, and in focusing on this model they have the greatest chance of success. However,
42 they can review other models in the future which will potentially get them to where they
43 want to go over time.

1
2 Mr. Irving commented on the terrain of both agencies, and discussed the operational
3 staffing and standards of NIOSH and OSHA which involve standards with a 2 firefighters in
4 and 2 firefighters out rule. NFPA Standard 1710 stipulates there be 4 people on scene in the
5 first 4 minutes and then 14-16 people on scene within 8 minutes and he discussed a
6 standard house fire, resources and staffing needs.

7
8 Larkspur and Corte Madera run 2-3 person engine companies and the National Institute for
9 Safety and Standards Technology reviewed numbers of personnel in engine companies
10 which he discussed. This revealed that things will take longer. Primary search was also
11 reviewed and it takes 12 minutes for a 2 person team and 9 minutes with a 3 person team.
12 NIST looked at the effects of having 2 versus 3 and comparing this fast fire growth, and they
13 found that the chances of survivability would be very unlikely with a 2 person team given
14 toxicity or "lethal dose per 50".

15
16 Practically, to effectively deal with the 2 in and 2 out, Corte Madera has 5 people. In
17 Larkspur, 5 people can be achieved by having 2 engines on scene. However, problems arise
18 when there is one engine and one ambulance, not creating a 2 in and 2 out. He then
19 reviewed response times and coverage for both agencies.

20
21 When Mr. Irving met with Councilmembers, they discussed the possibility of closing
22 stations and it is likely personnel from the closed stations would be reassigned, leaving not
23 a large savings. The savings are more long-term related to maintenance costs or
24 repurposing of the station for other City departments. If they were to close Station 13 in
25 East Corte Madera, response times from the Tamalpais Drive station leaves some large area
26 uncovered or outside of the 4 minute response time. There are about 88 calls per year
27 which would be outside that response time.

28
29 In looking at closing Station 14 on Tamalpais Drive, there are many neighborhoods outside
30 of that response time. In 3 years average, this would be about 45 calls per year. In closing
31 the downtown Larkspur station, the only areas falling outside of that response time is on
32 Wilson Way. They found it would be about 7 calls per year over a 3 year average. If they
33 were to close Station 16 on Berry Way, it leaves large areas of Greenbrae and Riviera
34 outside of that response, or 147 calls per year over a 3 year period.

35
36 In summary, 9.1% of the calls in Corte Madera would be outside the 4 minute response
37 time. Acceptable is 10% or a 4 minute response 90% of the time. Closing Station 14 would
38 have a 5% chance of error to stay over the 90% response. In Larkspur, Station 15 had 7
39 calls over 3 years or less than 1% of the calls. Station 16 at 147 calls is 11% so this is
40 already over their 90%.

41
42 While he is not advocating closing stations, when considering this it has the potential to
43 affect agency agreements, overall response, political considerations, historic

1 considerations, target hazards, and it is politically complex. It would require community
2 outreach and involving stakeholders to see if they are willing to take on that added
3 response.

4
5 Mr. Irving ended his presentation and said he was available for questions.

6
7 Mayor Way asked Mr. Irving to elaborate on the mutual aid agreement in Marin. Mr. Irving
8 said Marin operates in a functionally consolidated fashion. Every agency in Marin has
9 agreed to back up other agencies. Dispatch occurs and the three closest engines respond,
10 and this is what the Fire Chiefs agreed to approximately 7 years ago.

11
12 Vice Mayor Furst referred to a slide showing staffing for a full alarm, which stated staffing
13 levels is 14-15 responders. She asked if mutual aid comes in if this occurs. Mr. Irving said
14 very few agencies can individually respond and they rely on mutual aid from other stations.

15
16 Mayor Bailey and Councilmembers thanked Mr. Irving for his presentation.

17
18 **4. CONSENT CALENDAR** – None

19
20 **5. PUBLIC HEARINGS** – None

21
22 **6. BUSINESS ITEMS**

23 6.1 Review of Agreement Between Town of Corte Madera and City of Larkspur for
24 Shared Fire Services and Discussion of Next Steps Toward Sharing Services
25 and Merging Fire Operations

26 (The Councilmembers in Joint Session will receive a report from Todd
27 Cusimano, Chief of the Central Marin Police Authority, and will be asked to
28 discuss the draft agreement and provide direction to staff for next steps)

29
30 Police Chief Todd Cusimano introduced the item, who gave a background on next steps in
31 moving forward with the shared fire services agreement. He commented that the plan
32 envisions improved services, short-term savings, long-term fiscal sustainability, and relies
33 on the strong, 40-year relationship between the two agencies and its employees.

34
35 He complemented the working group members, noting there was significant work under
36 taken prior to coming to the Councils. They worked with Glen Berkheimer on labor
37 negotiations, pension reforms, and he said the working group has met over the last few
38 months and have talked about combining command staffs, have announced promotions
39 and have merged both command staffs. They are in the process of merging all operations
40 and personnel and this opens doors for both agencies moving forward with other agencies
41 where they will be able to buy and sell services.

42

1 He referred to the fiscal analysis in the staff report, and said the shared services agreement
2 formalizes operations for the short term in FY 2016/17 of \$150,000 by sharing personnel.
3 Additional savings in overtime, line items and redundancies will also be seen.
4

5 Lastly, in moving forward, there will have some hurdles with CalPERS and LAFCO, but he
6 believes they will be able to get through this. He referred to page 4 of the staff report, which
7 shows a 12 year trend. This identifies cost controls, services in both communities, and
8 there are many similarities that were taken from the police consolidation which will be
9 proven.
10

11 City Manager Schwartz thanked Chief Cusimano for stepping forward with taking a
12 leadership role with Chief Scott Shurtz to work with the staffs of both agencies.
13

14 Town Manager echoed the need for the number of fire personnel and thanked Jim Irving for
15 his work in the study. He said staff is not asking the Councils to take any action tonight, but
16 expects each agency will address this at their own Council meetings.
17

18 Mayor Bailey announced meeting protocols, first asking if there were any clarifying
19 questions or comments.
20

21 Councilmember Chu referred to the prior police command structure and suggested
22 articulating to the public what it means now to be a full service fire department.
23

24 Councilmember Hillmer commented that both agencies will be able to have a 24/7
25 Battalion Chief to take over command incident functions during emergencies, and they will
26 be able to enhance their public education and fire prevention programs which the public
27 expects, so pooling resources will be a significant enhancement. There are also people in
28 both agencies with specialties that they can capitalize on when working as one agency.
29

30 Vice Mayor Haroff thanked all involved and he referred to challenges implemented by
31 legislation affecting them through LAFCO and pension reform with CalPERS and asked for
32 comment.
33

34 City Manager Larkspur stated he and LAFCO Executive Officer will meet next week
35 regarding the process. The legislation in question was passed last fall and was in response
36 to some transfer of services in some southern California agencies against the preferences in
37 the personnel in those agencies, and as a result, legislation mandates that for agencies to do
38 cooperative agreements in fire outside of the area they served in the past, the proposed
39 new service arrangement must go through a third party fiscal analysis and this must be
40 evaluated by LAFCO which is made up of 6 public officials and a public member.
41

42 They understand is one process is underway or near completion down south. The working
43 group has been conducting extensive fiscal analysis in-house and he hopes to find a way to

1 present to LAFCO more than sufficient information without them having to hire an
2 expensive consulting firm to validate the work.

3
4 The other process is pension reform and he said most JPA's when merging into one
5 requires special legislation to establish what the pension will be for the new agency. The
6 pension efforts that occurred a few years ago did not contemplate this scenario. There are
7 enough examples around the state where the legislature established a bill, and they are
8 monitoring the situation, hoping the bill will move forward favorably. They hope to
9 accomplish both in a similar timeframe.

10
11 Councilmember Andrews questioned whether they will be able to meet LAFCO's
12 requirements in the timeframe of the end of the calendar year. Mr. Schwartz was unsure
13 but he said LAFCO staff will determine this, but he hoped that it will occur within the next 6
14 months.

15
16 Vice Mayor Furst referred to the draft agreement and a provision describing the Battalion
17 Chiefs. She asked how they will staff the third Battalion Chief position. Corte Madera has 2
18 Battalion Chiefs, Larkspur contracts with one chief, and she asked where the third would
19 come from.

20
21 Mr. Schwartz stated Larkspur City Council adopted a Battalion Chief position in their
22 staffing structure and they have assigned one of their Captains serving as interim in the
23 model right now. It is expected they will have one Chief and one Battalion Chief in
24 Larkspur. Corte Madera would provide 2 Battalion Chiefs.

25
26 Vice Mayor Furst said as both cities have shared staff, the agency that is utilizing the
27 services of a firefighter from the other agency has been reimbursed by the other agency.
28 She did not see a provision for that and asked how this would be handled over the next 6
29 months.

30
31 Chief Shurtz stated depending on the agency that was hosting the opening they would
32 invoice the other agency for the direct cost of filling that position. Since they have begun to
33 combine resources of both agencies and deploy firefighters on neighbors' equipment they
34 now have a situation where Corte Madera firefighters staffing equipment regularly as
35 scheduled and vice versa. The overtime created, whether a sick or vacation day or injury, it
36 is essentially the same for both agencies. Therefore, they have gotten to a point with the
37 trust of working together where they will track for a couple of months without invoicing
38 the other agency to ensure they are comparable. If they are, they will move forward that on
39 whole, it will balance at the end of the fiscal year.

40
41 Vice Mayor Haroff referred to areas of overlapping services mapping, and asked if they
42 have had an opportunity to reach out to Kentfield, San Rafael and other fire departments to

1 get their thoughts about potential impacts on their abilities to service folks and also help
2 Larkspur and Corte Madera stations.

3
4 Chief Shurtz said yes; they are in close contact with neighboring agencies. For years they
5 have participated with them in a training consortium and they get together regularly with
6 Kentfield, San Rafael, and Marinwood. In fact Larkspur has shared staffing agreements with
7 Corte Madera and San Rafael for overtime. There has been recent discussion regarding
8 expanding the previous shared services agreement to reduced mandatory overtime and
9 have them include all 5 agencies. He spoke with the Chiefs of all neighboring departments
10 and all are supportive with what they are doing.

11
12 Councilmember Lappert said 9 years ago they spent \$5,000 to discuss shared services and
13 he was happy to see the process has gotten this far. Important to him are extra services the
14 agencies will be able to provide. He began his work as a volunteer firefighter and is a
15 believer of volunteer firefighter departments, and he likes the ideal of a department being
16 integral to the community and not having the labor wall.

17
18 He said events like Chipper Days are so important to the residents of Corte Madera. These
19 types of events tie the fire department to the public and it also aids in the problem of urban
20 wildland fire risk. He fears that things like that will go away and he impressed upon the
21 working group that these types of things are important. Not seen this year was the
22 volunteer's hamburger stand during the 4th of July and he hoped volunteers will continue to
23 be involved in the overall system. He also noted Corte Madera has life support engines and
24 paramedics. He wants to be sure that paramedics are on the engines as well.

25
26 Chief Shurtz said the paramedic question has been handled, given their work with
27 efficiencies in responding from both agencies. It does involve sacrifice and he
28 acknowledged senior staffs who have earned the right to work on a particular engine or
29 shift that have had to be flexible, as they know the end result is the best service.

30
31 Regarding volunteer or reserve program, these programs are slowly going away and this is
32 not because no one cherishes them but it is because of mandatory training requirements of
33 safely and legally fighting fires. It became a burden on staff and volunteers and they began
34 to see attrition, and it also related to the cost of living in Marin.

35
36 Mayor Way stated she and Councilmember Lappert serve on both cities' Disaster
37 Preparedness Committee and she echoed Councilmember Lappert's comments about
38 maintaining the relationships between both fire and police personnel and volunteers. She
39 thinks residents appreciate that. They agreed several months ago to hire an individual as a
40 coordinator for both towns to assist in emergency preparedness in neighborhoods.

41
42 Councilmember Condon echoed comments about the volunteers and noted there has
43 always been such a presence throughout the community and she hoped this could be

1 recaptured. She asked if the Larkspur firefighters being required to be paramedics. Chief
2 Shultz said they do have paramedics but not as many as Corte Madera, and they do not
3 require current employees to get certified, but both agencies now ask that new employees
4 be newly hired as paramedic firefighters.

5
6 Mayor Bailey opened the public comment period.

7
8 BOB BUNDY, Golden Hind Passage, former member of the RVPA representing Corte
9 Madera, recognized that firefighting and police have become sophisticated for stand-alone
10 departments to manage, and he thinks the agreement for shared services will only garner
11 greater resources. He asked the group to look at possibly closing both Stations 14 and 15
12 and creating a new station where B&B Auto is located, supported the work of the group and
13 said the overall goal is not the money saved but the direction for improved services and
14 working relationships between the two agencies. He suggested next steps as consolidating
15 with the Ross Valley Fire Department to greater improve efficiencies, noting that \$1.5
16 million of the paramedic tax goes to the County for Ross Valley.

17
18 GEORGE TOPOR, referred to Item 18; the evaluation of improved services and economic
19 savings to the public, and he asked for next steps in these categories. While recognizing
20 there are paramedics he asked why other fire departments do not spend as much money as
21 Corte Madera does, noting that Mill Valley spends \$200 less per year per person for their
22 fire department, and Larkspur is \$30 per person less per year.

23
24 Mr. Schwartz said they have not looked at Mill Valley's numbers but comparison of any
25 agencies is a pretty significant undertaking and each agency structures their budgets
26 differently. The study did review other agencies to understand staffing models. Larkspur
27 has worked hard to turn apples to apples and in going forward in this process, they will be
28 able to explain the costs of each agency.

29
30 Town Manager Bracken added that net costs should also be considered of each agency,
31 income from the paramedic service Corte Madera gets, and said the item is about reducing
32 costs without reducing services.

33
34 BOB RAVASIO thanked both Councils for holding a joint meeting and suggested more in the
35 future, given their common goals. He reminded everyone of the experience with CMPA's
36 consolidation and the real savings in the long term some of which were identified over time
37 and during the process. He noted this is not about reducing costs but about better services,
38 and this is good government, and he thanked all involved for their work.

39
40 Mayor Bailey asked about tonight's direction and he asked whether the Council is in favor
41 to move forward. He asked for next steps.

42

1 Chief Cusimano clarified that at the upcoming Council meetings the shared services
2 agreement can be discussed and hopefully approved by both Councils. On page 5 under
3 discussion there are a number of things that need to take place. There will be many things
4 to work through and involve the public with the Ad-Hoc Committee, and Mr. Berkheimer
5 and labor groups will meet as well on a monthly basis. They will go through the process
6 and keep everyone informed.

7
8 They set a goal of early 2017 and they do not want to pass this timeframe. If they do get
9 delayed, they will also be okay, but knowing operationally a 6-8 month window will be
10 optimal. Over the same time, the working group will be taking both employee MOUs and
11 work on a transition document. There will be a lot of input and direction from the
12 managers and when they have a document the managers feel is ready to present to the
13 Councils, they will be prepared to have a consolidation discussion, and Larkspur's Counsel
14 Tom Bertrand has been asked to formulate the new JPA.

15
16 Mayor Bailey said at the conclusion of the 6months, they will have a transition document
17 and asked and confirmed that MOUs will first be brought before the Councils. At the same
18 time, the issues of unfunded liabilities, what they want the new agency to look like will be
19 tasked to the ad-hoc committee and managers.

20
21 Councilmember Morrison said she agrees it is a win/win for both communities and she
22 thinks adding Ross Valley would be great. She asked the Chief what concerns were voiced
23 by employees when they met. Chief Cusimano said there were questions regarding what
24 consolidation means, the future, and there was an open and honest dialogue. He thinks for
25 everyone it was eye-opening and they were ready to move forward. The moral is high in
26 the fire departments and they are building the organization. He has faith in the process and
27 is excited with where they are going.

28
29 Vice Mayor Haroff said because the first paragraph in the agreement provides an end point
30 at the end of the year, he assumed it will be extended or a new document in place.

31
32 Chief Cusimano said they contemplated putting a 12 month period on this and to be
33 transparent and continue the steps in the process, they will report back at the end of the
34 year. Depending on where they are at, they will most likely extend the agreement or modify
35 it.

36
37 Councilmember Condon voiced concern when talking about stations closing. If it is decided
38 that the station on Magnolia will close, she asked how this will affect Corte Madera and
39 thought the Town would rely on its taxpayers to pay for a bond measure on the ballot to
40 pay for a new facility.

41
42 Councilmember Condon also questioned Corte Madera's position if it is asked to abandon
43 the services it gets reimbursed for, thought that the added Battalion Chief should be

1 resolved, and referred to the shared services agreement, noting that Chief Shurtz would be
2 accountable only to the Larkspur City Manager and asked that it be shared by the two
3 Managers.

4
5 She supported sharing services and hoped it would ultimately reduce overtime, but said
6 she was still not comfortable that the quality of training was the same in both departments
7 and asked that both departments receive the same optimal quality of training.

8
9 City Manager Schwartz said this process started because Chief Bob Sennett retired and he
10 called Town Manager Bracken regarding his Chief's retirement and potential sharing of
11 each city's services. It became apparent that both agencies were doing similar things and
12 working well together, and it was an organic process and took on a life of its own. They
13 have reached a point where they took this existing cooperation and accelerated it through
14 partnership. This creates some discomfort with those who work with labor law, but they
15 needed some level of formality which would protect what they are doing to move forward.
16 The agreement was designed to give them coverage under employment and risk law and
17 under CalPERS's rules.

18
19 Chief Shurtz reporting to him relates to CalPERS law and similarly Command staff in Corte
20 Madera will report to the Town Manager, but the arrangement is shared with both cities
21 and all concerns must be addressed to have a final agency and partnership. The point of the
22 Ad-Hoc committee is to voice these concerns. There are many items involving ownership,
23 responsibilities, credentials, training, but he assured the Councils that this is the first step
24 to take their partnership to another level, but it is at its early stages and does not reflect the
25 level of detail to be finally implemented. He also stated he believes these concerns will be
26 fully addressed within the proposed timeframe.

27
28 Additionally, one of the more interesting challenges is the relationship with Ross Valley
29 Paramedic Authority with Corte Madera and Larkspur, given different functional
30 relationships, and they have to figure this out by 2019.

31
32 Town Manager Bracken shared Councilmember Condon's same concerns, but it was similar
33 to the CMPA's consolidation which takes a lot of confidence and trust. If the agreement does
34 not work it can come undone and nothing is etched in stone. He was initially concerned
35 with Chief Shultz under Larkspur's Manager, but he has a great working relationship with
36 him and sees no issues with that.

37
38 City Manager Larkspur said both Managers can give direction relating to fire services, but
39 he deals with the responsibility of dealing with personnel matters. If Corte Madera does
40 something wrong, then the Corte Madera Town Manager must address it.

41

1 Councilmember Morrison echoed high quality training, and said neither one of the fire
2 departments are meeting adequate staffing abilities to respond the myriad of needs and
3 standards.

4
5 Vice Mayor Furst referred to the draft agreement and the answer regarding overtime. She
6 suggested tracking the overtime for the entire term of the agreement and asked that if
7 there is a differential between the two agencies greater than 5% or 10%, the agency who
8 has incurred more overtime will be reimbursed for the differences.

9
10 In looking ahead, she suggested they consider looking at performance metrics of the two
11 fire departments as well as goals. Some metrics would be mandated by various agencies,
12 but some might be things that the future JPA might want to see. They might be cost related
13 to training levels, assets, and she asked to come up with base year metrics as well as goals.
14 She also suggested that the main focus of the JPA would be either to maintain or improve
15 service levels. She would like decisions delayed until the new JPA is in place regarding
16 closing or consolidating in a new fire station. These decisions can be made later and also
17 would be made best by the Fire JPA Council and management group.

18
19 Lastly, she appreciated what City Manager Schwartz stated regarding RVPA and how this
20 will work with ambulance services. She asked this to be part of what is covered in the next
21 5-6 months. She finally thanked the management group, the firefighter group, the working
22 group and Jim Irving and Chief Shurtz for what they will be tasked to do in the next 5 ½
23 months.

24
25 Councilmember Lappert commented that Bob Bundy mentioned the possible building of a
26 new fire station and closing fire stations, and he suggested this not be discussed under the
27 current goals.

28
29 Mayor Bailey confirmed with all Councilmembers that there was consensus to proceed
30 with the MOU and for the group to report back.

31
32 Mayor Way echoed comments of the Mayor that this is a very important step forward and
33 the cooperative arrangement created after many years of this being discussed. She thinks
34 they are all focused in providing the best quality service as well as the best fiduciaries of
35 the money. She said their Council is very supportive and she thanked the fire professionals,
36 fire management, community support and the elected support.

37
38 **7. ADJOURNMENT**

39
40 The meeting was adjourned at 7:15 p.m. to the next regular Town of Corte Madera Town
41 Council meeting on July 19, 2016 at Town Hall Council Chambers.

1 MINUTES OF JULY 19, 2016
2
3 REGULAR MEETING
4 OF THE
5 CORTE MADERA TOWN COUNCIL
6

7 Mayor Bailey called the Regular Meeting to order at Town Hall Council Chambers, 300
8 Tamalpais Drive, Corte Madera, CA on July 19, 2016 at 7:00 p.m.
9

10 **1. ROLL CALL**

11
12 Councilmembers Present: Mayor Bailey, Vice Mayor Furst and Councilmembers Andrews,
13 Condon and Lappert
14

15 Councilmembers Absent: None
16

17 Staff Present: Town Manager/Town Engineer David Bracken
18 Director of Administrative Services/Town Treasurer George T.
19 Warman, Jr.
20 Director of Planning and Building Adam Wolff
21 Senior Planner Phil Boyle
22 Town Attorney Randy Riddle
23 Senior Civil Engineer Nisha Patel
24 Director of Public Works Maintenance and Operations Kevin
25 Kramer
26 Assistant Superintendent of Public Works Michael Palmer
27 Director of Recreation and Leisure Services Mario Fiorentini
28 Police Chief Todd Cusimano, CMPA
29 Fire Chief Scott Shurtz
30 Town Clerk/Assistant to the Town Manager Rebecca Vaughn
31

32 **CLOSED SESSION**

33
34 The Town Council adjourned to Closed Session to discuss the following matter:
35

36 **I. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

37 Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of
38 Section 54956.9: (One potential case)
39

40 **OPEN SESSION**

41
42 **II. Report Out of Closed Session**
43

44 The Town Council reconvened the regular meeting at 7:30 p.m. Mayor Bailey reported that
45 there was no reportable action taken in Closed Session.
46

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

2
3 Mayor Bailey requested amendment of the agenda to move the Town Manager Report, the
4 Council Reports and the Consent Calendar to the end of the agenda, and move up Business
5 Item 7.III to be heard immediately after Presentations.

6
7 MOTION: Moved by Furst, seconded by Condon, and approved unanimously by the
8 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
9 None)

10
11 To amend the agenda per the Mayor's request

12
13 **2. OPEN TIME FOR PUBLIC DISCUSSION**

14
15 PATI STOLIAR, Age-Friendly Corte Madera, Casa Buena Drive, announced that the Rotary
16 and Age-Friendly are working together this Saturday to provide free assistance to seniors'
17 homes. She asked those interested to contact Age-Friendly Corte Madera at 415-480-9758.

18
19 **3. PRESENTATIONS**

20 3.I Letter from Vice President Joseph Biden congratulating the Town of Corte
21 Madera on the Occasion of its Centennial Celebration
22 Corte Madera resident Rhett Krawitt will present the letter to the Town of
23 Corte Madera and read it into the record

24
25 Corte Madera resident Rhett Krawitt read into the record the letter from Vice President
26 Joseph Biden, dated July 19, 2016, congratulating the Town of Corte Madera on the
27 occasion of its Centennial Celebration.

28
29 3.II Video from Congressman Jared Huffman congratulating the Town of Corte
30 Madera on the Occasion of its Centennial Celebration

31
32 A video from Congressman Jared Huffman was played congratulating the Town on the
33 occasion of its Centennial Celebration.

34
35 **6. PUBLIC HEARINGS - None**

36
37 **7. BUSINESS ITEMS**

38
39 Recusal: Vice Mayor Furst recused herself from participating in the matter, stating she lives
40 in the Reed Union School District and her daughter takes the bus. She left the Council
41 Chambers.

42
43

1 7.III Consideration and Possible Action to Approve a Supplemental Appropriation
2 to Fund the Yellow Bus Challenge Program for the Reed Union School District
3 (Report from David Bracken, Town Manager)
4

5 Tiburon Vice Mayor Jim Fraser introduced Claire McAuliffe, Belvedere Councilmember and
6 thanked the Town Council for considering the matter. He explained that last year
7 Belvedere, Tiburon and the Reed Union School District formed the “Tiburon Peninsula
8 Traffic Relief Joint Powers Authority Yellow Bus Challenge” to manage and lead a
9 transportation program for students. He relayed the following accomplishments of the
10 program over the last year:
11

- 12 • Reduced travel time on main arteries by over 40%;
- 13 • Sold over 1329 one-way passes this year, with Corte Madera representing 15 of
14 those purchases for 2015/16 school year;
- 15 • The municipalities of Belvedere, Corte Madera, Tiburon and Reed Union School
16 District contributed towards funding the 2015/16 program; and
- 17 • They created new communities within their neighborhood of parents

18
19 He highlighted the following changes made based on the past year’s learning experience:
20

- 21 • A new management team of Marin Transit is in place who oversee the bus program
22 for School District;
- 23 • Mill Valley has a new program this year and Marin Transit will manage their
24 program, as well as the Ross Valley School District program;
- 25 • They have developed a new app called “Find My Bus” to determine whether the bus
26 is on-time, early or a few minutes late;
- 27 • They have a reserve backup bus on standby in case a bus breaks down;
- 28 • Bus pass sales are tracking at 67% of capacity, with an overall capacity at 59%;
- 29 • The County of Marin has joined this year by providing \$37,000 to help with funding
30 of the program; and
- 31 • Letters are included in the Council’s packet from Assemblymember Marc Levine,
32 Senator Mike McGuire, and Supervisor Katheryn Sears supporting the program and
33 asking Corte Madera to support them in their initiative

34
35 Belvedere Councilmember Claire McAuliffe said she recently joined as a boardmember for
36 the JPA and said it has been a pleasure and learning experience for her to see the work
37 done to make the bus program a success for everybody. Traffic has improved from those
38 coming from Corte Madera to the school district, ridership is up, and the level of support at
39 the State, County and local level is unquestioned.
40

41 She said Corte Madera made a generous and critical \$25,000 gift last year and is being
42 asked to provide the same amount this year to continue the program. It has been a proven
43 benefit to the Town as realized by its ridership and she pointed to a recent article in the
44 Marin Independent Journal.

1
2 Councilmember Condon questioned the number of passes purchased by Corte Madera
3 residents. Vice Mayor Fraser said ridership is tracking the same as last year with a total of
4 sales year to date of 1,114 passes sold. Corte Madera has purchased 165, which is 15%.

5
6 Councilmember Andrews asked about the status of a permanent funding source for the
7 program. Vice Mayor Fraser stated he and Supervisor Sears have met to discuss on-going
8 funding which it is a work in progress. They are also engaged with Mark Levine and Mike
9 McGuire, three municipalities working with Marin Transit to manage the program, as well
10 as TAM. One of the first orders of business for the JPA is to form a subcommittee to further
11 tap into resources from the entire county.

12
13 Councilmember McAuliffe said as the school bus program has gotten more and more
14 successful with reduced rates, donations are coming in and people want to know how to
15 participate. The first year was to get the program going. Now they have shown it has been
16 successful two years in a row and they will turn to external fundraising.

17
18 Mayor Bailey asked for the metric used to determine whether this year will be considered
19 successful. Vice Mayor Fraser said in past sales they have had a target goal, and he believes
20 they will exceed sales for this year.

21
22 Mayor Bailey opened the public comment period.

23
24 CARL KRAWITT, Sonora Way, believed that the program was the best path forward
25 towards solving traffic congestion and their metric is to reduce traffic. He noted that
26 commute times have been cut by 40% at peak morning hours and 30% to 35% in afternoon
27 hours, said Supervisor Rice is committed to finding long-term funding solutions for the
28 program and he is working closely with elected officials to get state and county funding to
29 move this program to the state level. He hoped Corte Madera would stand by the program
30 and approve funding.

31
32 RHETT KRAWITT said he is 8 years old and will be a 3rd grader at Bel Aire next year. He
33 thanked the Council for supporting the School Bus Challenge and said he likes riding the
34 bus because he can play with his friends, the bus is better for the environment and because
35 sometimes he needs "alone time" after school. They learn about global warming and
36 climate change at school and he asked the Council to vote "yes" to make the Yellow School
37 Bus Challenge even better.

38
39 Mayor Bailey reported on the receipt of letters of support from Senator Mike McGuire,
40 Assemblymember Marc Levine and Marin County Supervisor Kate Sears.

41
42 PETER CHASE said the Planning Commission is looking at projects that require additional
43 bus efforts made within the design of the projects. He thinks it is important to ensure they

1 allow for the addition of school buses. He thinks at some point the donations from
2 municipalities will change and there will be funding sources and that the Town should
3 prepare for, anticipate and create the opportunity for bus systems in the Town to a greater
4 degree than they do now.

5
6 Councilmember Condon said she thinks there is terrific merit with the program and stated
7 that the Council will also consider expenditure of funds to pay for a crossing guard. She
8 sees the necessity for the program, as she knows there are safety concerns. She believes in
9 busing children to and from school, but also believes a program is needed for Corte Madera.
10 She said there are over 1,000 children on Paradise Drive during the morning commute and
11 she questioned whether the Town could afford to pay for not only a crossing guard, but
12 also support the Yellow Bus Challenge and establish and fund a program in Corte Madera.

13
14 Mayor Bailey asked the Town Manager if staff has analyzed the ability to pay for the
15 crossing guard and the School Bus Challenge.

16
17 Town Manager Bracken said the Council will discuss its finances during another item on
18 the agenda, but noted the Town was operating at a deficit in its General Fund just short of
19 \$4 million. He thinks the question is whether the Town has cash on hand, and he said it
20 does.

21
22 Mayor Bailey noted that when the Council considers the \$25,000 request for the bus
23 program tonight, it is also being presented with a request relating to the Town's
24 playground at a cost of between \$30,000 and \$40,000, a request by the School District for
25 an additional \$16,000 for a crossing guard, and an additional allocation of \$16,000 for a
26 fund set aside for the Centennial Committee to hold an Art Weekend. Therefore, the Town
27 is aggregating significant requests this evening which will be part of the Council's decision-
28 making process.

29
30 Councilmember Lappert said he has made his feelings known about the program, and the
31 request is for \$1.52 per pass which is a significant amount of money to drive 152 students
32 to and from school. He expressed his on-going concerns regarding the lack of
33 communication and interaction by the school district with the Town and the Town having
34 to subsidize those who choose to drive their kids to school alone in a vehicle. He suggested
35 parents pay for the program and not taxpayers and questioned the accuracy of the metric
36 used of a 40% reduction in traffic. While he was not supportive of the Town's contribution
37 towards the program, he did recognize the importance of the program to those in
38 attendance.

39
40 Mayor Bailey asked it would help if more information was provided regarding how 40%
41 was arrived at as a metric.

42
43 Councilmember Lappert said the Council has asked for this information and he was not

1 clear that the Town should pay for a problem caused by the school district.

2
3 Councilmember Condon stated that given that there are over 150 passes being sold in Corte
4 Madera, she asked the Town Attorney if the \$25,000 contribution could be considered a gift
5 of public funds.

6
7 Town Attorney Randy Riddle said in analyzing that issue, the question is always whether
8 the legislative body has determined there is some public purpose to be served by that. In
9 this case, there probably is a public purpose that would be served by this subsidy and
10 therefore he did not believe it would be a gift of public funds.

11
12 Councilmember Andrews said he is very ambivalent about supporting the program this
13 year mainly because he did not believe a solution would be in place to fund next year's
14 program. He also researched median income levels of the two school districts and if
15 seemed that those living on the more prosperous side of town were being subsidized. He
16 thought that if there was any plan for a permanent solution whereby the beneficiaries of
17 the program would eventually fund it, he would feel better about supporting it.

18
19 He questioned whether the group thought about proposing a parcel tax in the Reed Union
20 School District for bus service so that those using the program would pay for it as opposed
21 to asking the rest of Corte Madera to subsidize this small part of town. Therefore, he was
22 conflicted and urged the group to come up with a permanent funding source by next year.

23
24 Mayor Bailey agreed a long-term solution was needed and he continues to agree with
25 Councilmember Lappert's views about those who are abusing the privilege pay for it;
26 however, this is not what the Council is being presented with. What is unusual about the
27 solution presented is that this is an innovative program being supported by multiple
28 elected representatives to solve a problem that is not truly their responsibility. It is a
29 problem larger than the Town and he thinks the Town has an opportunity to take
30 responsibility for two problems which are realized as a benefit to not just the school bus
31 children but to the entire community, which is traffic and related property values.

32
33 He thinks traffic problems are the single biggest issue in town and the program addresses
34 congestion. The program is collaborative and he likes the fact that many jurisdictions are
35 working together towards something that has worked for a couple of years. He therefore
36 suggested a motion to consider the request.

37
38 MOTION: Moved by Andrews, seconded by Lappert, and approved by the following
39 vote: 4-0-1 (Ayes: Andrews, Condon, Lappert and Bailey; Noes: None;
40 Recused: Furst)

41
42 To approve a Supplemental Appropriation in the amount of \$25,000 to Fund
43 the Yellow Bus Challenge Program for the Reed Union School District

1
2 Noted Present:

3 Vice Mayor Furst returned to the dais to participate in the remainder of the meeting.
4

5 7.I Consideration and Possible Action to Approve a Supplemental Appropriation
6 for Procurement of Sand for the Sandbox at Town Park Playground
7 (Report from Kevin Kramer, Director of Public Works Maintenance and
8 Operations)
9

10 Director of Public Works Maintenance and Operations Kevin Kramer said several weeks
11 ago someone vandalized the sandbox at Town Park Playground. Because there was no way
12 to remove just the glass, staff had to remove all of the sand. The playground was closed for
13 several hours only to find people were not adhering to signage and were climbing the fence
14 and using it anyway. He therefore decided to have engineered wood fiber put in the
15 sandbox which is what they use in the rest of the playground as a fall attenuator.
16

17 After doing this, staff opened the playground and began investigating buying more sand
18 from the usual quarries he had previously purchased sand from. However, he found these
19 companies would no longer certify the sand as dustless. One of the requirements in 1999
20 was that the sand be certified as dustless and the engineered wood fiber is certified as
21 splinterless and dustless. Therefore, he chose to leave the engineered wood fiber inside the
22 sandbox and after about a month, a complaint was received from a Lakeside Drive resident.
23

24 He relayed his concerns to the complainant and said he knew there were diseases
25 associated from inhalation of silica. He left the engineered wood fiber in the sandbox and
26 thereafter identified an alternative, naturally dustless product called Valspar sand. Valspar
27 sand is very expensive and he said it would cost approximately \$40,000 to fill the sandbox.
28

29 Mayor Bailey asked if the Town Manager could introduce the new Town employee who has
30 worked on the matter. Town Manager Bracken introduced Rebecca Smalbach who will be
31 senior at Redwood High School and with the Town as an intern to learn about city
32 government. She is assisting all departments to learn how each functions.
33

34 Vice Mayor Furst asked Mr. Kramer to share what has historically been the wood, the sand,
35 and if there is any possibility for making the sand area smaller or somehow changing its
36 configuration while not rebuilding the entire playground.
37

38 Mr. Kramer said this is possible, but what the Town must adhere to are many stringent
39 state regulations on anything they do inside the fence. He said any redesign would most
40 likely have to go to an architect. He imagines something like a border could be installed of
41 similar concrete material, reducing the size of the sandbox with one material in one
42 compartment and another material in another compartment; however, it would need
43 review by an architect, given the stringent regulations.

1
2 Vice Mayor Furst asked and confirmed with Mr. Kramer that all materials which are not
3 sand in the play area are engineered wood fiber, which is certified dustless and splinterless.
4 There is a small lawn and crushed granite, but engineered wood fiber is contained in all of
5 the play areas for fall attenuation. He noted Skunk Hollow has sand and the volleyball area
6 at San Clemente or Cove Park is sand. His concern is that because more problems are being
7 identified with sand, at some point it will not be allowed in parks and held liable.

8
9 Mayor Bailey opened the public comment period.

10
11 AL LIKEMAN, Larkspur, questioned why staff cannot go to a beach and get some sand.

12
13 BOB BUNDY, Golden Hind Passage, stated when the issue was brought up a couple of weeks
14 ago he thought that Public Works could go to a beach and fill their truck up with sand.
15 However, in looking at literature and from the standpoint of medical issues, the silica is a
16 problem, as well as other crushed rock which potentially is asbestos-like. Another concern
17 is disease, as cameras placed at sandboxes at night reveal that cats and other animals use
18 them. A recommendation for safe sand in sandboxes is sand from the beach which is
19 certified as clean and for it to be covered at night so animals cannot get in it. He added that
20 Mr. Kramer was right to look at the matter carefully.

21
22 LAURA VON WALDBURG, Lakeside Drive, read her letter into the record regarding the
23 sandbox which summarized that bark in the sandbox makes it less fun and less attractive.
24 She asked that the sand be put back, she visits the park often and no children play in the
25 bark, and she relayed reasons for having sand back in the park. She presented a petition
26 with 100 signatures asking that either Ollie II playground sand or Lapis Monterey Beach
27 sand be put back in the sandbox. She received an overwhelming response when posting the
28 request on *NextDoor.com* and noted that many people from outside the Town use the
29 playground. She learned that playground equipment including sand is governed by
30 California's Health and Safety Code. The CDC or EPA has no warnings about playground
31 sand and she said every other city in Marin has playground sand. She did not find any
32 lawsuits or new laws relating to playground sand and her research confirms sand is safe
33 and is very much missed in this playground.

34
35 JANE LEVINSOHN, Tamal Vista, questioned what would happen if new sand is placed in the
36 sandbox and whoever vandalized the box with glass does it again. She likened the problem
37 to the Bus Challenge and being locked into having to replace sand.

38
39 BECKY REED, Council Crest, echoed Mr. Bundy's comments and said one job of parents in
40 the morning was to scoop up sand and get all of the fecal matter out of it. While she loves
41 the idea of sand, she supported a cover for the space.

42
43 Mayor Bailey asked Mr. Kramer if staff expected the box to be vandalized again. Mr. Kramer

1 said it could very well happen, and said in the past they only had one broken bottle which
2 did not spread throughout the sandbox. He said he was not so concerned about the
3 incident, but more concerned about the difficulty in finding sand the Town could use in the
4 box. He noted that the Town has two employees who are certified by the State as
5 playground inspectors and they indicated cities are getting away from using sand in boxes
6 and moving to the rubberized material. When he could not find certified sand, staff
7 investigated it further.

8
9 Mayor Bailey asked and confirmed that sand used in other towns is silica based and
10 Councilmember Lappert commented that this is the material glass is made of.

11
12 Mayor Bailey asked if the Town could get a parent group to help keep the sandbox clean.
13 Laura indicated there is no need for certification by law. All sand used in Larkspur, Mill
14 Valley, and Belvedere is legal within the health code. She also said many people have
15 mentioned safety risks and she has found no literature about playground safety risks with
16 playground sand.

17
18 Councilmember Condon thanked Mr. Kramer for his work on the matter to remove the
19 sand out of the box. She Googled “sand for playgrounds” and was overwhelmed with
20 credible citations about various respiratory and health risks associated with sand. She did
21 not believe there was a practical way to cover the sandbox to discourage it from the geese,
22 cats, rodents and said they will get in the box. She suggested safety take priority over fun,
23 agreed sandboxes were fun but she would be in favor of using a substitute material,
24 knowing Mr. Kramer is thorough in his research.

25
26 Councilmember Lappert said he supported the least expensive sand be purchased and put
27 into the sandbox.

28
29 Vice Mayor Furst said she recognizes there are many concerns about the silica sand but did
30 not believe she had enough information to understand if there were similar concerns about
31 the Valspar sand; however, the \$40,000 cost is unrealistic. She suggested a re-thinking
32 about how to organize the playground and thought that perhaps wood chips are fine under
33 the play structure and the sandy part could be a smaller part of the playground. Also, she
34 likened the vandalized box as part of maintaining infrastructure and similar to the
35 vandalism at the restrooms. She recommended sending the matter to the Parks and
36 Recreation Commission to obtain a recommendation and possibly considering a smaller
37 area that could be covered at night.

38
39 Councilmember Andrews said if it was a choice between wood fibers and sand he would
40 choose sand. Regarding the type of sand he thinks the chief difference between the Valspar
41 sand and the beach sand is the Valspar sand will come with a certificate. He noted that
42 when going on their material safety sheet, a doctor who certified the material has also
43 made his career writing articles about the risks of sand. Regarding the risks of the silica

1 sand, he was mindful about the history of asbestos as a common material but then found it
2 to cause mesothelioma. Therefore, he suggested using the washed beach sand.

3
4 Mayor Bailey recognized Rebecca Smalbach, the Town's new Intern for her work on the
5 matter. He cited quotes from the Indiana Poison Center, as: "We just don't see children
6 developing silicosis" and "he sees no risk in using sand in sandboxes." "Between 2001 and
7 2008 there are still no linked cases of children developing cancer by the US Consumer
8 Product Safety Commission." "There are no conclusive studies on children's exposure; no
9 convincing evidence."

10
11 He found this to be a difficult issue and while it may be simple to most people there is one
12 learned professional who, in an effort to protect the town and provide for children, thinks
13 the Town ought to consider using the Valspar sand. A mother also thinks the Town should
14 use something different and not waste taxpayer money. In considering all comments he
15 thinks the Town should consider going with the less expensive option and move on. He was
16 not sure why the matter did not go to the Parks and Recreation Commission first but asked
17 wanted to solve it and move on.

18
19 Councilmember Lappert made a motion to approve the \$3,000 expenditure for sand, and
20 Councilmember Andrews seconded the motion.

21
22 Councilmember Condon asked and confirmed with Mr. Kramer that the replacement sand
23 will not be certified.

24
25 Mayor Bailey reopened the public comment period.

26
27 ROBBY PAULSON, Mohawk Avenue, thought a third option would be to ask the kids what
28 they think about the space, given they are the primary stakeholders.

29
30 Vice Mayor Furst suggested that while staff is reviewing the silica sand options that they try
31 to do their best to choose one that is as dust-free as possible. If it costs a bit more, she
32 suggested this be authorized, as well.

33
34 MOTION: Moved by Lappert, seconded by Andrews, and approved unanimously by the
35 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
36 None)

37
38 To approve a Supplemental Appropriation of \$3,000 for Procurement of
39 Washed Beach Sand for the Sandbox at Town Park Playground

40
41 7.II Consideration and Possible Action to Approve a Supplemental Appropriation
42 to Fund a Crossing Guard at the Seawolf/Paradise Drive Intersection
43 (Report from David Bracken, Town Manager)

1
2 Town Manager Bracken stated there was a crossing guard funded by the TAM Crossing
3 Guard program and they rate each intersection and have variations of how they determine
4 how to spend money for crossing guards which is limited. That crossing guard was
5 removed in TAM's budget for the coming year and the Larkspur-Corte Madera School
6 District and Superintendent Valerie Pitts sent a letter asking the Town if they could fund
7 the crossing guard at that intersection at a \$16,000 cost.

8
9 Valerie Pitts, Superintendent, said she was available for questions.

10
11 Councilmember Andrews questioned whether \$16,000 was the total cost of a crossing
12 guard or was the district also paying for a portion of the cost. Superintendent Pitts said
13 \$16,000 is the entire cost of a crossing guard. They pay for one guard and there are four
14 others paid through TAM.

15
16 Superintendent Pitts stated that last year a committee was formed of educators and TAM
17 and they identified they could only fund 71 locations across the county. One suggestion was
18 to reinstate the crossing guard programs. Another suggestion was to operate a volunteer
19 program and TAM would pick up the expense of training and providing Workers'
20 Compensation insurance for those volunteers at a cost of \$8,000 from TAM for a substitute
21 if the volunteer was absent. The programs are great and she explained those previously
22 funded and shifting done to accommodate needs across the town.

23
24 Councilmember Lappert stated that CMPA has a cadet program and he asked if Cadets
25 could provide crossing guard services. Police Chief Cusimano said it is possible as they are
26 trained, but it is something police would need to review.

27
28 Vice Mayor Furst stated she represents the Town on the TAM Board and every year TAM
29 prepares a study of the various intersections school districts have identified as potential
30 crossing guard locations which are ranked. Many school districts have additional locations
31 which did not make the cut and the municipalities are being asked to provide funding. If a
32 guard calls in sick the responsible agency makes sure there is a substitute to fill in. When
33 considering Cadets she asked to ensure coverage could be guaranteed every day.

34
35 Mayor Bailey asked and confirmed that the annual district's budget was comparable to the
36 Town's budget. When the Cove School was built, he asked if there was an expectation that
37 crossing guards would always be paid for by TAM.

38
39 Ms. Pitts stated the District worked closely with TAM to fund the guard along with Safe
40 Routes to Schools and the community. There are 122 students who ride Marin Transit and
41 the District offsets that with \$12,000 they receive from the state. Therefore, they had no
42 way of knowing how many kids would be walking, which they encourage. At the time, they
43 did not know that TAM would not be funding the program; however, given the number of

1 students countywide, there is only so much funding.

2
3 Mayor Bailey asked if the District has exhausted attempts to ask parent groups, police or
4 any volunteers to fill the need other than Town money.

5
6 Ms. Pitts replied that the District is going to have volunteers run the front of the school and
7 she would be willing to work more with CMPA, but the District would still need to come up
8 with \$8,000 to have a backup volunteer. If the Town were to deny the request they would
9 go back and work harder to dig deeper to address the issue.

10
11 Councilmember Lappert said if the Town were to provide a contribution of \$5,000, the
12 problem would be taken care of by people trained in traffic enforcement. While he is not
13 asking CMPA to do this now, he does not think the Town needs to spend \$16,000 for a
14 crossing guard.

15
16 Mayor Bailey opened the public comment period, and there were no speakers.

17
18 Councilmember Condon thinks a crossing guard is needed and thinks it should start as
19 soon as possible. Over a period of time they can determine whether the Cadet program can
20 replace the crossing guard.

21
22 Vice Mayor Furst supported the need for a crossing guard at that location and said she
23 would be reluctant to rely on the Cadets to handle that role as they have other police-
24 related work. Likewise, she would not like traffic enforcement officers providing crossing
25 guard services but instead ticketing people who are not obeying the law.

26
27 She thinks TAM does a good job with the crossing guard program, thinks the program is
28 very efficient and there is never a location that has been earmarked for a crossing guard
29 that does not have coverage in the morning. She thinks this should be paid for by the school
30 district, but they are already paying for one crossing guard and the Town can assist with
31 providing \$16,000. Also, it encourages green trips. She asked the District keep in mind that
32 in the future the Town will look to other means for funding the crossing guard but she
33 could support the request now.

34
35 Mayor Bailey asked Vice Mayor Furst if she saw this as an annual request and asked if she
36 would support it annually.

37
38 Vice Mayor Furst said if their school district can get funding from TAM they should. But if
39 not, she thinks the District and the Town can work together to solve it and hopes the guard
40 locations are fully funded by TAM in the future. She noted that Measure A was due to expire
41 in a few years and would think TAM could propose another ballot measure. At that time it
42 is very likely that the portion of the sales tax revenues earmarked for crossing guards will
43 expire.

1
2 Councilmember Andrews also hoped that this will be a one-time request of the Town and
3 that the District will budget for it for next year. He was familiar with crossing guards and
4 also recognized their importance.

5
6 Mayor Bailey said he thinks it is appropriate for the Town to assist when there is no
7 alternative. He was not sure the District has exhausted its efforts for alternatives for him to
8 be willing to contribute funding and suggested continuing the item one more meeting, as
9 school does not begin until August 18th.

10
11 He asked that the District look at all of its options to fund the guard and if confronted with
12 no other alternative, the Council can discuss whether or not it wishes to fund the guard.

13
14 Councilmember Condon voiced concern because the Town just approved the previous item
15 for \$25,000 and the School District and traffic are not even in their jurisdiction. Here the
16 Council is talking about its own Corte Madera students where an effort was made to get
17 funding through TAM. While there might be a way to fundraise to help fund the program,
18 school will soon be in session and there is not much time to prepare for an alternative.
19 Therefore, she suggested the Council not delay the matter.

20
21 Mayor Bailey said he did not believe the Council received word that there is no other
22 alternative, and since they do not have it he thinks it is the fiscal responsibility of the Town
23 to try to do the best they can to manage the situation.

24
25 Councilmember Lappert said he feels badly about putting police on the spot but Cadets are
26 trained in traffic control and are much better than a volunteer or contractor hired to
27 provide services. He thinks the police department can be augmented by \$5,000 to cover the
28 cost of it which takes care of the problem.

29
30 Mayor Bailey suggested this to be a creative solution.

31
32 Councilmember Andrews questioned what would happen if the other jurisdictions served
33 by the police department also want crossing guards as well and want Cadets.

34
35 Mayor Bailey suggested Chief Cusimano return at the next meeting and determine whether
36 or not utilizing Cadets will work.

37
38 Town Manager Bracken noted that the Council will meet on August 2nd, but thinks
39 something like this should be vetted by the Police Council first.

40
41 Vice Mayor Furst said a program is in place supplying crossing guards around the county.
42 What the Council is attempting to do is throw together a program through the police
43 department for Cadets to handle this at approximately \$5,000 a year which is only an

1 estimate. If there is ever an incident that will require traffic control, that means that Cadet
2 will not be available to serve the police in their role. She thinks the Town can pay for the
3 crossing guard, as the Town encourages kids to bike and walk and (they) are getting cars
4 off of the road by ensuring safe passage.

5
6 Mayor Bailey questioned how the Town can guarantee the guard will be funded next year
7 so the Town does not absorb the cost forever.

8
9 Vice Mayor Furst asked if the Council wanted to throw together a program by police,
10 whether they want the School District to absorb the cost if this location does not make the
11 TAM cut to be funded, and said she personally would like to table the police option given
12 the Police Council will not be able to meet prior to school starting and fund the crossing
13 guard. She suggested partnering this year and to indicate to the District that next year they
14 will have to pick up the cost for unfunded locations.

15
16 Mayor Bailey questioned if there were other alternatives, stating the Town is again being
17 put in the situation that it is irrational if they do not fund the program.

18
19 Councilmember Andrews made a motion to approve a supplemental appropriation to fund
20 a Crossing Guard at the Seawolf/Paradise Drive intersection for this year and request that
21 District staff look for alternative ways to fund the Crossing Guard for next year. There was
22 no second and the motion died.

23
24 MOTION: Moved by Condon, seconded by Andrews, and approved unanimously by the
25 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
26 None)

27
28 To Approve a Supplemental Appropriation to Fund a Crossing Guard at the
29 Seawolf/Paradise Drive Intersection for Fiscal Year 2016/17.

30
31 Mayor Bailey took a poll to determine audience members in attendance for items on the
32 agenda. He proposed re-arranging the agenda to hear Item 7.V ahead of Item 7.IV.

33
34 MOTION: Moved by Condon, seconded by Furst, and approved unanimously by the
35 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
36 None)

37
38 To Re-Arrange the agenda to hear Item 7.V ahead of Item 7.IV

39
40 7.V Review and Possible Acceptance of the Draft Tamal Vista Corridor Study
41 Report, Including Policy Recommendations
42 (Report from Adam Wolff, Director of Planning and Building)
43

1 Director of Planning and Building Adam Wolff stated staff's recommendation tonight is that
2 the Council direct staff to take the recommendations in this report as modified by the
3 Council and direct staff to prepare zoning amendments based on the report.
4

5 Mayor Bailey asked if there was any flexibility in the proposed schedule. Mr. Wolff said
6 staff's goal is to get a zoning amendment adopted as close to as possible to the October 7th
7 moratorium deadline. Practically speaking, the Town has some time after that date to get
8 something adopted; however, he did not want to extend this too far, as the Town has begun
9 environmental assessment and two readings of the ordinance are required.
10

11 Mayor Bailey interjected and apologized to both Libby Seifel and Craig Hill. He said while
12 the upcoming matter is very important, the meeting will go late, and he suggested the item
13 be continued to the next meeting.
14

15 7.IV Receive and Discuss Status Report on Long Term Financial Plan

16 (Report from David Bracken, Town Manager, and Presentation by
17 Consultants Libby Seifel and Craig Hill)
18

19 MOTION: Moved by Bailey, seconded by Furst, and approved unanimously by the
20 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
21 None)
22

23 To continue Item 7.IV; the Status Report on the Long Term Financial Plan to
24 August 2, 2016
25

26 Mr. Wolff referred to the Draft Tamal Vista Corridor Study Report, stating that staff is
27 recommending the Council accept the report and its recommendations with any
28 modifications and direct staff to prepare the ordinance amendments for the Planning
29 Commission's review. The Council will ultimately decide to take the next step and turn the
30 recommendations in the report into new zoning regulations that will guide land use policy
31 along the Tamal Vista Corridor in the near and long term. He said public hearings at both
32 the Planning Commission and Town Council will be required for the proposed
33 amendments, and staff expects documents will be ready for consideration in September
34 and October.
35

36 Mr. Wolff said the purpose of the corridor study was to engage residents, business and
37 property owners and other stakeholders in a very public, Town-led process to come up
38 with a series of specific community-supported policy regulations that would directly
39 inform new zoning regulations. The study was undertaken with the assistance Dave Javid
40 from the Metropolitan Planning Group (M-Group) who attended the joint Town Council and
41 Planning Commission meeting in April.
42

43 Staff feels the process has been successful to guide land use policies along the corridor and

1 the process and outreach will make the new regulations following this report successful.
2 He said he would not go through the entire report this evening, noting that it has been
3 posted on the Town's website since June 7th and he expects the final report to be completed
4 in July.

5
6 The report is broken down into 5 chapters with much of the content being a compilation of
7 documents used during public outreach efforts to discuss existing conditions and
8 regulations. Chapter 4 reviews those efforts made and the feedback received. The
9 recommendations on pages 26 to 33 are where much of the attention this evening should
10 focus on. He presented summary slides of the meetings held and a robust outreach effort
11 occurred over the last 8 months.

12
13 Mr. Wolff said generally the recommendation chapter was organized into land use policy
14 themes. The first three themes related to permitted land uses, intensity/density and
15 development standards would be used to directly guide the development of new zoning
16 regulations which can then be translated into zoning amendments. Other
17 recommendations would complement recommended changes to the zoning regulations but
18 would not have to be implemented in parallel with the zoning ordinance amendment.

19
20 He said the recommendations can be viewed as a menu of policies that can either be
21 advanced as a whole or individually, given circumstances. Staff also included in the report
22 under each recommendation the rationale and intention behind each recommendation to
23 bring that sense of clarity as to why they are being proposed.

- 24
25 • Recommendation 1: To allow locally serving uses. This garnered widespread
26 support, as well as removing some uses from the C3 district such as car washes,
27 used car lots, etc. to make it more compatible with the residential character of the
28 area.
- 29 • Recommendation 2: To allow residential uses in the area as a permitted use
30 through a CUP. There were concerns expressed about housing in close proximity to
31 the highway, and the CUP would provide that site specific analysis to evaluate the
32 appropriateness of location of residential uses on a particular site.
- 33 • Recommendation 3: This relates to the intensity and density of development on the
34 sites. Staff recommends preserving the existing allowable commercial floor area
35 ratio. Regarding the concept of mixed use, staff recommends a maximum of 15.1
36 residential dwelling units per acre, which is the minimum range as stated in the
37 General Plan and combining that density with an FAR cap. This provides more
38 predictability in terms of the total size of a project built at that density would look
39 like.

40
41 Also proposed is to require that a minimum of some commercial development is
42 included in development that proposes residential at .04 FAR, which would have to
43 occupy the same space and be locally serving commercial. This is to keep the

1 commercial character of the corridor intact as development occurs.
2

3 Mr. Wolff stated the third recommendation acknowledged that more consideration or
4 thought be given to the idea of allowing FAR to increase to .5. He noted that this is
5 something the Planning Commission discussed and they thought the .5 FAR could be
6 appropriate; however, as to how this density affects traffic and potential strains on the
7 infrastructure, it was not recommended at this time. If studies came back and showed it .5
8 FAR could be accommodated, it may be acceptable.
9

10 Regarding development standards most relate to an idea during the meetings held of
11 creating three distinct zones on each property on the corridor, which most are narrow and
12 deep, stretching from Tamal Vista Corridor to the highway. There is an idea of a front
13 setback of 20 feet to allow for public use enhancements. Beyond that, there should be
14 another setback beyond that before a building could be located, giving it more of a
15 neighborhood zone, a maximum height of 25 feet and a higher intensity or height zone back
16 towards the highway end of the properties which could have more height up to about 35
17 feet. The Planning Commission discussed getting up to 30 or 40 feet for architectural
18 reasons, which could be flushed out during zoning ordinance amendments.
19

- 20 • Other standards were recommended for lighting, landscaping and parking in terms
21 of development standards.
- 22 • There were also needs to consider special conditions for sites that did not conform
23 to the standard.
- 24 • Other recommendations that could be helpful moving forward include: 1)
25 Streetscape design guidelines and 2) considering mixed use in non-residential
26 design guidelines.
27

28 Mr. Wolff stated throughout the process there were concerns about traffic both in and
29 around the study area. These were cited as some of the most significant issues that should
30 be addressed and staff emphasized they were dealing with 7 properties where new land
31 use regulations needed to be developed for those properties and they could not address
32 broader traffic issues in the entire area through this process. However, the Town could
33 require traffic analysis to ensure proposals mitigate impacts, consider requiring project
34 specific measures, and continue to work on broader issues and ways to try to help alleviate
35 some of the traffic concerns in the surrounding area. These are expressed in the report, as
36 well as in the Attachment 2 to the staff report which is a list of things which require
37 funding.
38

39 Next steps are to move forward to get new regulations in place as quickly as possible and in
40 consideration of the expiration of the moratorium. Another important result is that the
41 Town should have a follow-up effort to determine which policies may be applicable to
42 other areas in town that have similar situations.
43

1 The draft report was presented to the Planning Commission on June 14, 2016 and the
2 minutes of that meeting are attached to the staff report, along with a staff summary. The
3 Commission supported the recommendations in general as outlined in the draft report.
4

5 The main comments expressed included an interest in incentivizing rental housing versus
6 for sale housing, further study an increase of FAR and encourage reinvestment in
7 properties, additional setbacks beyond 20 feet given the use proposed, height maximums,
8 identify funding opportunities, coordinate individual site and Town capital projects so
9 implementation of streetscape improvements can be advanced as a comprehensive project,
10 and to determine how best to implement bike and pedestrian improvements along Tamal
11 Vista Boulevard, as this was seen as a way to enhance circulation and the corridor's
12 aesthetic character. Lastly, there was support for parallel efforts to address traffic
13 concerns.
14

15 In conclusion, Mr. Wolff said that given the extensive public outreach conducted, the report
16 has resulted in a set of recommendations that is responsive and representative of the
17 community's input. It sets forth sound and responsible land use policies that will allow
18 redevelopment and reinvestment to occur but at a scale and with uses and improvements
19 that better reflect and support the surrounding residential character of the area. It is
20 consistent with policies and programs identified in the General Plan and Housing Element,
21 it provides a potential blueprint for other areas in town and it will allow for successful
22 implementation with the support of residents, businesses, property owners and other
23 stakeholders.
24

25 Mayor Bailey asked if an applicant could submit an application for development in the C-3
26 zone after the moratorium expires. Mr. Wolff explained that the Town has been in a process
27 that is clearly stating an intention to change regulations. Staff has reviewed vesting rights
28 and there is no viable way that an applicant can claim they can develop something under
29 the C-3 regulations. No permits would be granted under those regulations and the Town is
30 in the midst of changing those regulations.
31

32 Mayor Bailey asked for the Town Attorney's opinion.
33

34 Town Attorney Riddle said their firm discussed this today about this issue. The real issue is
35 whether someone has a vested right to continue under the current rules when the
36 moratorium expires. When that arises, where the risk lies is when someone has received
37 some type of entitlement from the Town already under the current rules, such as a
38 development agreement or permit of some type and pursuant to that entitlement they may
39 have spent funds in furthering that project.
40

41 He said his view is that people have been on notice that the rules are changing and
42 ultimately what gets approved will be governed by the new rules that are in place at the
43 time that application is approved or permits are issues and not at the time they actually

1 submit their application. He thinks it is unlikely someone will have a viable claim between
2 the time that the zoning ordinance might be finally adopted and when someone submits an
3 application that they are entitled to develop under the previous rules.

4
5 Councilmember Andrews asked and confirmed with Mr. Wolff that regulations under the C-
6 3 zoning would be modified and only applicable to the 7 properties in town.

7
8 Councilmember Andrews questioned when the Town would implement a zoning ordinance
9 amendment for hotels, as 2 of the 7 parcels are hotels/motels.

10
11 Mr. Wolff stated staff is proposing changing the rules to allow for more broad uses and not
12 specify hotel zoning only for those particular sites. What is being proposed here is to
13 clearly have zoning which would allow hotel uses as a permitted use.

14
15 Councilmember Andrews asked if hotel zoning could apply to all parcels in the study area
16 to varying degrees. Mr. Wolff stated what is being recommended is a district where hotels
17 are allowed and are zoned appropriately.

18
19 Vice Mayor Furst asked if what Councilmember Andrews was getting at could be
20 accomplished through a change in conditional use and not through zoning. She thought
21 Councilmember Andrews was trying to codify the FAR that is allowed for hotels and motels,
22 and maybe that is not done through zoning but through another planning mechanism such
23 as a CUP.

24
25 Councilmember Andrews asked that within the study area, the definition of mixed use be a
26 variety of existing zonings, such as C-1, C-2 and C-3 so the Town is doing spot zoning in the
27 area, and two additional zones would be a zone for hotels/motels and another one would
28 be mixed use for housing with commercial.

29
30 Mr. Wolff said the idea here is to create a list of uses that should be allowed in this corridor,
31 for example, ranging from bakeries to hotels. These are all things that are permitted or
32 some conditionally permitted. When proposing a new development, they should all be
33 governed with the new rules associated with the FAR and the intensity/density
34 requirements, setbacks, and development standards proposed. He thinks they are
35 recommending zoning for hotels here in this area as one of the permitted uses, and in fact,
36 those uses would be conforming to the recommendations.

37
38 Councilmember Andrews said his idea is to take a parcel and if it is a hotel, to zone it as a
39 hotel parcel, so within the study area there is a mosaic of different zonings to reflect the
40 best use for a particular parcel.

41
42 Councilmember Condon referred to the hotel/motel parcels and said the Town is very
43 strongly dependent upon the TOT from hotels/motels She asked if the current Best

1 Western and Marin Suites could be limited to just hotel/motel use and also asked what is
2 considered as light industrial uses.

3
4 Mr. Wolff responded that light industrial uses could be such things as woodworking uses or
5 certain types of warehouses.

6
7 Councilmember Condon asked not to be able to implement warehouse uses across the
8 street from what is residential. She noted the variety of uses by the DMV, the Marin Suites
9 and Century Theater. Such a use would invite large truck traffic, affect traffic circulation
10 and negatively impact residential areas. She asked if staff could consider eliminating light
11 industrial use.

12
13 Mr. Wolff said warehouses are currently allowed in C-4 districts; the commercial service
14 area. He said staff can definitely eliminate light industrial or warehouse uses. Regarding
15 restricting the zoning to the hotel/motel use, Mr. Wolff said he did not see anything
16 preventing a zoning ordinance amendment recommending that sites should be zoned for
17 hotel only. He does think the narrower the zoning the more limitations are placed on what
18 can happen on any given site. There are concerns about potential unintended
19 consequences, but potentially this would limit the uses that can go on a particular site.

20
21 Mayor Bailey opened the public comment period.

22
23 DAVID KUNHARDT, Hill Path, said he thinks the effort has been terrific in eliciting
24 comments on what works for nearby neighbors and what constitutes what is called "local
25 serving and community serving" but asked that car-oriented uses be eliminated. He noted
26 that the area was downzoned over 20 years ago to .34 FAR and there are a number of
27 mistakes in that which are both legal, organizational and design related. Two properties
28 conform to the .34 FAR which are the movie theater and the DMV. He asked if this is the
29 design the Town was going for its future.

30
31 Mr. Kunhardt also disagreed with the idea that the Town should separate the conditions
32 and design for commercial and for housing. He would go to point 5 today which will make
33 more of the properties in this zone legal. He referred to page 29 or what is also called 35, 5
34 of the properties are developed at .34 FAR or above, and the whole corridor is developed at
35 .39 FAR. He asked that the town not continue the illegality of the FAR because it will take
36 much more time to resolve. Lastly, if the Town is serious about developing senior or
37 affordable housing, 15 units to the acre will not work. The Town already has an affordable
38 housing project at 30 units to the acre here. The two senior properties in Marin that are
39 most successful are at 28 units to the acre (The Redwoods) and 60 units to the acre (Tamal
40 Vista Ridge Apartments.)

41
42 ROBBIE PAULSON, Mohawk, said recently he learned that someone who was the only
43 homeowner left who grew up on the block sold his house, which he said is a cycle. No one

1 on their block was born there except him and his brother and some of the children and he
2 hopes the Town thinks about increasing the FAR for the residential use because it is
3 important. If the Town does not move with the times, it causes unnecessary suffering and it
4 takes a lot out of their community.

5
6 JANE LEVINSOHN, Tamal Vista, said she is very concerned as to what the Town will turn
7 Tamal Vista into, stating the Tamal Ridge Apartment project will not be able to rent units
8 until after January 2017. No one knows what traffic will result from that project, said the
9 development reminds her of a container ship that has gone ashore, and questioned what
10 would happen with the motel property which extends down into Tamal Vista. She asked
11 the Council to know details about what will happen with all 7 parcels, said she would like to
12 see more residential on the west side of Tamal Vista, but cannot imagine anything that
13 creates more traffic on Tamal Vista.

14
15 BARBARA GARCIA, Walnut Avenue, said some recommendations in the report are very
16 thoughtful such as the long list of uses for C-3 zoning; however, she voiced concerns
17 regarding density going from 15.1 to 25 dwelling units per acre and up to 31 dwelling units
18 per gross acres and meeting State requirements for density bonuses. She likes the idea of
19 smaller retail businesses along the Tamal Vista Corridor and ones that do not produce a lot
20 of traffic. Another concern is reducing parking requirements if a development is within ¼
21 mile of a transit stop and she thinks people will still drive their cars

22
23 Vice Mayor Furst requested that Mr. Wolff comment on the reduced parking requirements
24 when development is within ¼ mile of a transit stop.

25
26 BECKY REED, Council Crest, referred to the two hotels and possibly designating them to be
27 hotels, she asked how the Town could retroactively designate the zoning if one is sold and
28 said she did not know how this could be done.

29
30 PETER CHASE, Chair of the Planning Commission, said the Commission spent a lot of time
31 reviewing the report and said the issue of the FAR was important to them, as well as traffic
32 studies. Getting beyond the current .34 FAR and assigning a .50 density would be
33 irresponsible without a proper traffic study in place, and it is Corte Madera's and
34 Larkspur's responsibilities to help resolve congestion. He hoped for funding for a bicycle
35 and pedestrian walkway and that it be overlaid on the corridor so when anything
36 transpires, a plan is in place for anything along the corridor. He strongly supports the work
37 that has been done on the study and as a blanket C-3 zone, new uses are covered and there
38 is enough information to write the ordinances carefully and know the intent of the
39 Commission and the Council.

40
41 Councilmember Andrews asked Mr. Chase if the Commission was looking at the area having
42 a little bit of housing or housing with commercial.

43

1 Mr. Chase said community input revealed that bottom floors ought to be commercial and
2 possibly up to the street or a bit back from the street, with some incentivized housing on
3 top if possible. He thinks if someone brought that before the Town, a mixed use could work
4 and it could be incentivized. Also, that if not used for housing, it could be office space or
5 something similar.

6
7 JACK JACKOWSKI, Managing Partner of the Marketplace Shopping Center, thanked Mr.
8 Wolff and others for examining the C-3 usage and making modifications. They have owned
9 the center for 12 years and have been working 5 years with the Town to modify the zoning
10 on the site because so much of the C-3 use has automotive or boat components which do
11 not fit with the Marketplace has had and currently has. They are very much in favor of the
12 work done to date in trying to get Book Passage out of its legal non-conforming status and
13 get some of the other uses that are neighborhood serving within the C-1 and C-2 zoning
14 which is where they should be, and he hoped that the Town will continue to work on this.

15
16 JIMMY TURNER, Store Designer for Scandinavian Designs, owner who purchased the
17 Century Cinema site, said they recently purchased the property at the end of last year
18 because the cinema could not operate profitably. They are currently operating as their
19 tenant on the site and he has reviewed the draft plan which he thinks is flexible. They have
20 no plans at this time, but want to relocate their downtown San Rafael furniture store to the
21 site which will most likely be positioned against Highway 101 and stepping down with
22 more public space and community-serving smaller tenants close to Tamal Vista Boulevard.
23 He supported the draft plan and noted that since they took over the site it was in their deed
24 that they are restricted from operating a cinema or theater on the site. Based on the size of
25 their furniture store, it should allow them to rent to two or three small tenants and he
26 hoped to further work with the Town as to those businesses.

27
28 Mayor Bailey asked if Mr. Turner considered simultaneously having both the Scandinavian
29 Design and continuing any entertainment or movie venue. Mr. Turner said they have
30 considered entertainment but are not allowed to operate a theater per the deed put on it by
31 Century Cinema.

32
33 Mayor Bailey announced that the Town's rules allow for the Town Council meetings to end
34 at 11:00 p.m.; however, the meeting can be extended by motion for another one-half hour.

35
36 Mr. Wolff said in answering questions of speakers, he had the following comments:

- 37
38
- 39 • Regarding the density bonus question, the maximum density would be 15.1 units
40 per acre. If one provides a certain number of units that are affordable depending on
41 income levels and benchmarks, the State legislature approved allowing this to
42 developers who would qualify automatically for a density bonus which can range
43 from 20% to 35%.
 - 44 • Regarding parking, generally there are provisions that allow for the reduction of
parking when housing is located in proximity to public transit. He did not believe

1 this was a requirement, but for instance if a second unit is within ¼ mile of a transit
2 stop, the Planning Director may not require a parking space for that second unit.
3 This could be changed or modified in this zoning district.

- 4 • Regarding designating hotels, staff is going through a lengthy process based on
5 existing conditions and the Town's ability to designate sites as hotel sites. This is not
6 to say there might not be challenge to this, but there is a case one could make that it
7 is appropriate, and the Town would need to create a zoning district that only allows
8 for hotels/motels. Staff is not recommending this approach, but he recognized this is
9 part of the discussion.

10
11 Vice Mayor Furst asked the Town Attorney if the Town could designate the existing hotel
12 sites could be designated as hotel only zoning, precluding other uses of those properties
13 and legalities.

14
15 Town Attorney Riddle said if the Town is choosing particular parcels and saying for
16 instance two parcels are going to be zoned in a different way as opposed to a larger area, he
17 thinks the Town would want to review this in terms of whether that might constitute spot
18 zoning which could create problems.

19
20 Vice Mayor Furst relayed the following comments:

- 21
22 • Signage was not addressed in the report at all for the Tamal Vista side and the
23 freeway side, including the internally illuminated signage, and she thinks this would
24 be useful to consider in a future draft.
- 25 • It is important to have a rear setback on the freeway side which is in the report to
26 prevent massing up against the freeway. However, there has been talk about setting
27 aside a space for a potential future multi-use path. The benefit on that side is that
28 they are not directing all bicyclists in front of driveways. She suggested considering
29 identifying the amount the Town might need for a multi-use path.
- 30 • She would want to ensure that the 20 foot front setback for pedestrians and
31 pathways is sufficient to allow what the Town is envisioning, along with a green
32 space buffer. There has been some talk about what exactly the Town would want,
33 but now is the time to ensure it is enough space for bicyclists in both directions, as
34 well as a walkway for pedestrians and that they are separated by a small planting
35 area or other means.
- 36 • She appreciated including consideration of a .5 FAR for projects with desirable
37 community benefits, and she thought about senior housing.
- 38 • She recognizes the Planning Commission was concerned about traffic, and she said
39 there are several grant proposals the Town is working on. The last one listed in the
40 report referred to a David Parisi study of traffic along Tamal Vista. The report shows
41 that single occupancy vehicles during the a.m. and p.m. peak hours constitutes about
42 70% of all vehicles. The Town needs to apply multiple solutions to reduce traffic in
43 small increments with the goal of getting it back to free flowing.

- 1 • Encourage carpooling and ensure bike paths and walkways are used by students.
- 2 • The report was easy to read and she thanked staff for conducting all public outreach.

3
4 Mayor Bailey agreed with Vice Mayor Furst's comments, and confirmed with Mr. Wolff that
5 the recommendation would be direction to staff to proceed with preparing ordinance
6 amendments based on comments heard, as well as implement revisions and/or suggestions
7 heard this evening.

8
9 **EXTEND MEETING**

10
11 MOTION: Moved by Furst, seconded by Condon, and approved unanimously by the
12 following vote: 4-0-1 (Ayes: Andrews, Condon, Furst and Bailey; Noes:
13 Lappert)

14
15 To extend the meeting for one-half hour to 11:30 p.m.

16
17 7.VI Consideration and Possible Action to Approve Agreement for Shared Fire
18 Services
19 (Report from Todd Cusimano, Chief of Police)

20
21 Chief of Police Todd Cusimano said he and Fire Chief Shurtz are present to answer any
22 questions, stating the item is a follow-up from the last joint Council meeting with the City of
23 Larkspur. He pointed out on page 2 at the top under Fiscal Impact, it speaks to Vice Mayor
24 Furst's concerns and direction which is to ensure they manage and pay attention to how
25 they spend and share monies to ensure it is equal on both sides. They have met with the
26 managers and Chief Shurtz and they recommend managing reimbursement of overtime on
27 a payroll basis. Also, on a monthly basis, they will evaluate the sharing of all costs.

28
29 They also recommend that one page 3, next steps of the Ad-Hoc Committee, that many
30 items are concerns and expectations that were made clear from the last meeting and they
31 will work towards these. On a monthly basis they recommend coming back to the Council
32 and provide an update on work as well as ensuring the sharing of costs are equal. If they
33 become unbalanced at a 5% or more increment, staff will work towards a solution and
34 report back.

35
36 Mayor Bailey opened the public comment period, and there were no speakers.

37
38 Councilmember Condon referred to number 13 on page 4, and said Chief Shurtz reports to
39 the Larkspur City Manager and not to the Corte Madera Town Manager. She wanted to be
40 sure this does not continue if there is consolidation.

41
42 Councilmember Condon also said she felt that doing a formal consolidation by December
43 31, 2016 may be premature, as she has not seen any fiscal benefits to the Town. Lastly, on

1 number 14; "Shared Services of Battalion Chief and Fire Marshal", she asked that Marshal
2 be spelled with one "L".
3

4 Chief Cusimano said he works closely with the Police Council Attorney, and he said the way
5 the consolidation is set up is that he works closer with Fire Chief Shurtz than anyone in
6 both cities and towns. In choosing the December date in Section 18 on page 6; "Evaluation
7 of formal consolidation of fire services" they will not be able to consolidate in December
8 2016, but chose this date because they felt it was enough time to merge operations,
9 evaluate the sharing of costs and service delivery and provide feedback and update to the
10 Councils as to whether they believe a consolidation works or not.
11

12 Councilmember Andrews questioned the status of LAFCO's evaluation of the merger. Chief
13 Cusimano stated they are attempting to meet with LAFCO and they will share the fiscal
14 analysis with them to determine if it meets their criteria versus hiring an expensive outside
15 consultant to conduct the same analysis. If not, they will evaluate appealing the decision
16 and next steps with LAFCO.
17

18 Councilmember Condon noted that LAFCO worked with the consolidation of Sausalito and
19 Southern Marin Fire. Chief Cusimano recognized City Manager Schwartz for providing his
20 expertise with LAFCO.
21

22 Chief Shurtz noted that the LAFCO Executive Officers reached out to Fire Chiefs and has
23 asked for input from the Marin County Fire Chief's Association as they try to develop and
24 implement the new law. They are open to taking suggestions in streamlining the process,
25 and fortunately the Chiefs are behind what Corte Madera and Larkspur are proposing.
26

27 MOTION: Moved by Furst, seconded by Condon, and approved unanimously by the
28 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
29 None)
30

31 To Authorize the Town Manager to Execute an Agreement between the Town
32 of Corte Madera and the City of Larkspur for Shared Fire Services
33

34 7.VII Consideration and Possible Action to Adopt Resolution 28/2016 Amending
35 Resolution 05/2015 Parks and Recreation Fee Schedule to Reduce Fee for
36 Filming Permit
37 (Report from Mario Fiorentini, Director of Recreation and Leisure Services)
38

39 Director of Recreation and Leisure Services Mario Fiorentini stated staff has received
40 renewed interest in filming permits. Some have been executed and some have not. The
41 consensus has been from those who have not pursued it was that fees required for filming
42 in Corte Madera are too high.
43

1 Staff researched filming fees throughout the county and is proposing lowering the fees on a
2 scaled version to fall in line with other cities. In terms of impacts to traffic, he thinks it is
3 practical because there are many areas where small camera crews have interest with the
4 park and higher productions where they are using homes with more vehicles and traffic.
5 The revision allows staff to be flexible with the size of the production.

6
7 Currently the fee is \$2,000 per day which does not include charges to the police
8 department for traffic control or public works or other departments. Staff would include
9 those fees as needed, but the filming permit fee itself would be based on a scaled model of:

- 10
11 • 1-3 people on crew = \$150 per day
12 • 4-6 people on crew = \$200 per day
13 • 7-9 people on crew = \$300 per day
14 • 10+ people on crew = \$700 per day

15
16 Mayor Bailey opened the public comment period, and there were no speakers.

17
18 Vice Mayor Furst made a motion and encouraged staff to approach filming companies and
19 let them know the Town's fees have been lowered.

20
21 MOTION: Moved by Furst, seconded by Condon, and approved unanimously by the
22 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
23 None)

24
25 To Adopt Resolution 28/2016 Amending Resolution 05/2015 Parks and
26 Recreation Fee Schedule to Reduce Fee for Filming Permit

27
28 7.VIII Consideration and Possible Action to Allocate Centennial Funds in the
29 Amount of \$16,000 for Art Weekend in Corte Madera
30 (Report from Mario Fiorentini, Director of Recreation and Leisure Services)

31
32 Director of Recreation and Leisure Services Mario Fiorentini stated in last year's CIP budget
33 there was \$110,000 earmarked for Centennial activities for this current fiscal year. Staff
34 moved \$5,000 to last year's budget and the intention and direction from the Town Council
35 is to approach and vet the expenditures of those funds to the Council.

36
37 What is being proposed for the month of October is a cultural art event where outreach
38 would be given to local artists in the Bay Area to bring their artwork to display for the
39 weekend. They would involve as many local artists as well which is in the spirit of
40 celebrating the 100th birthday of Corte Madera. Staff has worked with a group of artists out
41 of Berkeley to curate the event who would be providing professional services and art
42 contacts, organizing the various artists and putting together the shows for that weekend.

43

1 The venue would also be an opportunity for artists to sell their work and staff has met with
2 SPARK to allow the Town to be able to donate a percentage of proceeds of those sales to
3 SPARK to encourage their missions of art, music and technology in local schools. The
4 proposed estimated budget of \$16,000 would come from those funds that are earmarked
5 and the Town would be looking at holding the event the second weekend in October 2016.
6

7 Vice Mayor Furst said considering a couple of neighborhoods do not attend the Larkspur-
8 Corte Madera schools and would not benefit to the contribution to SPARK, she asked if
9 contributions could be made to another organization or making a token portion of it to the
10 Reed Union School District schools and asking those families to participate in Town-related
11 events.
12

13 Mr. Fiorentini said one thought was to talk with the Corte Madera Community Foundation
14 and see if they could use it as a project to branch out; however, they have not reached out
15 the Reed Union School District but could do this.
16

17 Mayor Bailey opened the public comment period, and there were no speakers.
18

19 Mayor Bailey asked and confirmed that weather conditions will be taken into account by
20 Parks and Recreation staff.
21

22 Vice Mayor Furst asked and confirmed that curator professional services cost \$4,500 which
23 is divided amongst three artists.
24

25 Councilmember Condon asked about the group putting on the event, and Mr. Fiorentini
26 said they are familiar with the artist contacts, applications, open call, advertising venues,
27 installation of shows, and the type of language which would encourage the types of artists
28 participating in the events. The Centennial Committee would also be involved in choosing
29 the different pieces of work.
30

31 Vice Mayor Furst asked and confirmed that the Centennial Committee met on the proposal,
32 supported it as an official activity and asked that it not held on the Octoberfest event.
33

34 Vice Mayor Furst said her concern is that the Town does not have the population that
35 would support weekend art program like this. However, she does love the idea and made a
36 motion.
37

38 MOTION: Moved by Furst, seconded by Condon, and approved unanimously by the
39 following vote: 5-0 (Ayes: Andrews, Condon, Furst, Lappert and Bailey; Noes:
40 None)
41

42 To Allocate Centennial Funds in the Amount of \$16,000 for Art Weekend in
43 Corte Madera

1
2 5.V Adopt Resolution No. 27/2016 Endorsing the Twin Cities Girls Softball
3 League and Allowing Temporary Signs in the Public Right-of-Way from
4 October 12, 2016 to November 25, 2016 Advertising Registration for the
5 League and Determining that the Project is Exempt from the California
6 Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines 15061(B)(3)
7 (Report from Doug Bush, Associate Planner)
8

9 5.VI Approve Warrants and Payroll for the Period 06/15/16 through 6/28/16:
10 Warrant Check Numbers 213865 through 213940, Payroll Check Numbers
11 5229 through 5243, Payroll Direct Deposit Numbers 29711 through 29846,
12 Payroll Wire Transfer Numbers 2022 through 2029, and Wire Transfer of
13 6/27/16.
14 (Report from George T. Warman, Jr., Director of Administrative
15 Services/Town Treasurer)
16

17 5.VII Approve Warrants and Payroll for the Period 6/29/16 through 7/12/16:
18 Warrant Check Numbers 213941 through 214057, Payroll Check Numbers
19 5244 through 5251, Payroll Direct Deposit Numbers 29851 through 29945,
20 Payroll Wire Transfer Numbers 2030 through 2033, and Wire Transfers of
21 7/07/16 (3 total), 7/29/16 and 8/01/16
22 (Report from George T. Warman, Jr., Director of Administrative
23 Services/Town Treasurer)
24

25 MOTION: Moved by Furst, 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.V, 5.VI and
30 5.VII
31

32 8. ADJOURNMENT

33

34 The meeting was adjourned at 11:34 p.m. to the next regular Town Council meeting on
35 August 2, 2016 at Town Hall Council Chambers.