



AGENDA

CORTE MADERA TOWN COUNCIL
AND SANITARY DISTRICT NO. 2 BOARD
TOWN HALL COUNCIL CHAMBERS
300 TAMALPAIS DRIVE
TUESDAY, AUGUST 16, 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. PRESENTATION: None
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. Adopt Resolution 29/2016 Of The Town Council Of The Town Of Corte Madera Awarding A Public Works Contract, Authorizing Expenditures, Requesting A Carryover Of \$471,000 Of Unspent Funds From FY 2015-2016 To FY 2016-2017, And Requesting A Supplemental Appropriation Of \$220,000 For Construction Of Project #15-005, "2015-2016 Pavement Rehabilitation Project"
(Report from Kelly Crowe, Associate Civil Engineer)

Documents:

[5.II AWARD OF CONTRACT PAVEMENT REHAB PROJECT.PDF](#)

- 5.III. Approve Amendments To The Planning Commission Rules And Procedures
(Report from Adam Wolff, Director of Planning and Building)

Documents:

[5.III AMENDMENTS TO PLANNING COMMISSION RULES PROCEDURES.PDF](#)

- 5.IV. Receive And File Investment Transactions Monthly Report For June, 2016
(Report from George T. Warman, Jr., Director of Administrative Services/Town Treasurer)

Documents:

[5.IV INVESTMENT TRANSACTIONS REPORT JUNE 2016.PDF](#)

- 5.V. Approve Warrants And Payroll For The Period 7/29/16 Through 8/10/16:
Warrant Check Numbers 214196 through 214305 Payroll Check Numbers 5267 through 5274, Payroll Direct Deposit Numbers 30082 through 30167, and Payroll Wire Transfer Numbers 2042 through 2045

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

Documents:

[5.V PAYROLL AND DEMANDS 7.29.16 TO 8.10.16.PDF](#)

6. PUBLIC HEARINGS: None

7. BUSINESS ITEMS

- 7.I. 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/Assistant to the Town Manager)

Documents:

[7.I DISCUSSION MOVING ELECTION DATE.PDF](#)

7.II. Review Of Draft September 6, 2016 Town Council Agenda

Documents:

[7.II REVIEW OF 9.06.16 DRAFT AGENDA.PDF](#)

7.III. Approval Of Minutes Of The August 2, 2016 Town Council Meeting

Documents:

[7.III 8.02.16 DRAFT CORTE MADERA COUNCIL MINUTES.PDF](#)

8. ADJOURNMENT

TOWN COUNCIL STAFF REPORTS ARE USUALLY AVAILABLE BY 5:00 P.M., FRIDAY PRIOR TO THE COUNCIL MEETING, AND MAY BE OBTAINED AT THE CORTE MADERA TOWN HALL, OR BY CALLING 927-5050. AGENDA ITEMS ARE AVAILABLE FOR REVIEW AT CORTE MADERA LIBRARY, FIRE STATION 13 (5600 PARADISE DRIVE) AND THE TOWN HALL. IF YOU CHALLENGE THE ACTION OF THE TOWN COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING DESCRIBED IN THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE TOWN CLERK, AT OR PRIOR TO THE PUBLIC HEARING.

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

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

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

THIS MATERIAL HAS BEEN REVIEWED BY:


TOWN MANAGER

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: August 10, 2016
MEETING DATE: August 16, 2016

TO: TOWN MANAGER, MAYOR AND MEMBERS OF THE TOWN COUNCIL
FROM: KELLY CROWE, ASSOCIATE ENGINEER
SUBJECT: ADOPTION OF A RESOLUTION No. 29/2016 OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA AWARDING A PUBLIC WORKS CONTRACT, AUTHORIZING EXPENDITURES, REQUESTING A CARRYOVER OF \$471,000 OF UNSPENT FUNDS FROM FY 2015-2016 TO FY 2016-2017, AND REQUESTING A SUPPLEMENTAL APPROPRIATION OF \$220,000 FOR CONSTRUCTION OF PROJECT #15-005, "2015-2016 PAVEMENT REHABILITATION PROJECT"

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PURPOSE:

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

STAFF RECOMMENDATION:

Staff recommends that the Town Council adopt Resolution No. 29/2016 in Attachment #3, "Resolution of the Town Council of the Town of Corte Madera Awarding a Public Works Contract, Authorizing Expenditures, Requesting a Carryover of \$471,000 of Unspent funds from FY 2015-2016 to FY 2016-2017, and Requesting a Supplemental Appropriation of \$220,000 for Construction of Project #15-005,"2015-2016 Pavement Rehabilitation Project"

OPTIONS:

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

TOWN MANAGER'S RECOMMENDATION:

Support staff's recommendation.

GOVERNING POLICIES:

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

ENVIRONMENTAL IMPACT:

Pursuant to Section 15301 of the California Environmental Quality Act, this project is categorically exempt from the provisions of that Act.

FISCAL IMPACT:

Estimated Expenditures:

Project Design, Project Administration, Contract Administration, and Construction Management Services	195,860
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Construction

<i>Base Bid</i>	602,702
<i>Add Alternate #1 (Fifer/Lucky)</i>	83,618
<i>Add Alternate #2 (Redwood Avenue)</i>	217,820

Construction Total	904,140
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Contingency (10%)	100,000
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Total Estimated Expenditures	\$1,200,000
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Budgeted Funds:

FY 2015-2016

114-001 (Project 15-005)	110,000
Actual Spent	<74,000>
188-001 (Project 15-005)	435,000

FY 2016-2017

109-002 (Project 16-005)	60,000
114-002 (Project 16-005)	110,000
114-002 Additional (Measure A and Measure B)	92,000
188-002 (project 16-005)	265,000
188-002 Additional Appropriation	128,000

Total Budget (FY 2016-2017)	1,126,000
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RECOMMENDED BUDGET ADJUSTMENT ACTIONS:

- 1. Carryover 471,000 of unspent monies for the overlay project in the FY 2015-2016 Budget to the FY 2016-2017 Budget for the overlay project
- 2. Additional Appropriations to FY 2016-2017 Budget for the overlay project
 - TAM (Measures A & B) 92,000
 - Street Impact Fees 128,000

BACKGROUND:

The project proposes to grind and overlay a portion of the streets that are identified as in poor condition per the latest P-TAP 15 Pavement Management Program report, dated January 20, 2015. The curb, gutter and sidewalk along Fifer Avenue from the intersection of Tamal Vista Boulevard to Lucky Drive are proposed to be replaced in addition to the curb, gutter and sidewalk easterly along Lucky Drive from the intersection of Fifer Avenue to the Town limits.

Pavement rehabilitation is proposed for the following streets:

- 1) Redwood Avenue from Summit Drive to Merry Lane,
- 2) Stetson Avenue from Buida Court to Chapman Drive
- 3) Chapman Drive from the intersection of Lower Chapman and Stetson Avenue to the intersection of Corte Madera Avenue
- 4) The westbound lane of Fifer Avenue from Lucky Drive to Tamal Vista Boulevard
- 5) The northbound lane of Lucky Drive from Fifer Drive to 140 feet northeast of Fifer Avenue.

The Town received 3 bids for this project on August 3, 2016. The awarding bid was based on the base bid. The lowest responsible bid was from Maggiora & Ghilotti for a base bid of \$602,702. In addition, the Fifer/Lucky and Redwood Avenue improvements were bid as add alternates and will be constructed with the project. The total construction contract with Maggiora & Ghilotti is \$904,140.

For more details on the bid results, please review the bid analysis provided by the design engineer, Coastland (ATTACHMENT II).

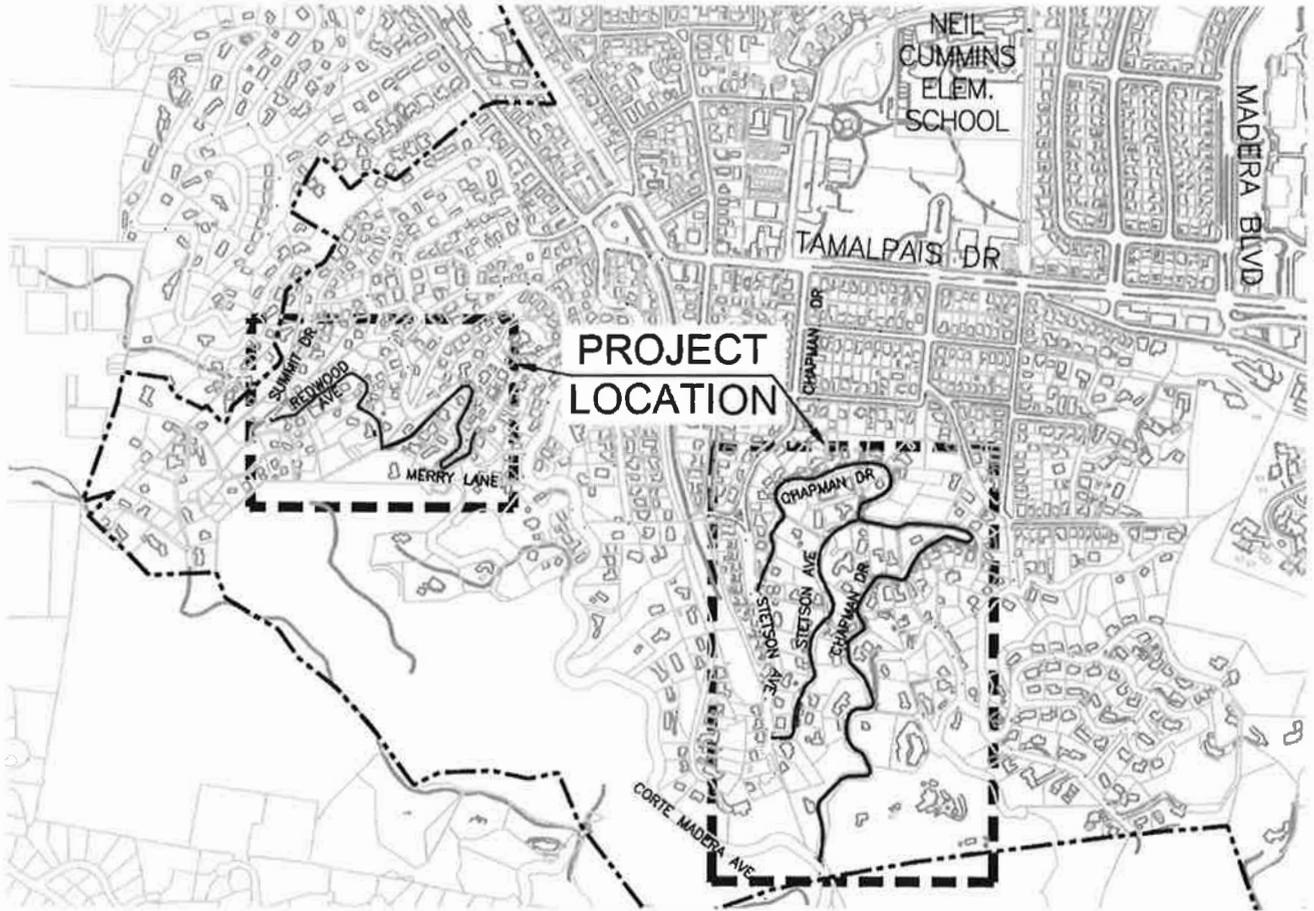
Project #16-005 2016-2017 Pavement Rehabilitation Project was planned to construct asphalt overlay for Paradise Drive from San Clemente to Seawolf Passage. The \$435,000 funds budgeted for the improvements will now be used for Project #15-005 2015-2016 Pavement Rehabilitation Project. The pavement improvements on Paradise Drive will be deferred until FY 2017-2018. Town staff recommends approving the adjustments to the FY 2016-16 and FY 2016-17 budgets as noted above.

ATTACHMENTS:

- I. Location Maps
- II. Bid Analysis
- III. Draft Resolution

ATTACHMENT 1

LOCATION MAP



LOCATION MAP

ATTACHMENT 2

BID ANALYSIS

TOWN OF CORTE MADERA
2015-2016 Pavement Rehabilitation Project
Project No. 15-005
Date: 8/3/2016
BID SUMMARY - Bid Schedule

BASE BID		Engineer's Estimate		Ghilotti Construction		Maggiore Ghilotti		Ghilotti Bros.			
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$33,000.00	\$33,000.00	\$50,000.00	\$50,000.00	\$60,000.00	\$60,000.00	\$51,000.00	\$51,000.00
2	Traffic Control System	LS	1	\$12,000.00	\$12,000.00	\$110,000.00	\$110,000.00	\$1,500.00	\$1,500.00	\$95,000.00	\$95,000.00
3	Adjust Manhole Frame and Cover to Grade	Each	21	\$900.00	\$18,900.00	\$1,200.00	\$25,200.00	\$600.00	\$12,600.00	\$890.00	\$18,690.00
4	Adjust Sanitary Sewer Cleanout Frame and Cover to Grade	Each	1	\$400.00	\$400.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$775.00	\$775.00
5	Adjust Water Valve Frame and Cover to Grade	Each	25	\$300.00	\$7,500.00	\$100.00	\$2,500.00	\$160.00	\$4,000.00	\$90.00	\$2,250.00
6	Adjust Water Blow-off Frame and Cover to Grade	Each	1	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$950.00	\$950.00
7	Adjust Gas Valve Frame and Cover to Grade	Each	1	\$400.00	\$400.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$880.00	\$880.00
8	Cold Plane Asphalt Concrete (0.17 depth)	SY	2414	\$10.00	\$24,140.00	\$13.00	\$31,382.00	\$21.00	\$50,694.00	\$29.00	\$70,006.00
9	Cold Plane Asphalt Concrete (0.25 depth)	SY	10263	\$20.00	\$205,260.00	\$13.00	\$133,419.00	\$7.00	\$71,841.00	\$17.00	\$174,471.00
10	Paving Reinforcement Fabric, Glass Grd	SY	2840	\$6.00	\$17,040.00	\$12.00	\$34,080.00	\$10.00	\$28,400.00	\$11.00	\$31,240.00
11	Asphalt Concrete	Tons	2025	\$160.00	\$324,000.00	\$150.00	\$303,750.00	\$155.00	\$313,875.00	\$250.00	\$506,250.00
12	Asphalt Concrete Dike	LF	63	\$15.00	\$1,245.00	\$25.00	\$2,075.00	\$55.00	\$4,565.00	\$75.00	\$6,225.00
13	Slurry Seal	SY	601	\$4.50	\$2,704.50	\$20.00	\$12,020.00	\$36.00	\$21,636.00	\$30.00	\$18,030.00
14	Keystone Wall	SF	384	\$80.00	\$30,720.00	\$75.00	\$28,800.00	\$65.00	\$24,960.00	\$108.00	\$41,472.00
15	Header Board	LF	89	\$25.00	\$2,225.00	\$10.00	\$890.00	\$14.00	\$1,246.00	\$28.00	\$2,492.00
16	Blue 2-Way Pavement Markers	Each	11	\$40.00	\$440.00	\$25.00	\$275.00	\$35.00	\$385.00	\$25.00	\$275.00
17	Clearing and Grubbing	LS	1	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
				\$695,574.50		\$757,391.00		\$602,702.00		\$1,030,006.00	
ADD ALTERNATE #1											
1	Mobilization	LS	1	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$12,000.00	\$12,000.00	\$17,000.00	\$17,000.00
2	Traffic Control System	LS	1	\$15,000.00	\$15,000.00	\$33,000.00	\$33,000.00	\$1,500.00	\$1,500.00	\$56,450.00	\$56,450.00
3	Adjust Utility Box to Grade	Each	4	\$900.00	\$3,600.00	\$500.00	\$2,000.00	\$400.00	\$1,600.00	\$555.00	\$2,220.00
4	Cold Plane Asphalt Concrete (0.17 depth)	SY	68	\$10.00	\$680.00	\$15.00	\$1,020.00	\$80.00	\$5,440.00	\$38.00	\$2,584.00
5	Cold Plane Asphalt Concrete (0.25 depth)	SY	197	\$30.00	\$5,910.00	\$15.00	\$2,955.00	\$30.00	\$5,910.00	\$42.00	\$8,274.00
6	Pavement Reinforcing Fabric, Petrotrac	SY	51	\$15.00	\$765.00	\$12.00	\$612.00	\$5.00	\$459.00	\$13.00	\$663.00
7	Asphalt Concrete	Tons	75	\$160.00	\$12,000.00	\$200.00	\$15,000.00	\$235.00	\$17,625.00	\$288.00	\$21,600.00
8	Minor Concrete, Curb & Gutter (24 Inch gutter)	LF	286	\$100.00	\$28,600.00	\$95.00	\$27,170.00	\$45.00	\$12,870.00	\$44.00	\$12,584.00
9	Minor Concrete Sidewalk	SF	1230	\$20.00	\$24,600.00	\$25.00	\$30,750.00	\$12.00	\$14,760.00	\$12.00	\$14,760.00
10	Minor Concrete Sidewalk Underdrain	Each	3	\$150.00	\$450.00	\$1,000.00	\$3,000.00	\$400.00	\$1,200.00	\$500.00	\$1,500.00
11	Remove & Replace Catch Basin Top	Each	1	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00	\$3,100.00	\$3,100.00
12	Drainage Inlet, 12" x 12"	Each	1	\$300.00	\$300.00	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00
13	Thermoplastic Stripe, 4 Inch White	LF	127	\$6.00	\$762.00	\$10.00	\$1,270.00	\$2.00	\$254.00	\$10.00	\$1,270.00
14	Clearing and Grubbing	LS	1	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$40,000.00	\$40,000.00
				\$105,267.00		\$150,777.00		\$83,618.00		\$185,505.00	
ADD ALTERNATE #2											
1	Mobilization	LS	1	\$13,000.00	\$13,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$24,000.00	\$24,000.00
2	Traffic Control System	LS	1	\$4,000.00	\$4,000.00	\$42,000.00	\$42,000.00	\$1,500.00	\$1,500.00	\$40,000.00	\$40,000.00
3	Adjust Manhole Frame and Cover to Grade	Each	8	\$900.00	\$7,200.00	\$1,200.00	\$9,600.00	\$600.00	\$4,800.00	\$1,200.00	\$9,600.00
4	Adjust Sanitary Sewer Cleanout Frame and Cover to Grade	Each	2	\$400.00	\$800.00	\$1,000.00	\$2,000.00	\$400.00	\$800.00	\$900.00	\$1,800.00
5	Adjust Water Valve Frame and Cover to Grade	Each	16	\$300.00	\$4,800.00	\$100.00	\$1,600.00	\$160.00	\$2,560.00	\$75.00	\$1,200.00
6	Adjust Water Meter Box to Grade	Each	1	\$300.00	\$300.00	\$400.00	\$400.00	\$200.00	\$200.00	\$800.00	\$800.00
7	Adjust Monument Frame and Cover to Grade	Each	1	\$800.00	\$800.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$775.00	\$775.00
8	Adjust Gas Valve Frame and Cover to Grade	Each	3	\$400.00	\$1,200.00	\$1,000.00	\$3,000.00	\$400.00	\$1,200.00	\$800.00	\$2,400.00
9	Cold Plane Asphalt Concrete (0.17 depth)	SY	587	\$10.00	\$5,870.00	\$15.00	\$8,805.00	\$14.00	\$8,218.00	\$30.00	\$17,610.00
10	Cold Plane Asphalt Concrete (0.25 depth)	SY	4032	\$20.00	\$80,640.00	\$15.00	\$60,480.00	\$7.00	\$28,224.00	\$15.00	\$60,480.00
11	Paving Reinforcement Fabric, Glass Grd	SY	1085	\$6.00	\$6,510.00	\$12.00	\$13,020.00	\$10.00	\$10,850.00	\$13.00	\$14,105.00
12	Asphalt Concrete	Tons	762	\$160.00	\$121,920.00	\$200.00	\$152,400.00	\$140.00	\$106,680.00	\$245.00	\$186,690.00
13	Asphalt Concrete Dike	LF	75	\$15.00	\$1,125.00	\$25.00	\$1,875.00	\$25.00	\$1,875.00	\$80.00	\$6,000.00
14	Slurry Seal	SY	3452	\$4.50	\$15,534.00	\$4.00	\$13,808.00	\$8.50	\$29,342.00	\$2.50	\$8,630.00
15	Remove and Replace 8" Storm Drain	LF	30	\$100.00	\$3,000.00	\$150.00	\$4,500.00	\$65.00	\$1,950.00	\$220.00	\$6,600.00
16	Drain Inlet, 24" X 24" with concrete apron	LS	1	\$3,000.00	\$3,000.00	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00	\$3,950.00	\$3,950.00
17	Painted Pavement Marking, 4 Inch Parking Stripe	LF	372	\$6.00	\$2,232.00	\$4.00	\$1,488.00	\$3.00	\$1,116.00	\$4.00	\$1,488.00
18	Blue 2-Way Pavement Markers	Each	8	\$40.00	\$320.00	\$25.00	\$200.00	\$5.00	\$40.00	\$25.00	\$200.00
19	Type AY Yellow Non-Reflective Markers	Each	13	\$40.00	\$520.00	\$10.00	\$130.00	\$5.00	\$65.00	\$10.00	\$130.00
20	Clearing and Grubbing	LS	1	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
				\$277,771.00		\$345,806.00		\$217,820.00		\$396,458.00	

ATTACHMENT 3
DRAFT RESOLUTION

RESOLUTION NO. 29/2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA AWARDING A PUBLIC WORKS CONTRACT, AUTHORIZING EXPENDITURES, REQUESTING A CARRYOVER OF \$471,000 OF UNSPENT FUNDS FROM FY 2015-2016 TO FY 2016-2017, AND REQUESTING A SUPPLEMENTAL APPROPRIATION OF \$220,000 FOR CONSTRUCTION OF PROJECT #15-005, "2015-2016 PAVEMENT REHABILITATION PROJECT"



WHEREAS, the Town of Corte Madera has caused to be prepared plans and specifications for the construction of a public project entitled "2015-2016 Pavement Rehabilitation Project", No. 15-005 (hereinafter "Project"); and

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

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

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

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

1. The Town policy established by Resolution 2579, requiring that projects estimated to exceed twenty-five thousand dollars (\$25,000) in cost receive prior Council approval, is reaffirmed.
2. The recitals stated above are found to be true and correct and constitute the findings of the Town Council made in support of this resolution.
3. The contract for the construction of the Project is awarded to Maggiora & Ghilotti Inc. for the base bid price of \$602,702.
4. The town also elects to contract Maggiora & Ghilotti, Inc. for the construction of the additive alternate work in the amount of \$301,438, bringing the total contract cost to \$904,140.

5. The Town of Corte Madera is authorized to expend the sums necessary to complete said contract, in accordance with the provisions of said contract and to draw said sums, carryover \$471,000 of unspent funds from the FY 2015-2016 to FY 2016-2017 project budget, and appropriate an additional \$220,000 for construction of the project.

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



I, the undersigned, hereby certify that the foregoing is a full, true and complete copy of a resolution duly passed and adopted by the Town Council of the Town of Corte Madera at a meeting thereof held on the 16th day of August, 2016, by the following vote:

Ayes, and in favor thereof, Council Members:

Noes, Council Members:

Abstain, Council Members:

Absent, Council Members:

Dated: August 16, 2016

ATTEST: Rebecca Vaughn, Town Clerk

Approved: Sloan C. Bailey, Mayor

This material has been reviewed
by the Town Manager

DO

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

Report Date: August 11, 2016
Meeting Date: August 16, 2016

TO: TOWN MANAGER, MAYOR AND TOWN COUNCIL
FROM: ADAM WOLFF, DIRECTOR, PLANNING AND BUILDING
SUBJECT: Amendments to the Planning Commission Rules and Procedures

* * * * *

PURPOSE:

The Planning Commission has recommended amendments to the 2015 Planning Commission Rules and Procedures for Town Council review and possible approval.

RECOMMENDATION:

Staff recommends that the Town Council approve the recommended amendments.

TOWN MANAGER'S RECOMMENDATION:

Support staff's recommendation.

CEQA

The propose changes to the PCRCP is not a "project" under the California Environmental Quality Act, because the changes do not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment, as contemplated by Title 14, California Code of Regulations, Section 15378(b)(4)).

FISCAL IMPACT:

There is no fiscal impact associated with the proposed changes to the Planning Commission Rules and Procedures (PCRCP).

BACKGROUND:

California Government Code Section 65102 allows the Town Council to establish for its planning agency any rules, procedures or standards which do not conflict with state or federal laws. Chapter 5.2 Regulatory Framework of the Corte Madera General Plan discusses the role of the Town's Planning Commission and its analysis of development plans for design review, variances and other planning applications. Corte Madera Municipal Code 2.06.100 states, "Each board or commission may prescribe its own rules and regulations, for the transaction of its business, which rules and regulations, after approval by the town council shall be kept on file in the office of the town clerk and shall be available for public inspection."

The Town Council approved a comprehensive revision to the Planning Commission Rules and Procedures on March 17, 2015.

PROPOSED AMENDMENTS

At the Planning Commission's July 26, 2016 regularly scheduled meeting, the Planning Commission recommended amendments to the Planning Commission Rules and Procedures as follows:

- Amendment to Section 3.3.3 to better reflect the intent and practice of such meetings.

3.3.3 Study Session The Commission may hold a study session to review and discuss proposals, reports, exhibits, policies, and other evidence previously received and available for inspection by the public. ~~No new evidence or testimony shall be received at the study session.~~ This type of meeting may be scheduled, with proper notice, during a regular or special meeting by the Secretary to the Commission with the concurrence of the Commission Chair. (GC54954, GC54954.2, GC54956)

- Amendment to Section 4.2, adding Section 4.2.2 creating procedures for placing and item on the Planning Commission agenda consistent with existing Town Council procedures.

4.2.2 Placing an Item on the Agenda Members of the public and/or Commissioners may request to add an item to the agenda that is directly related to the business of the Commission as defined under Article 1.1 Purpose of Commission by submitting a request to the Planning Director or his/her designee. Such requests are to be submitted in writing (including appropriate supporting documents and information, if desired), at least twenty-one (21) days prior to the meeting during which the item is sought to be considered. The item may be deferred to a later date, with concurrence of the person submitting the item, if time is needed to research the issue.

- Amendment to Section 4.4, adding to the Order of Business (7.A.iii) discussion of the agenda for the next scheduled Planning Commission meeting.

7. Routine and Other Matters

A. Reports, Announcements and Requests

i. Commissioners

ii. Planning Director

iii. Tentative Agenda Items for [specified date] Planning Commission Meeting

- Amendment to Section 6.2 to include provisions for periodically updating the Rules and Procedures document.

6.2 Amendments to Referenced Statutes References to State statutes or Town ordinances shall be deemed to include any successor statute or ordinance or any amendments to successor statutes or ordinances. Periodic review shall take place to add any changes in the referenced State statutes and/or Town ordinances to this document.

The proposed changes are highlighted in the attached “red-lined” version of the entire Planning Commission Rules and Procedures (Attachment A).

OPTIONS:

1. Approve recommended amendments by motion of the Town Council;
2. Modify recommended amendments and approve by motion of the Town Council;
3. Refer the matter back to Planning Commission for further revisions based on Town Council direction.



THE TOWN OF
CORTE MADERA

MARIN COUNTY CALIFORNIA

PLANNING COMMISSION RULES AND PROCEDURES

ADOPTED MARCH 17, 2015

AMENDED AUGUST 16, 2016

~~Approved by motion at the Town Council
regular meeting held on (date)~~

TOWN OF CORTE MADERA PLANNING COMMISSION
RULES AND PROCEDURES

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ARTICLE 1 PLANNING COMMISSION

1.1 Purpose of Commission In order to make adequate provision for, and guide the future growth, development, beautification and efficient planning of the town. (CMC Sec. 2.16.010; Ord. 389.2, 1962)

1.2 Purpose of Rules and Procedures In order to address the purpose of the Commission, governing regulations shall:

1.2.1 Ensure the orderly and efficient conduct of the Commission's meetings;

1.2.2 Promote the rights of applicants and citizens to have adequate notice of matters scheduled before the Commission;

1.2.3 Provide a fair and reasonable opportunity to appear and be heard on matters before the Commission.

1.3 Additional Applicable Laws In addition to these Rules and Procedures, the Commission is governed by:

1.3.1 California State Law, specifically:

- Title 5—Local Agencies: Division 2, Chapter 9 –Meetings “The Ralph M. Brown Act” (GC54950 et seq)
- Title 7 – Planning and Land Use (GC65000 et seq)
- Title 7 – Planning and Land Use, Division 2, Chapter 1-Subdivisions “The Subdivision Map Act” (GC66410)

1.3.2 Corte Madera Municipal Code, specifically:

- Title 2 – Administration and Personnel
 - Chapter 2.06 Boards and Commissions (2.06.010 et seq)
 - Chapter 2.16 Planning Commission (2.16.010 et seq)
- Title 17 –Subdivisions (17.04.010 et seq)
- Title 18 –Zoning (18.02.010 et seq)

ARTICLE 2 PLANNING COMMISSION MEMBERS

2.1 Appointments -- Terms The Planning Commission shall consist of five members to be appointed by the mayor with the approval of the Town Council. (CMC Sec. 2.06.050; Ord. 643.1(part), 1976; Ord. 556.1 (part) 1971)

2.1.1 Members shall serve a term of two years and until their respective successors are appointed.

- All members shall be eligible for reappointment.
- Terms of commission members shall be on a staggered basis, with the majority of terms expiring on even numbered years and the minority of terms expiring on odd numbered years.

- Members shall be subject to removal by motion of the Council adopted by at least four affirmative votes.

2.2 Duties of Commission Members It is the duty of each Commissioner to prepare for, attend and cast votes at meetings unless excused or required to abstain.

2.2.1 Attendance is required at all Commission meetings and the assigned coverage of the Town Council meetings in addition to any special public hearings or workshops.¹

- A Commissioner, knowing of his/her absence prior to issuance of the agenda on the Friday of the scheduled Tuesday meeting, shall provide notice to the Planning Director or Chair so that attendance and quorum can be established prior to the meeting;
- A Commissioner's unexpected absence, due to unusual or unforeseen circumstances, requires the commissioner to notify the Planning Director or Chair the day of the meeting;
- Absences of Commissioners shall be recorded in the meeting minutes, and
 - More than two absences by a Commissioner annually may initiate a review of the Commissioner's attendance record by the Commission or the Town Council and the possible removal from the Commission,
 - If a member of the Commission absents him or herself from three consecutive regular meetings, unless by permission of the commission expressed in its official minutes, or ceases to be a qualified elector of the Town, his/her office shall become vacant and shall be so declared by the Town Council. (CMC Sec. 2.06.060; Ord.556.1(part))

2.2.2 Abstention from voting and leaving the dais is required by a Commissioner who has a conflict of interest as respects the matter before the Commission.

- A conflict exists if Commissioner's interests fall under any of the following conditions:
 - A Commissioner has a personal or financial interest in the matter before the Commission; (GC1090 et seq.)
 - State law otherwise declares a Commissioner's participation to be a conflict of interest; (GC87100 et seq.)
 - A Commissioner is disqualified because of his/her absence from the hearing on the matter and has not reviewed the testimony and evidence presented and is therefore unable to make the necessary knowledgeable findings.
- If a Commissioner must abstain from a vote, the Commissioner shall declare this fact for the record and the reason for it. If abstention is required due to conflict of interest, he/she shall leave the dais, and may be required to leave the room under state law.

¹ Excused absences are defined as illness and family or business responsibilities. All other absences shall be considered unexcused unless found to be necessary by a majority vote of the other Commissioners.

The record of the vote shall show the Commissioner abstained.
(GC87100 et seq.)

2.2.3 Expected preparation by Commissioners prior to the meetings includes reviewing conditions of the application and studying the agenda packet and any other provided information to be able to knowledgably discuss the project(s) and make required findings after formal presentation to the Commission. Questions of clarification may be submitted to staff prior to the meeting. A Commissioner is expected to make every effort to visit the applicant's site to obtain a more informed understanding of the project.

- A Commissioner may set an appointment to meet with the applicant for the site review during the noticed period of the project's review.
- A Commissioner may use an area notification list with contact numbers for adjacent stakeholders, prepared by staff, so he/she can contact these stakeholders, if necessary.

2.2.4 The Planning Commission shall initiate any needed revision of the Town General Plan in accordance with the Government Code of the State. (CMC Sec. 2.16.050; Ord. 389.6, 1962)

2.3 Officers At the first regular meeting in July of every year, the Commission shall elect a Chair and Vice-Chair. (CMC Sec. 2.06.080; Ord.865.1 (part), 2001. Ord. 556.1 (part), 1971)

2.3.1 The officers shall serve for one year or until their successors are elected.

2.3.2 If a vacancy in any office occurs, it shall be filled by election and the replacement shall serve for the duration of the unexpired term.

2.4 Duties of the Commission Chair In addition to the Chair presiding at all meetings of the Commission, duties shall include:

2.4.1. To decide points of order and procedure and appoint committees as necessary and sign official documents of the Commission as required;

2.4.2 Perform other duties formally assigned by the Commission or by statute.

2.5 Duties of the Commission Vice-Chair In addition to assuming the duties of the Chair whenever that person is temporarily unable to serve duties shall include:

2.5.1 To discharge such other functions as the Commission Chair may from time to time request.

2.6 Designation of a Chair Pro-tempore If the Chair and Vice-Chair are absent or unable to act, the Commissioners who are present may designate a Chair Pro- Tempore to preside over the meeting.

2.7 Secretary to the Commission The Director of Planning and Building shall serve as Secretary to the Commission and, as such, shall have the following duties:

2.7.1 To prepare the agenda and set matters for public hearing, including applications, matters raised by referral from the Town Council, appeals from decisions of the Zoning Administrator and other matters as directed by the Commission;

2.7.2 To be responsible for such public notices as may be required by State law, Town ordinance and Resolutions of the Commission;

2.7.3 To take attendance of Commissioners at each meeting;

2.7.4 To be responsible for recording, preparing and maintaining the approved Official Minutes of all meetings of the Commission and other official records and documents;

2.7.5 To prepare Resolutions reflecting the Commission's findings and decision for each matter to be submitted to the Commission for final approval;

2.7.6 To examine incoming mail and e-mail for proper and timely referral, and conduct all correspondence on behalf of the Commission, through the Chair, including advising applicants of Commission decisions;

2.7.7 To perform such other duties as may be required by statute or assigned by the Commission.

ARTICLE 3 COMMISSION MEETINGS

3.1 Purpose of Meetings Public commissions in this State exist to aid in the conduct of the people's business and that their actions be taken openly and that their deliberations be conducted openly. (GC54950 et seq.)

3.1.1 All meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission. (GC54953)

3.1.2 All meetings of the Commission shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990. (42 U.S.C. Sec 12132; GC 54953.2)

3.1.3 The Commission, based on advice of counsel, can hold a closed session, excluding public attendance and participation to confer with or receive legal advice. (GC54956.9)

3.2 Regular Meetings of the Commission The regular meetings of the Commission shall be held on the second and fourth Tuesday of each month, at 7:30 pm, in the Council Chambers of Town Hall at 300 Tamalpais Drive in the Town of Corte Madera.

3.2.1 A regular meeting may be cancelled for lack of agenda items or lack of a quorum by the Commission Chair, a majority of Commission members or the Secretary to the Commission.

3.2.2 Determining a quorum. The participation of a majority of the Commission membership, consisting of three members, constitutes a quorum for the transaction of business:

- The Chair or Secretary shall adjourn the meeting if there is no quorum;

- If a Commissioner disqualifies his/herself on a particular item, his/her presence is not counted in determining the quorum;
 - If there is no quorum on a particular matter, consideration of the matter shall be deferred until a quorum of qualified Commissioners is present,
 - If no quorum is possible, the common-law rule known as the “Rule of Necessity” may apply.

3.2.3 Adjournment of meeting. Meetings shall be adjourned by 11:00 pm unless the Commission votes to extend the meeting. (GC54955)

- A motion for adjournment is always in order and upon a second shall be voted on without debate.
- No new item will be commenced after 10:00 pm unless otherwise decided upon by a vote of the Commission.
- Extension of the meetings shall be done in 30-minute increments.

3.3 Other Types of Commission Meetings In addition to the regularly scheduled meetings, the Commission may conduct any of the following types of meetings with the actions taken openly and deliberations conducted openly as they are at regular meetings of the Commission and with the same notice requirements unless otherwise noted.

3.3.1 Continued Meeting The Commission may continue a hearing to a subsequent meeting stating the specific date, time and place of such meeting at the time of adjournment of the meeting to be continued.. The continued meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. (GC54955.1)

3.3.2 Special Meeting A special meeting may be called at any time by the Chair of the Commission or upon written request of a majority of the members of the Commission. Notice of such meeting must be posted at least 24 hours before the time of the meeting and no business other than that included in the notice may be transacted or discussed. (GC54956)

3.3.3 Study Session The Commission may hold a study session to review and discuss proposals, reports, exhibits, policies, and other evidence previously received and available for inspection by the public. ~~No new evidence or testimony shall be received at the study session.~~ This type of meeting may be scheduled, with proper notice, during a regular or special meeting by the Secretary to the Commission with the concurrence of the Commission Chair. (GC54954, GC54954.2, GC54956)

3.4 Distribution of Materials Any materials or writings which are public records and which are distributed at a Commission meeting shall be made available for public inspection at the meeting if prepared by the Town, or after the meeting if prepared by some other persons. (The California Public records Act GC 6253 et seq., GC54957.5)

3.5 Recording of Meetings Access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in our State. (The California Public Records Act GC6250 et seq.)

3.5.1 Recordings made by the Commission Any audio or video recording of an open and public Commission meeting made by or at the direction of the Commission, shall be

subject to inspection by members of the public. The Secretary to the Commission shall ensure that any such recordings are maintained for at least 60-days following the taping or recording.

3.5.2 Recordings made by the public. Persons attending an open and public meeting of the Commission, may at their own expense, record the proceedings with an audio or video tape recording or a camera or may broadcast the proceedings. However, if the recording or broadcasting constitutes a persistent disruption of the proceedings, any such person shall be directed by the Chair of the Commission to stop.

3.6 Minutes of Meetings The Secretary to the Commission shall have minutes taken of all meetings of the Commission and shall record all actions taken by the Commission. (GC54957.5)

3.6.1 Contents of Minutes The minutes shall record the name of the Commissioner making a motion, the name of the Commissioner seconding it, and the vote attributing each "yea" and "nay" vote or abstention, unless the motion carries unanimously;

3.6.2 A Commissioner may have the reasons for his/her vote recorded in the minutes if he/she so requests at the time of the vote;

3.6.3 The minutes shall be public records and shall be available for inspection by the public;

3.6.4 The minutes shall be made available in appropriate alternative formats, if requested, so as to be accessible to persons with a disability. (The Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132, GC549

ARTICLE 4 MEETING AGENDAS

4.1 Purpose of Agenda A written agenda is to be prepared to inform the public of the time, place and purposes of the Commission meeting. The agenda shall include the order of and a brief description of each item to be transacted or discussed at the meeting. (GC6250 et seq, GC54954 et seq)

4.1.1 No business may be acted upon or discussed which is not on the agenda, except when one of the following occurs:

- An item appeared on the agenda of and was continued from a previous meeting;
- Two-thirds of the Commission members determine there is an immediate need for immediate action and the need arose after the agenda was posted.

4.1.2 The order of business may be changed at the meeting by consent of the Commissioners.

4.1.3 The agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability. (American with Disabilities Act of 1990 42 U.S.C. Sec 12132)

4.2 Preparation of Agenda The agenda for each regular or special meeting or study session shall be prepared by the Secretary to the Commission in cooperation with the Commission Chair.

4.2.1 Attention should be given to scheduling so time is allotted for complex items to receive adequate time staff reports, applicant presentation, public comment and discussion and action by Commissioners. Additional items will be scheduled for the next available meeting when possible.

4.2.2 Placing an Item on the Agenda Members of the public and/or Commissioners may request to add an item to the agenda that is directly related to the business of the Commission as defined under Article 1.1 Purpose of Commission by submitting a request to the Planning Director or his/her designee. Such requests are to be submitted in writing (including appropriate supporting documents and information, if desired), at least twenty-one (21) days prior to the meeting during which the item is sought to be considered. The item may be deferred to a later date, with concurrence of the person submitting the item, if time is needed to research the issue.

4.3 Required Wording on Agenda. In addition to the date, time and place of the meeting, and a listing of the items of business, the agenda shall include this wording under the appropriate section:

- Public Comment: “The public is invited to address the Planning Commission on any matter in the Commission’s jurisdiction, except for items scheduled for continued or new hearings. Comments are limited to three minutes per speaker.”
- Consent Calendar: “All items placed on the consent calendar may be acted on collectively on a motion by any Commissioner, and each shall be deemed to have received the action recommended by staff. Any Commissioner or member of the public may request the removal of any item from the consent calendar and it will then be considered last under New Hearings.”

4.3.1 Additional Procedural Notes are to appear at the end of the agenda providing information for the benefit of the general public that will be updated if statutes change;

4.3.2 In compliance with the Americans with Disabilities Act, instructions on how to receive any auxiliary assistance and/or services needed by those with a disability are to be listed.

4.4 Order of Business The business of the Commission shall be taken up in the following order at each regular meeting unless the Commission members consent to change such order:

1. Opening
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
2. Public Comment
3. Consent Calendar
 - A. (first item)

- B. (additional items, as scheduled)
- 4. Continued Hearings
 - A. (first continued hearing)
 - B. (additional hearings, as scheduled)
- 5. New Hearings
 - A. (first new hearing)
 - B. (additional hearings, as scheduled)
- 6. Business Items
 - A. (first item of business)
 - B (additional items, as scheduled)
- 7. Routine and Other Matters
 - A. Reports, Announcements and Requests
 - i. Commissioners
 - ii. Planning Director
 - iii. [Tentative Agenda Items for \[specified date\] Planning Commission Meeting](#)
 - B. Minutes
- 8. Adjournment

4.5 Distribution and Posting of Agenda At least 72 hours before a regular meeting and 24 hours before a special meeting of the Commission, notification must be given of the time, place and purpose of such meeting. (GC54954.2 et seq.)

4.5.1 The agenda with all supporting documents constituting the agenda packet shall be distributed to each Commission member, the town's legal counsel, and each applicant at least 72 hours before each meeting.

4.5.2 The agenda shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site. In addition to specifying the time and place of the meeting, the agenda shall include a brief general description of each item of business to be transacted or discussed. Posted Corte Madera locations shall include billboards located at:

- Town Hall, 300 Tamalpais Drive
- United States Post Office, 7 Pixley Avenue
- Fire Station #13, 5600 Paradise Drive

4.5.3 Any person may request in writing that a copy of the agenda or a copy of all the documents constituting the agenda packet, of any Commission meeting be mailed to that person. Any such request for mailed copies shall be valid for the calendar year in which it is filed and must be renewed following January 1 of each year. A fee, not to exceed the cost of providing the service, may be established for mailing the requested materials. (GC5494.1)

ARTICLE 5 MEETING PROPRIETY

5.1 Deliberations of Commission Members In order for the Commissioners to have constructive meetings, "Robert's Rules of Order, Revised," the basic guide for fair and orderly meetings, shall govern their deliberations in all matters of procedure not specifically indicated in the governing regulations stated in these Rules and Procedures.

5.1.1 Actions taken by Commissioners The requirements for passage of a motion as respects a recommendation or resolution: (GC54952.6)

- A motion requires a simple affirmative majority vote of the quorum to carry, except as otherwise required by law,
- A motion to recommend a General Plan amendment requires an affirmative majority vote of the entire Commission, (GC65354)
- A motion with two or more separate propositions, may be divided upon the accepted request of a Commissioner to the maker and seconder of the motion,
- A tie vote fails to pass for lack of an affirmative majority,
- A "vote to deny without prejudice" means the applicant may re-file the same or a similar application within the usual one-year waiting period
- Commission members cannot act on matters brought before them that are not listed on the agenda for action.

5.2 Public Participation and Decorum at Commission Meetings Members of the public may speak to the Commission either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Commission. (GC54950 et seq.)

5.2.1 In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting infeasible, the Chair may recess the meeting and have the person(s) removed from the meeting room.

5.2.2 Speakers who use offensive language or make threatening statements may be removed from the podium and denied the opportunity to return to the podium for the rest of the meeting if the Chair feels such activity impairs the conduct of the meeting.

5.2.3 Each speaker is requested to state his/her name and address as the meeting is being recorded.

5.2.4 Each speaker will be allowed three minutes per topic:

- Persons speaking to an item not on the agenda shall do so at the time indicated on the agenda for public comment, but no action can be taken on the item,
- Persons speaking to a matter on the agenda, including those on the consent calendar, shall be heard before a vote is taken on the item.

5.3 Public Hearing Procedures Commissioners may question any speaker during the hearing, but may not introduce a motion on the matter until the public hearing is closed.

5.3.1 Each scheduled public hearing shall proceed in the following order:

- Commission Chair opens the public hearing

- Planning and Building Director or other staff member presents the staff report which includes:
 - general nature of the proposal
 - land use consideration and environmental review
 - reports from any other department, if any
 - any correspondence received
 - Applicant and/or a designated representative may provide a 15 minute presentation (If the applicant does not appear, the Commission may proceed based on the record before it)
 - Public comments by those in support or opposition of the application
 - Applicant's rebuttal to public comments
 - Commission Chair closes public hearing
 - Commissioners deliberate and take action; the vote may include direction to staff to make changes in the prepared resolution when motion to approve passes
- 5.3.2 Any public hearing may be continued to the next regular meeting date or to any other hearing date

ARTICLE 6 MISCELLANEOUS

6.1 Amendments These Rules and Regulations may be amended, as needed, by a majority affirmative vote of the Planning Commission and ratification by the Town Council.

6.2 Amendments to Referenced Statutes References to State statutes or Town ordinances shall be deemed to include any successor statute or ordinance or any amendments to successor statutes or ordinances. [Periodic review shall take place to add any changes in the referenced State statutes and/or Town ordinances to this document.](#)

6.3 Conflict of Governing Documents In any conflict between the Planning Commission Rules and Procedures and State statutes or Town ordinances, the State and Town regulations preempt those of the Commission.

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 JUNE, 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	30	247,000	247,889.20	1.05%	213.30	884.94
Certificate of Deposit (CD)	Goldman Sachs, New York, NY (Semi)	03/05/14	03/06/17	1,096	None	30	247,000	247,671.84	1.00%	203.10	800.96
Certificate of Deposit (CD)	United Banker's Bank Bloomington, Minn (Monthly)	08/29/14	11/29/17	1,185	None	30	245,000	246,141.70	1.15%	231.60	262.34
Certificate of Deposit (CD)	Wells Fargo, Sioux Falls, SD (Monthly)	06/17/16	06/17/19	1,095	None	14	250,000	250,245.00	1.35%	129.50	129.50

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 JUNE, 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	6,905.28
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	(244.03)	(244.03)
Local Agency Inv Fund	St Treasurers Off	05/20/16	06/08/16	19	N/A	7	15,360,000.00	N/A	0.576	1,696.80	1,696.80
Local Agency Inv Fund	St Treasurers Off	06/08/16	06/10/16	2	N/A	2	15,200,000.00	N/A	0.576	479.74	479.74
Local Agency Inv Fund	St Treasurers Off	06/10/16	06/14/16	4	N/A	4	15,090,000.00	N/A	0.576	952.56	952.56
Local Agency Inv Fund	St Treasurers Off	06/14/16	06/16/16	2	N/A	2	14,830,000.00	N/A	0.576	468.06	468.06
Local Agency Inv Fund	St Treasurers Off	06/16/16	06/24/16	8	N/A	8	14,700,000.00	N/A	0.576	1,855.84	1,855.84
Local Agency Inv Fund	St Treasurers Off	06/24/16	06/27/16	3	N/A	3	15,250,000.00	N/A	0.576	721.98	721.98
Local Agency Inv Fund	St Treasurers Off	06/27/16	07/07/16	10	N/A	4	14,980,000.00	N/A	0.576	945.60	945.60
TOTALS							15,969,000.00	991,947.74		7,654.05	21,077.48

Total interest earned for the month of June was \$7,654.05.
 Total cash in investment on June 1, 2016 was \$16,099,000.00.
 Total cash in investment on June 30, 2016 was \$15,969,000.00.
 Effective yield for the month June, 2016 was 0.605%.

LAIF	14,980,000.00
CDs	991,947.74
Market Variance	<u>(2,947.74)</u>
	15,969,000.00

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
 August 4, 2016

Investment Transactions
June, 2016

Calculation of Effective Yield

Amount Invested Times	Number of Days	Equals Denominator and Times	Interest Rate	Equals Numerator
247,000	30	7,410,000	1.050	7,780,500
247,000	30	7,410,000	1.000	7,410,000
245,000	30	7,350,000	1.150	8,452,500
250,000	14	3,500,000	1.350	4,725,000
15,360,000	7	107,520,000	0.576	61,931,520
15,200,000	2	30,400,000	0.576	17,510,400
15,090,000	4	60,360,000	0.576	34,767,360
14,830,000	2	29,660,000	0.576	17,084,160
14,700,000	8	117,600,000	0.576	67,737,600
15,250,000	3	45,750,000	0.576	26,352,000
14,980,000	4	59,920,000	0.576	34,513,920
		-----		-----
		476,880,000		288,264,960
		-----		-----
		288,264,960		

476,880,000 = effective yield of 0.605%



George T. Warman, Jr.
Director of Administrative Services
August 4, 2016

PAGE 4 OF 6

TOWN OF CORTE MADERA
 Through June 2016 *

	Cash	Investments	Fund Total
101 GENERAL FUND	587,881.13	3,551,815.59 CR	2,963,934.46 CR
102 GENERAL FUND NON-OPERATIONS FD	0.00	32,607.06	32,607.06
104 CAPITAL EQUIP. REPLACE FUND	0.00	5,620,728.14	5,620,728.14
105 TRAFFIC SAFETY FUND	0.00	0.00	0.00
106 PARK MADERA CENTER FUND	0.00	2,439,315.75 CR	2,439,315.75 CR
108 GAS TAX 2103 FUND	0.00	94,645.82	94,645.82
109 GAS TAX 2105 FUND	0.00	48,559.71	48,559.71
110 GAS TAX 2106 FUND	0.00	4,962.95 CR	4,962.95 CR
111 GAS TAX 2107 FUND	0.00	21,311.91 CR	21,311.91 CR
112 GAS TAX 2107.5 FUND	0.00	0.00	0.00
114 TAM SALES TAX OVERRIDE FUND	0.00	45,681.73	45,681.73
115 STATE DISABILITY ACCESS FEE FUND	0.00	1,165.10	1,165.10
116 BEAUTIFICATION FUND	0.00	15,111.99 CR	15,111.99 CR
120 CORTE MADERA SALES TAX OVERRIDE	0.00	4,287,683.26	4,287,683.26
124 AFFORDABLE HOUSING FUND	0.00	165,390.78	165,390.78
140 STORM DRAINAGE SPECIAL TAX FUND	0.00	1,515,488.88	1,515,488.88
159 SHORELINE PARKING DEBT SERVICE	0.00	165,483.14	165,483.14
160 CAPITAL MAINTENANCE FUND	0.00	0.00	0.00
165 SHORELINE PARKING MAINT. DIST.	0.00	29,498.17	29,498.17
170 CAPITAL IMPROVEMENT FUND	0.00	64,683.96 CR	64,683.96 CR
176 WESTSIDE PARK-IN-LIEU FUND	0.00	0.00	0.00
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	42,786.77	42,786.77
186 2015 IRC 125 FLEX BENEFIT FUND	0.00	0.00	0.00
187 DEVELOPERS DEPOSIT AGENCY FUND	0.00	357,115.88	357,115.88
188 AB 1600 DEVELOPMENT FEES FUND	0.00	620,016.69	620,016.69
201 SEWER GENERAL OPERATING FUND	0.00	8,810,545.01	8,810,545.01
255 SAUSALITO ST SEWER ASSESS DIST	0.00	0.00	0.00
257 OLD LANDING ROAD DEBT SERVICE	0.00	76,337.89	76,337.89
260 SEWER CAPITAL MAINTENANCE FUND	0.00	899,936.55 CR	899,936.55 CR
270 SEWER CONNECTION FEE PROJ FUND	0.00	0.00	0.00
301 RECREATION CENTER FUND	0.00	369,307.46 CR	369,307.46 CR
302 PARKS & REC REVENUE TRUST FUND	0.00	188,550.00	188,550.00
303 PARKS & REC FACILITY TRUST FUND	0.00	950,004.69	950,004.69
304 MARIN PARKS MEASURE "A" FUND	0.00	46,494.76	46,494.76
401 RECREATION OUTDOOR FACILITY FUND	0.00	95,496.60 CR	95,496.60 CR
501 NEIL CUMMINS GYM FUND	0.00	87,342.96 CR	87,342.96 CR
601 AFTERSCHOOL PROGRAMS FUND	0.00	63,194.14 CR	63,194.14 CR
701 SUMMER CAMPS & PLAYGROUND FUND	0.00	97,638.65 CR	97,638.65 CR
810 WORKERS' COMP SELF-INSURE FUND	0.00	117,577.52	117,577.52
820 GEN & AUTO LIAB SELF-INSURE FD	0.00	371,616.53	371,616.53
830 PROP & VEH DAMG SELF-INSURE FD	0.00	7,665.37	7,665.37
Grand Total:	587,881.13	15,969,000.00	16,556,881.13

5,852,774.68
 587,881.13

 6,440,655.81

7,986,946.35

472,069.64 →

08/04/16

*These are unadjusted preliminary June 30, 2016 balances.

Final Balances will not be known until the conclusion of FY 2015-2016.

Interest Distribution
 Month of June, 2016

Posted to Financial Records in June, 2016 Accruals Period*

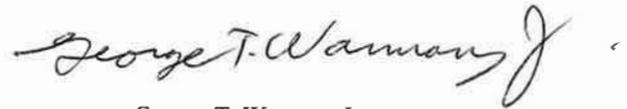
Fund	De-Pooled Interest Earnings	Opening Cash Balances Less De-Pooled 06/01/2016	Percentage of Total Pooled Cash	Pooled Interest Earnings	Total Interest Earnings
#101-General & All Others Not Detailed	N/A	6,440,655.81	38.90	2,977.43	2,977.43
#108-Gas Tax	N/A	116,930.67	0.71	54.35	54.35
#140 Storm Drainage Tax	N/A	1,515,488.88	9.16	701.11	701.11
#201-Sewer	N/A	7,986,946.35	48.22	3,690.77	3,690.77
#810-Workers' Comp Self-Insure	N/A	125,242.89	0.76	58.17	58.17
#820-Gen & Auto Liab Self-Insure	N/A	371,616.53	2.25	172.22	172.22
	0.00	16,556,881.13	100.00	7,654.05	7,654.05

George T. Warman, Jr.
 Director of Administrative Services
 August 4, 2016

*These are unadjusted preliminary June 30, 2016 balances.
 Final Balances will not be known until the conclusion of FY 2015-2016.

CASH BALANCES AS OF JUNE 30, 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	5,852,774.68	587,881.13	6,440,655.81
#108	Gas Tax	116,930.67	0.00	116,930.67
#140	Storm Drainage Tax	1,515,488.88	0.00	1,515,488.88
#201	Sewer	7,986,946.35	0.00	7,986,946.35
#810	Workers' Comp Self-Insure	125,242.89	0.00	125,242.89
#820	Gen & Auto Liab Self-Insure	371,616.53	0.00	371,616.53
TOTALS		15,969,000.00	587,881.13	16,556,881.13



George T. Warman, Jr.
Director of Administrative Services
August 4, 2016

*These are unadjusted preliminary June 30, 2016 balances.

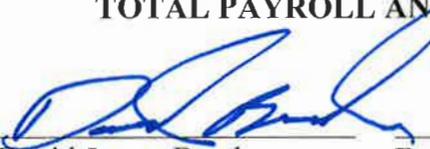
Final Balances will not be known until the conclusion of FY 2015-2016.

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TOWN OF CORTE MADERA
RATIFICATION AND APPROVAL OF
PAYROLL AND DEMANDS (ACCOUNTS PAYABLE)
PERIOD 07/29/16 – 08/10/16

Submitted herewith are the Payroll and Demands (Accounts Payable) paid during the period of 07/29/16 through and including 08/10/16 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 (07/18/16-07/31/16)		
Payroll Check Numbers	5267 – 5274	\$ 20,510.51
Payroll Direct Deposit Numbers	30082 – 30167	212,160.85
Payroll Wire Transfer Numbers	2042 – 2045	<u>107,403.63</u>
<u>Total Payroll</u>		\$ 340,074.99
Warrant Check Numbers	214196 – 214305	\$ 614,113.94
Wire- Central Marin Police Monthly Payment (00/00/00)		0.00
Wire- CalPERS Fire Classic Annual Unfunded Liability Payment (00/00/00)		0.00
Wire- CalPERS Misc. Classic Annual Unfunded Liability Payment (00/00/00)		0.00
Wire- CalPERS Misc. PEPRA Annual Unfunded Liability Payment (00/00/00)		0.00
Wire- MERA Annual Bond Payment (00/00/00)		0.00
Wire- Park Madera Semi-Annual Debt (00/00/00)		<u>0.00</u>
<u>Total Demands (Accounts Payable)</u>		\$ 614,113.94
TOTAL PAYROLL AND DEMANDS		\$ 954,188.93


 David James Bracken Date 8/11/16
 Town Manager


 George T. Warman, Jr. Date 08/10/16
 Director of Administrative Services/
 Town Treasurer

APPROVED AT MEETING OF 08/16/16

 SLOAN C. BAILEY, MAYOR

 DIANE FURST, VICE MAYOR

 JAMES ANDREWS, COUNCIL MEMEBER

 CARLA CONDON, COUNCIL MEMBER

 MICHAEL LAPPERT, COUNCIL MEMBER

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

*ACCTS PAYABLE
JUNE
AUGUST CHECK PEN*

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214196	8/2/2016	al134c ALLSEP, JAYNI	16-001		5124 PARADISE DR - WATERFROM 5124 PARADISE DR - WATERFROM	6,077.50
					Total :	6,077.50
214197	8/2/2016	ce075c CENTRAL MARIN SANITATION AGEN.	16-8099		JUNE INVOICE - FOR CMSA ROUTII JUNE INVOICE - FOR CMSA ROUTII	34,082.39
					Total :	34,082.39
214198	8/2/2016	di125c DIV. OF THE STATE ARCHITECT	4/1/16-6/30/16		DISVISION OF STATE ARCHITECT DISVISION OF STATE ARCHITECT DISVISION OF STATE ARCHITECT DISVISION OF STATE ARCHITECT	36.00 1,129.10 -1,129.10
					Total :	36.00
214199	8/2/2016	do135c DOWNTOWN FORD SALES	236884	1862	2016-FORD F-250 4X2 SUPER CAB 2016 FORD F-250 4X2 SUPER CAB-	30,837.11
					Total :	30,837.11
214200	8/2/2016	ji101c JIM CORBET'S ACE HARDWARE	661807		HYDRANT REPLACEMENT PARTS HYDRANT REPLACEMENT PARTS	43.01
					Total :	43.01
214201	8/2/2016	mc145c MC MAHON PLUMBING	4800		TOWN PARK TOWN PARK	2,970.00
			4869		PLUMBING REPARIS - CM PLUMBING REPARIS - CM	1,292.50
			4871		PLUMBING REPAIRS - TOWN PARK PLUMBING REPAIRS - TOWN PARK	1,643.55
					Total :	5,906.05
214202	8/2/2016	ne100c NERVIANI PAVING, INC.	4805		WILLOW & CHAPMAN-WILLOW & B WILLOW & CHAPMAN-WILLOW & B	6,780.00
			4819		PIXLEY RD - PATCHING PIXLEY RD - PATCHING	2,580.00

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214202	8/2/2016	ne100c ne100c NERVIANI PAVING, INC.	(Continued)			Total : 9,360.00
214203	8/2/2016	pa175c PACIFIC GAS & ELECTRIC	07/21/2016STMT		UTILITES-ELECTRICITY	
					UTILITES-ELECTRICITY	865.77
					UTILITES-ELECTRICITY	743.74
					UTILITES-ELECTRICITY	358.37
					UTILITES-ELECTRICITY	2,081.42
					UTILITES-ELECTRICITY	210.92
					UTILITES-ELECTRICITY	488.72
					UTILITES-ELECTRICITY	733.33
					UTILITES-ELECTRICITY	2,269.97
					UTILITES-ELECTRICITY	3,829.75
					UTILITIES NATURAL - GAS	22.53
					UTILITIES NATURAL - GAS	73.92
					UTILITIES NATURAL - GAS	34.54
					UTILITIES NATURAL - GAS	82.88
					UTILITIES NATURAL - GAS	26.64
					UTILITIES NATURAL - GAS	113.56
					MARIN CLEAN ENERGY	512.10
					MARIN CLEAN ENERGY	502.01
					MARIN CLEAN ENERGY	230.06
					MARIN CLEAN ENERGY	1,254.93
					MARIN CLEAN ENERGY	93.68
					MARIN CLEAN ENERGY	262.99
					MARIN CLEAN ENERGY	336.85
					MARIN CLEAN ENERGY	2,314.57
					MARIN CLEAN ENERGY	2,304.41
					MARIN CLEAN ENERGY	813.37
					UTILITES-ELECTRICITY	995.80
					Total :	21,556.83
214204	8/2/2016	pa032c PATEL, NISHA	R-18832		GYM MEMBERSHIP	
					GYM MEMBERSHIP	275.00
					Total :	275.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214205	8/2/2016	ti124c TIFCO INDUSTRIES	71166799		BATTERY BOOSTER CABLE BATTERY BOOSTER CABLE	384.18
					Total :	384.18
214206	8/2/2016	wi028c WILLOUGHBY, HELISANGELA	0054		JAN-JUNE - 2016 CONTRACT INSTF JAN-JUNE - 2016 CONTRACT INSTF	667.55
					Total :	667.55
11 Vouchers for bank code : bom					Bank total :	109,225.62
11 Vouchers in this report					Total vouchers :	109,225.62

Voucher List
TOWN OF CORTE MADERA

August

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214207	8/2/2016	aa104c AARP!	R-35069		CONTRACT INSTRUCTOR CONTRACT INSTRUCTOR	170.00
					Total :	170.00
214208	8/2/2016	am035c AMY SKEWES-COX, AICP	160/2		MARIN COUNTY DAY SCHOOL INTI MARIN COUNTY DAY SCHOOL INTI	5,159.88
					Total :	5,159.88
214209	8/2/2016	at111c AT & T MOBILITY - 436050713282	06/25/16-07/24/16		UTILITES - TELEPHONE UTILITES - TELEPHONE	142.14
					Total :	142.14
214210	8/2/2016	at114c AT & T MOBILITY-876700579	876700579X072316		UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE UTILITIES - TELEPHONE	79.68 50.00 50.00 50.00 50.00
					Total :	279.68
214211	8/2/2016	at050c ATHENS ADMINISTRATORS, WORKERS' (08/01/16STMT			W.C. CLAIM PAYMENT EXPENSE W.C. CLAIM PAYMENT EXPENSE	1,287.40
					Total :	1,287.40
214212	8/2/2016	ch250c CHEVRON & TEXACO BUSINESS CARD 07/22/2016STMT			FUEL - GASOLINE FUEL - DIESEL FUEL - DIESEL	609.94 779.28 636.63 544.97 976.87 134.40 312.78 393.84 57.85

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214212	8/2/2016	ch250c CHEVRON & TEXACO BUSINESS CARD	(Continued)		FUEL - DIESEL	143.67
					FUEL - DIESEL	55.18
					FEE - TAXES	46.45
					Total :	4,691.86
214213	8/2/2016	ci115c CIT - CUSTOMER #2000304630	8901875		PHOTOCOPY EQUIPMENT MAINT.	301.46
					PHOTOCOPY EQUIPMENT MAINT.	301.46
					PHOTOCOPY EQUIPMENT MAINT.	150.10
					PHOTOCOPY EQUIPMENT MAINT.	433.29
					PHOTOCOPY EQUIPMENT MAINT.	622.08
					Total :	1,808.39
214214	8/2/2016	co173c COMCAST - 0209597, 0209571 &, 005632	08/01/16-08/31/16		CORP. YARD "DSL" LINE	115.95
					CORP. YARD "DSL" LINE	115.95
					Total :	115.95
214215	8/2/2016	co121c COMCAST- 028617, 0208847, 5594, 0010	07/19/16-08/18/16 08/01/16-08/31/16		REC. CTR. "DSL" LINE	141.20
					REC. CTR. "DSL" LINE	141.20
					CABLE TV	136.80
					CABLE TV	136.80
					Total :	278.00
214216	8/2/2016	co111c COMET BUILDING MAINTENANCE	120448		SERVICES AT 81 LUCKY DR	325.00
					SERVICES AT 81 LUCKY DR	325.00
					Total :	325.00
214217	8/2/2016	da025c D & K AUTO SERVICES	51310		2002 CUSHMAN - TURF TRUCKSTE	262.42
			51316		MOTOR VEHICLE SERIVCE ON 199	650.00
			51325		2000 HONDA - CR-V LX MOTOR VEI	564.41
			51335		2000 HONDA - CR-V LX MOTOR VEI	564.41
					UNION & BATTERY	168.63
					UNION & BATTERY	168.63

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214217	8/2/2016	da025c D & K AUTO SERVICES	(Continued) 51341		2015- CHEVROLET - SILVERADO	
			51365		2015- CHEVROLET - SILVERADO	166.61
			51366		INTERSTATE BATTERY	
			51412		INTERSTATE BATTERY	167.45
					1997 FORD - MOTOR VEHICLE SER	
					1997 FORD - MOTOR VEHICLE SER	2,334.21
					BLACK CABLE TIES	
					BLACK CABLE TIES	161.30
					BLACK CABLE TIES	161.30
					Total :	4,636.33
214218	8/2/2016	da120c DAVID KEANE	07/28/2016STMT		GENERAL ENG.	
					GENERAL ENG.	2,650.00
					GENERAL SANITARY	725.00
					PLAN CHECK	5,625.00
					SANITARY PLAN CHECK	825.00
					Total :	9,825.00
214219	8/2/2016	de105c DE FRANCIS, TONI	07/25/2016STMT		MINUTES CLERK	
					MINUTES CLERK	200.00
					Total :	200.00
214220	8/2/2016	fe075c FEDERAL EXPRESS CORPORATION	5-481-47847		MISC. PROF. SPECIALIZED SRV	
			5-496-73629		MISC. PROF. SPECIALIZED SRV	138.83
					OFFICE SUPPLIES	
					OFFICE SUPPLIES	28.58
					Total :	167.41
214221	8/2/2016	fi047c FISHMAN SUPPLY CO. - (P/P/B)	1042232		OFFICE SUPPLIES	
					OFFICE SUPPLIES	249.34
					Total :	249.34
214222	8/2/2016	fi046c FISHMAN SUPPLY CO. (REC-7856)	1042900		JANITORIAL SUPPLIES	
					JANITORIAL SUPPLIES	362.92

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214222	8/2/2016	fi046c fi046c FISHMAN SUPPLY CO. (REC-7856)	(Continued)			Total : 362.92
214223	8/2/2016	go300c GOODMAN BUILDING SUPPLY	699675		BUIDLING MAINT. SUPPLIES	134.98
			699675-DSIC		DISCOUNT TAKEN	-12.35
					DISCOUNT TAKEN	-12.35
						Total : 122.63
214224	8/2/2016	he105c HERC RENTALS INC.	28778403-001		GALLON OF LIQUID PROPANE	
					GALLON OF LIQUID PROPANE	41.75
						Total : 41.75
214225	8/2/2016	kb100c KBA DOCUSYS	INV454477		CYAN TONER	
					CYAN TONER	12.95
						Total : 12.95
214226	8/2/2016	ma070c MAGGIORA & GHILOTTI, INC.	10598	1872	PARADISE WEST SEWER PROJEC PROJECT NO. 13-201~	83,528.76
						Total : 83,528.76
214227	8/2/2016	ms105c MSM, INC.	097545		MSM URINE DIGESTOR & ODOR NE MSM URINE DIGESTOR & ODOR NE	261.49
						Total : 261.49
214228	8/2/2016	ne040c NELSON PERSONNEL SERVICES	6130327		PART TIME HELP - LISA HARPER PART TIME HELP - LISA HARPER PART TIME HELP - LISAH HAPRER	486.42 1.10
						Total : 487.52
214229	8/2/2016	pr111c PROTECTION ONE ALARM MON., INC	110827546		UTILITIES - WIRE SYSTEMS UTILITIES - WIRE SYSTEMS	41.81
						Total : 41.81
214230	8/2/2016	re036c RED VALVE COMPANY, INC.	642768		GATES & PUMPS REPAIRS GATES & PUMPS REPAIRS	4,176.44
						Total : 4,176.44

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214231	8/2/2016	ro450c ROY'S SEWER SERVICE, INC.	194073		CHAPMAN, STETSON, ECHO CHIC	
			194095		CHAPMAN, STETSON, ECHO CHIC	2,400.00
			194103		CHAPMAN - CCTV EXISTING SEER	2,655.00
					CLEANEDED SEWER MAINS	20,945.00
					CLEANEDED SEWER MAINS	
					Total :	26,000.00
214232	8/2/2016	se080c SEQUOIA SAFETY SUPPLY COMPANY	30849		MISC. SUPPLIES	
					MISC. SUPPLIES	801.89
					Total :	801.89
214233	8/2/2016	sh100c SHAMROCK MATERIALS, INC. 11735	919097		ROSA FLAG/ANTIQUE BLACK/AZ BI	
			919097-DISC		ROSA FLAG/ANTIQUE BLACK/AZ BI	52.06
					DISCOUNT TAKEN	
					DISCOUNT TAKEN	-0.95
			919098		CLASS II A.B.	
					CLASS II A.B.	539.97
			919098-DISC		DISCOUNT TAKEN	
					DISCOUNT TAKEN	-9.89
			919194		OLY 2 SAND TON	
					OLY 2 SAND TON	484.74
			919194-DISC		DISCOUNT TAKEN	
					DISCOUNT TAKEN	-8.87
			919195		OLY 2 SAND TON	
					OLY 2 SAND TON	418.72
			919195-DISC		DISCOUNT TAKEN	
					DISCOUNT TAKEN	-7.67
					Total :	1,468.11
214234	8/2/2016	sm075c SMALBACH, REBECCA	JULY25-30,2016		PART TIME HELP	
					PART TIME HELP	423.50
					Total :	423.50
214235	8/2/2016	ti124c TIFCO INDUSTRIES	71168786		HAND TOOLS & MINOR EQUIPMEN	
					HAND TOOLS & MINOR EQUIPMEN	393.36

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214235	8/2/2016	ti124c ti124c TIFCO INDUSTRIES	(Continued)			Total : 393.36
214236	8/2/2016	us053c U.S. BANK TRUST N.A. -OLR SAD	303751		PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT INTERST EXPENSE	30,000.00 6,412.50 Total : 36,412.50
214237	8/2/2016	us054c U.S. BANK TRUST N.A. SHORE SAD	07/26/2016STMT		PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT INTEREST EXPENSE	40,000.00 31,225.00 Total : 71,225.00
214238	8/2/2016	jo135c VICTOR M. ROJAS, DBA JON'S BUILDING	JULY 2016- ENG JULY-2016 TH		JANITORIAL SERVICE JANITORIAL SERVICE JANITOIRAL SERVICE JANITOIRAL SERVICE LIGHTS PARTS AND LABOR	750.00 1,600.00 45.00 Total : 2,395.00
214239	8/2/2016	wi132c WILLDAN FINANCIAL SVCS.	010-31752		OLDLAN-1995 OLDLAN-1995 PARKING FACILITY A.D.	1,293.19 177.23 Total : 1,470.42
214240	8/2/2016	wi142c WINDSOR PROFESSIONAL LAW CORP.	07/29/2016STMT		GRIZEL AND JANETH ORTIZ GRIZEL AND JANETH ORTIZ	600.00 Total : 600.00
214241	8/2/2016	sm105c WORLD TREE SERVICE, INC.	6150		TREE MAINTENANCE TREE MAINTENANCE	6,885.00 Total : 6,885.00
35 Vouchers for bank code : bom						Bank total : 266,447.43
35 Vouchers in this report						Total vouchers : 266,447.43

vchlist
08/10/2016 7:56:14AM

Voucher List
TOWN OF CORTE MADERA

ACCTS PAYABLE
JUNE

AUGUST CHECK RUN

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214242	8/10/2016	bl022c BLACK WATER CONSULTING	1863		LAFCO MUNICIPAL SERVICE REVIE LAFCO MUNICIPAL SERVICE REVIE	910.00
					Total :	910.00
214243	8/10/2016	di045c DIEGO TRUCK REPAIR, INC.	49219		BATTERY BATTERY	233.73
					Total :	233.73
214244	8/10/2016	ka117c KAISER FOUNDATION HEALTH PLAN	07/08/2016STMT		MEDICAL BENEFITS MEDICAL BENEFITS	455.00
					Total :	455.00
214245	8/10/2016	ln075c L.N. CURTIS & SONS	INV40437		CLOTHING, UNIFORMS CLOTHING, UNIFORMS	1,365.28
					Total :	1,365.28
214246	8/10/2016	mo061c MORRIS POLICH & PURDY, LLC	08/05/2016STMT		LIABLITY CLAIM PAYMENT EXPENS LIABLITY CLAIM PAYMENT EXPENS	25,000.00
					Total :	25,000.00
214247	8/10/2016	nu040c NUTE ENGINEERING	16391 16392 16394		PARADISE WEST PROJECT PARADISE WEST PROJECT FLOWMETER VALUT REHABILIATIC FLOWMETER VALUT REHABILIATIC REVIEW ACCESS EASEMENT TRIN REVIEW ACCESS EASEMENT TRIN	16,926.53 358.00 658.00
					Total :	17,942.53
214248	8/10/2016	on102c O'NEIL CUSTOM BAGS &	16493		RECREATION SUPPLIES RECREATION SUPPLIES	2,935.10
					Total :	2,935.10
214249	8/10/2016	si101c SILVERADO AVIONICS INC.	8772		RADIO MAINTENANCE RADIO MAINTENANCE	415.41
					Total :	415.41

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>
8		Vouchers for bank code : bom			Bank total :	49,257.05
8		Vouchers in this report			Total vouchers :	49,257.05

Voucher List
TOWN OF CORTE MADERA

August

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214250	8/10/2016	aa101c A & S LANDSCAPE MATERIALS, INC	375103		CONN BLUE FR THICK CONN BLUE FR THICK	36.05
					Total :	36.05
214251	8/10/2016	aa100c AAND P MOVING, INC.	4046265		MONTHLY RECORD STORAGE FEE MONTHLY RECORD STORAGE FEE	35.00
					Total :	35.00
214252	8/10/2016	af020c AFLAC, REMITTANCE PROCESSING	262039		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
214253	8/10/2016	am114c AMERICAN MESSAGING	W4101516QH		RADIO MAINTENANCE RADIO MAINTENANCE	604.79
					Total :	604.79
214254	8/10/2016	am035c AMY SKEWES-COX, AICP	143/29		CORTE MADERA INN REBUILD EIR CORTE MADERA INN REBUILD EIR	2,442.50
					Total :	2,442.50
214255	8/10/2016	an111c ANGLIM FLAGS	6787		NYLON FLAG	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214255	8/10/2016	an111c ANGLIM FLAGS	(Continued)		NYLON FLAG	76.95
					Total :	76.95
214256	8/10/2016	at075c AT & T - CALNET 3	000008414484		UTILITIES - TELEPHONE	
			9391023426		UTILITIES - TELEPHONE	126.32
					UTILITIES - TELEPHONE	49.02
					UTILITIES - TELEPHONE	14.18
					UTILITIES - TELEPHONE	14.34
					UTILITIES - TELEPHONE	40.34
					UTILITIES - TELEPHONE	119.68
					UTILITIES - TELEPHONE	306.42
					UTILITIES - TELEPHONE	49.87
			9391023427		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	0.34
					UTILITIES - TELEPHONE	-0.02
			9391023428		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	625.80
			9391023429		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	9.07
					UTILITIES - TELEPHONE	6.46
			9391026356		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	10.34
					UTILITIES - TELEPHONE	7.87
			9391033626		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	10.27
					UTILITIES - TELEPHONE	7.87
			9391033627		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	10.27
					UTILITIES - TELEPHONE	7.87
			9391033628		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	48.77
			9391033629		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	31.98

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214256	8/10/2016	at075c AT & T - CALNET 3	(Continued)		UTILITIES - TELEPHONE	102.64
					UTILITIES - TELEPHONE	48.62
					UTILITIES - TELEPHONE	0.16
					UTILITIES - TELEPHONE	110.52
					UTILITIES - TELEPHONE	-44.93
			9391033630		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	126.43
					UTILITIES - TELEPHONE	36.97
					UTILITIES - TELEPHONE	-126.41
					Total :	1,751.06
214257	8/10/2016	ba600c B & G GLASS	7748		LOWER FLOOR DOOR REPAIRS	
					LOWER FLOOR DOOR REPAIRS	219.00
			7750		152 WILLOW AVE - WINDOWS	
					152 WILLOW AVE - WINDOWS	2,389.38
					Total :	2,608.38
214258	8/10/2016	ba550c BAY AREA BARRICADE SERVICE,INC	0338913-IN		URETHANE CHANNELIZER	
					URETHANE CHANNELIZER	157.78
					Total :	157.78
214259	8/10/2016	bo105c BOUND TREE MEDICAL, LLC	82220788		MEDICAL SUPPLIES	
					MEDICAL SUPPLIES	833.79
					Total :	833.79
214260	8/10/2016	bu050c BUCK'S SAW SERVICE	07/30/2016STMT		FUELS	
					FUELS	108.74
					EQUIPMENT, MACHINERY MAINT.	26.25
			320665		EQUIPMENT. MACHINERY REPLAC	
					EQUIPMENT. MACHINERY REPLAC	228.05
					Total :	363.04
214261	8/10/2016	co165c COMCAST - 0208565, 0055313, FIRE DEF 08/06/16-09/05/16			FIRE STATION #13 "DSL" LINE	
					FIRE STATION #13 "DSL" LINE	111.20

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214261	8/10/2016	co165c	co165c COMCAST - 0208565, 0055313, FIRE (Continued)			Total : 111.20
214262	8/10/2016	co630c	CORPORATE MEDIA SYSTEMS, INC.	24570	BUILDING MAINTENANCE BUILDING MAINTENANCE	2,436.60 Total : 2,436.60
214263	8/10/2016	co992c	COUNTY OF MARIN, EMS AGENCY	080316-9	PREHOSPITAL CARE MANUAL PREHOSPITAL CARE MANUAL	225.00 Total : 225.00
214264	8/10/2016	da025c	D & K AUTO SERVICES	51368 51433 51465 51466 51493	2002 FORD - EXPEDITIN - REC DEF 2002 FORD - EXPEDITIN - REC DEF MOTOR VEHICLE SERVICE MOTOR VEHICLE SERVICE ENGINE OIL & FILTERS ENGINE OIL & FILTERS ENGINE OIL ENGINE OIL 2000 FORD - MOTOR VEHICLE SER 2000 FORD - MOTOR VEHICLE SER	1,084.51 140.49 174.82 352.32 170.05 Total : 1,922.19
214265	8/10/2016	pc101c	DANG, MICHAEL	9134	DATA PROCESSING SUPPLIES DATA PROCESSING SUPPLIES DATA PROCESSING SUPPLIES DATA PROCESSING EQUIPMENT TOWN WIDE SYSTEM MAINTENAN SEWER FIRE RECREATION BUILDING SEWER FIRE RECREATION BUILDING	1,173.98 19.99 89.99 5,060.00 -575.00 -287.50 -287.50 -57.50 575.00 287.50 287.50 57.50

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214265	8/10/2016	pc101c pc101c DANG, MICHAEL	(Continued)			Total : 6,343.96
214266	8/10/2016	da126c DARRELL HEPPNER INS. BROKER	08/03/2016STMT		DEPOSIT PREMIUM FOR 9/1/16-9/1, DEPOSIT PREMIUM FOR 9/1/16-9/1,	76,483.00 Total : 76,483.00
214267	8/10/2016	de105c DE FRANCIS, TONI	08/08/2016STMT		MINUTES CLERK MINUTES CLERK	160.00 Total : 160.00
214268	8/10/2016	di045c DIEGO TRUCK REPAIR, INC.	49399		MOTOR VEHICLE MAINT. MOTOR VEHICLE MAINT.	834.51 Total : 834.51
214269	8/10/2016	dn101c DNG ENTERPRISES, INC.	127-127551		MISC. SUPPLIES MISC. SUPPLIES	8.40 Total : 8.40
214270	8/10/2016	do059c DOC BAILEY CONSTRUCTION	26379		REPAIR CRANE ON S-2 REPAIR CRANE ON S-2	1,287.91 Total : 1,287.91
214271	8/10/2016	fa110c FASTENAL	CASAR19761		HAND TOOLS, MINOR EQUIPMENT HAND TOOLS, MINOR EQUIPMENT	68.67 Total : 68.67
214272	8/10/2016	fe075c FEDERAL EXPRESS CORPORATION	5-503-31044		MISC. SUPPLIES MISC. SUPPLIES	34.74 Total : 34.74
214273	8/10/2016	fo185c FORSTER & KROEGER LANDSCAPE, MA	STATEMENT		FLOOD CONTROL FLOOD CONTROL PARKS SEWER/SAINTARY STREETS WEED ABATEMENT	5,000.00 10,000.00 5,700.00 7,400.00 8,950.00

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214273	8/10/2016	fo185c fo185c FORSTER & KROEGER LANDSCAPE (Continued)				Total : 37,050.00
214274	8/10/2016	ga027c GARTON TRACTOR, INC.	CA01396		EQUIPMENT, MACHINERY REPLAC EQUIPMENT, MACHINERY REPLAC	1,094.21 Total : 1,094.21
214275	8/10/2016	ge120c GEORGE HILLS COMPANY, INC.	INV1010844		MONTHLY LIAB. CLAIM ADMIN FEE MONTHLY LIAB. CLAIM ADMIN FEE	646.00 Total : 646.00
214276	8/10/2016	gl102c GLOBALSTAR USA	1000000007507105		UTILITIES - TELEPHONE UTILITIES - TELEPHONE	50.46 Total : 50.46
214277	8/10/2016	go031c GOLDEN STATE EMERGENCY	M1W1000017		MOTOR VEHICLE SERVICE MOTOR VEHICLE SERVICE	1,313.94 Total : 1,313.94
214278	8/10/2016	he125c HEPPNER RISK MGMT., DARRELL	08/04/2016STMT		RISK MGMT - HEPPNER RISK MGMT - HEPPNER RISK MGMT - HEPPNER RISK MGMT - HEPPNER	1,677.75 1,678.00 373.00 Total : 3,728.75
214279	8/10/2016	ho195c HOME DEPOT CREDIT SERVICES, DEPT 07/21/2016STMT			BUILDING MAINTENANCE BUILDING MAINTENANCE	98.98 Total : 98.98
214280	8/10/2016	ir020c IRON MOUNTAIN	MVV7518		RECORD STORAGE RECORD STORAGE	167.21 Total : 167.21
214281	8/10/2016	kb100c KBA DOCUSYS	INV454271		COPIER SERVICE COPIER SERVICE COPIER SERVICE	373.29 373.29 Total : 746.58

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214282	8/10/2016	ln075c L.N. CURTIS & SONS	INV38739		CLOTHING, UNIFORMS	
			INV38851		CLOTHING, UNIFORMS	316.92
			INV39179		CLOTHING, UNIFORMS	316.92
			INV40991		CLOTHING, UNIFORMS	76.17
					CLOTHING, UNIFORMS	802.57
					Total :	1,512.58
214283	8/10/2016	la034c LAK ASSOCIATES, LLC	2-1440		MARIN MONTESSORI	
					MARIN MONTESSORI	1,225.00
					Total :	1,225.00
214284	8/10/2016	la275c LARKSPUR, CITY OF	07/27/2016STMT		DIESEL - FUEL	
					DIESEL - FUEL	630.56
					Total :	630.56
214285	8/10/2016	ma208c MARIN INDEPENDENT JOURNAL	07/31/2016STMT		CLASSIFIED ADVERTISING - LEGAL	
					CLASSIFIED ADVERTISING - LEGAL	1,169.20
					Total :	1,169.20
214286	8/10/2016	ma151c MARIN SANITARY SERVICE	0074373		OFFICE SUPPLIES	
					OFFICE SUPPLIES	109.00
					Total :	109.00
214287	8/10/2016	me068c METROPOLITAN PLANNING GROUP	2596		TOCM TAMAL VISTA EAST CORRIDA	
			2597		TOCM TAMAL VISTA EAST CORRIDA	5,855.25
			2599		TOWN OF CORTE MADERA STAFFI	1,100.00
					TOWN OF CORTE MADERA STAFFI	
					TOCM TAMAL VISTA EAST CORRIDA	2,948.05
					TOCM TAMAL VISTA EAST CORRIDA	2,948.05
					Total :	9,903.30
214288	8/10/2016	mu125c MUNICIPAL MAINT.EQUIP., INC.	0111995-IN		EQUIPMENT, MACHINERY REPLAC	
					EQUIPMENT, MACHINERY REPLAC	1,400.06

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214288	8/10/2016	mu125c	mu125c MUNICIPAL MAINT.EQUIP., INC.	(Continued)		Total : 1,400.06
214289	8/10/2016	ne040c	NELSON PERSONNEL SERVICES	6131699	PART TIME HELP - LISA HARPER	928.62
					PART TIME HELP - LISA HARPER	2.10
					PART TIME HELP - LISA HARPER - /	
					Total :	930.72
214290	8/10/2016	ne100c	NERVIANI PAVING, INC.	4821	PIXLEY RD - PAVING	1,800.00
					PIXLEY RD - PAVING	
					Total :	1,800.00
214291	8/10/2016	of026c	OFFICE DEPOT - TOWN HALL	853913376001	MEETINGS	15.17
					MEETINGS	15.17
					MEETINGS	15.17
					MEETINGS	15.17
					MEETINGS	15.17
					MEETINGS	15.18
					Total :	91.03
214292	8/10/2016	oh100c	O'HEHIR, JOANNE	INV NO. 16	ROBIN DR	341.25
					ROBIN DR	48.75
					REMAINDER OF THE MEETING	
				INV NO. 17	1441 CASA BUENA	195.00
					1441 CASA BUENA	113.75
					ATTENDANCE OF REMAINDER OF	
					Total :	698.75
214293	8/10/2016	on102c	O'NEIL CUSTOM BAGS &	16519	RECREATION SUPPLIES	369.00
					RECREATION SUPPLIES	
					Total :	369.00
214294	8/10/2016	on025c	ONGARO & SONS, INC., ERNEST	08/01/2016STMT	5-PPC-RENEWAL	995.00
					5-PPC-RENEWAL	186.59
					4-PPC-NO UP FOR RENEWAL	

Voucher List
TOWN OF CORTE MADERA

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214294	8/10/2016	on025c on025c ONGARO & SONS, INC., ERNEST	(Continued)			Total : 1,181.59
214295	8/10/2016	ri042c RICOH USA, INC., (FIRE)	97221948		CANON NP6551 LEASE CANON NP6551 LEASE	322.89 Total : 322.89
214296	8/10/2016	ro450c ROY'S SEWER SERVICE, INC.	194047		231 CORTE MADERA AVE 231 CORTE MADERA AVE	340.00 Total : 340.00
214297	8/10/2016	se080c SEQUOIA SAFETY SUPPLY COMPANY	30904		SAFETY & PROTECTIVE ITEMS SAFETY & PROTECTIVE ITEMS	147.98 Total : 147.98
214298	8/10/2016	sm075c SMALBACH, REBECCA	AUGUST 1-5,2016		PART TIME HELP PART TIME HELP	352.00 Total : 352.00
214299	8/10/2016	ta180c TAMALPAIS PAINT & COLOR-TOWN	07/31/2016STMT		MISC. SUPPLIES MISC. SUPPLIES CREDIT DISCOUNT TAKEN	222.23 -19.62 -2.02 Total : 200.59
214300	8/10/2016	ti124c TIFCO INDUSTRIES	711667999(CREDIT) 71172499 71172774 71172873		PARTIAL CREDIT PARTIAL CREDIT MOTOR VEHICLE REPLACEMENT F MOTOR VEHICLE REPLACEMENT F MOTOR VEHICLE REPLACEMENT F MISC. SUPPLIES MISC. SUPPLIES MISC. SUPPLIES MOTOR VEHICLE REPLACEMENT F MOTOR VEHICLE REPLACEMENT F MOTOR VEHICLE REPLACEMENT F MISC. SUPPLIES	-238.10 151.49 151.50 190.16 150.00 150.00 150.00

Bank code : bom

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
214300	8/10/2016	ti124c TIFCO INDUSTRIES	(Continued)		MISC. SUPPLIES	81.47
					Total :	936.52
214301	8/10/2016	bo101c TOWNSEND, MICHAEL D.	08/06/2016A		PIXLEY AVE - AT PUMP STATION	
			08/06/2016B		PIXLEY AVE - AT PUMP STATION	3,755.00
			08/06/2016C		PIXLEY AVE AT REDWOOD AVE	11,920.00
					HARMONY LANE AT MONTECITO A	3,475.00
					HARMONY LANE AT MONTECITO A	
					Total :	19,150.00
214302	8/10/2016	tr050c TRANSBAY SECURITY SERVICE, INC	64053		KEYS	
					KEYS	68.01
					Total :	68.01
214303	8/10/2016	us126c U.S. POSTMASTER	R-35070		BULK PERMIT FOR BROCHURE. PE	
					BULK PERMIT FOR BROCHURE. PE	2,000.00
					Total :	2,000.00
214304	8/10/2016	ve117c VERIZON WIRELESS	9769221524		UTILITIES - TELEPHONE	
					UTILITIES - TELEPHONE	63.16
					UTILITIES - TELEPHONE	63.17
					Total :	126.33
214305	8/10/2016	wh065c WHITLOCK & WEINBERGER, TRANSPOI 18038			200 NELLEN AVE - TIS	
					200 NELLEN AVE - TIS	117.50
					Total :	117.50
56 Vouchers for bank code : bom					Bank total :	189,183.84
56 Vouchers in this report					Total vouchers :	189,183.84


TOWN MANAGER

**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: August 10, 2016
MEETING DATE: August 16, 2016

TO: TOWN MANAGER, MAYOR AND MEMBERS OF THE TOWN COUNCIL
FROM: REBECCA VAUGHN, TOWN CLERK / ASSISTANT TO THE TOWN MANAGER
SUBJECT: DISCUSSION AND POSSIBLE ACTION TO CONSIDER CHANGE OF ELECTION DATE FROM NOVEMBER OF ODD YEARS TO JUNE OR NOVEMBER OF EVEN YEARS



STAFF RECOMMENDATION:

Discuss proposed options and consider providing direction to staff to draft an ordinance to change date of municipal elections and bring an ordinance back for introduction at a date to be determined.

TOWN MANAGER’S RECOMMENDATION:

Support staff’s recommendation

OPTIONS:

1. Direct staff to draft an Ordinance to change the date of municipal elections to November of even years commencing in November, 2020 and to phase in the shift to even year elections by electing office holders in 2017 and 2019 to serve 3-year terms, expiring in 2020 and 2022, respectively.
2. Direct staff to draft an Ordinance to change the date of municipal elections to November of even years commencing in November, 2018. This would require cancellation of the November 2017 municipal elections and would extend the terms of all current Councilmembers for an additional year.
3. Direct staff to draft an Ordinance to change the date of municipal elections to June of even years commencing in June, 2018. This would require cancellation of the November 2017 municipal elections and would extend the terms of all current Councilmembers for an additional six months.
4. Reject all options and provide further direction to staff.

FISCAL IMPACT:

It is expected that the Town would save money if the date of the election were changed to even-numbered years. The amount saved each year would vary based upon how many items the Town has on the ballot and the number of total jurisdictions sharing the cost of the election.

The Marin County Department of Elections charges jurisdictions based upon a methodology approved by the Marin County Board of Supervisors in 2003. The basic elements for billing are the number of jurisdictions and the number of measures and/or contests on a ballot. When more jurisdictions are on the same ballot, costs are spread out among them. However, the cost for an individual jurisdiction increases when it has several items on a ballot. The Town of Corte Madera had 5,793 registered voters for the 2015 election, and the current cost per registered voter is approximately \$1.75-\$3.00.

Costs for the past three elections are as follows:

2015: \$12,793.59

2014: \$4,652.81

2013: \$9,282.73

Although costs vary according to the factors cited above, this comparison gives an idea of the savings to be expected by switching to even year elections.

BACKGROUND:

On April 19, 2016, the Town Council had a preliminary discussion regarding a move of the municipal election date from November of odd-numbered years to either June or November of even-numbered years. The reason for considering a change in election years is to potentially have a larger voter turnout for local elections and for possible cost savings. The Town currently holds municipal elections in November of odd-numbered years. Eight out of the 11 cities in Marin follow this practice. The Town Council discussed several options and expressed interest in further research and requested that staff bring back options for consideration at a later date.

Historically, the Town of Corte Madera held elections in April of even-numbered years. The scheduling of off-cycle municipal elections originated in the Progressive Era, during the late 1800s and early 1900s, when reformers believed separating local politics from state and national elections would benefit democracy. It was thought that this practice kept local government issues in the forefront and possibly prevented partisan politics from clouding local elections, which are non-partisan. Following the passage of Proposition 13 in 1978, cities and towns looked for cost savings wherever possible, and consolidating municipal elections with school district elections provided cost savings while keeping municipal elections partisan-free.

On January 19, 1982, the Town Council unanimously approved Ordinance No. 707 (Attachment 1), phasing in a move to November of odd-numbered years over two election cycles. Officeholders elected in April of 1982 and 1984 would be elected to terms of 3.5 years, expiring in November of 1985 and 1987, respectively. Following the April, 1984 election, municipal elections would then take place in November of odd-numbered years.

Recent election cycles have experienced increasingly low voter turnout, and research has shown that when local governments choose to go on-cycle and align municipal elections with statewide elections in November, turnout starts to increase.

The voter turnout for the last municipal election, held in November, 2015 was 32.09%, with 1,859 cards cast in Corte Madera out of 5,793 registered voters. Voter turnout for the previous three even-year elections was as follows:

Odd year voter turnout:	Even year voter turnout:
2015: 32.09%	2014: 60.00%
2013: 44.73%	2012: 87.51%
2011: 54.12%	2010: 75.78%
	2008: unavailable

The voter turnout for 2008 was unavailable because the Town did not have any measures on the ballot during that election cycle.

State policymakers are aware of the phenomenon of decreased voter turnout, and last year Senate Bill 415 was adopted (Attachment 2) which requires jurisdictions with especially low voter turnout to consolidate their contests with statewide elections. This law takes effect Jan. 1, 2018, and jurisdictions that fit the criteria for determining low turnout must adopt a plan to consolidate future elections with a statewide election not later than the November 8, 2022 statewide general election.

The average turnout for the Town of Corte Madera over for the past three even year elections was 74.43%. The difference between the average even year turnout (74.43%) and the last odd year turnout (32.09%) is 42.34% which exceeds the 25% differential threshold established by SB 415. Given these percentages, it would appear that the Town would be required to move elections to coincide with statewide elections.

Excerpt from Senate Bill 415:

SB 415, Hueso. California Voter Participation Rights Act, approved by Governor Brown on September 1, 2015.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

Senate Bill 415 applies to cities, counties, school districts and other special districts that have a regular election date that is different from the statewide primary or general election. If an agency fails to comply,

SB 415 authorizes local citizens to file a lawsuit to force the agency to change its regular election date. Should the court find the jurisdiction in violation, it has the power to ensure future elections occur on the statewide primary or general election (June or November of even-numbered years), and to award attorney's fees and costs to the successful plaintiff.

Arguments in favor of moving election date:

- Proponents say the change would mean lower costs by avoiding odd-year elections and combining all elections together
- Too many elections can cause voter fatigue
- Turnout is higher for even year elections, which usually feature federal and state races.
- Makes municipal elections seem as important as state and federal elections if they are on the same ballot
- Saves taxpayer dollars

Arguments in opposition to moving election date:

- Could potential hamstringing a municipality from holding bond votes in odd years should they be able to take advantage of low rates.
- Too many choices on one ballot can cause voter fatigue
- Municipal office holders appear at the end of a ballot and voters may pay less attention to lower ballot items
- Most municipalities have nonpartisan offices and having local elections on ballots with partisan races could muddy the distinction enjoyed by local candidates.
- Municipal candidates may face difficulty trying to get messages out while competing for air time with presidential, gubernatorial, congressional, state legislative and county-level races.
- Possibility for increased voter wait times and longer lines on election day

DISCUSSION OF OPTIONS:

Option 1. Direct staff to draft an Ordinance to change the date of municipal elections to November of even years commencing in November, 2020 and to phase in the shift to even year elections by electing office holders in 2017 and 2019 to serve 3-year terms, expiring in 2020 and 2022, respectively.

There is precedent for selecting Option 1, as it is similar to how the Town Council chose to phase in the move from April of even-numbered years to November of odd-numbered years in 1982. Under Option 1, officeholders elected in November, 2017 would serve three-year terms, expiring in November, 2020. Officeholders elected in November, 2019 would serve three-year terms, expiring in November, 2022. Following November, 2020, the Town of Corte Madera's municipal elections would take place in even-numbered years.

The drawback to this option is that back-to-back elections would need to be held in November, 2019 and 2020. Additionally, cost-savings and potential increase in voter turnout resulting from a move to even-numbered years would not be realized for several years out, as the change is phased in over several election cycles. However, this option may be more palatable to the public, since terms are truncated, rather than lengthened.

Option 2. Direct staff to draft an Ordinance to change the date of municipal elections to November of even years commencing in November, 2018. This would require cancellation of the November 2017 municipal elections and would extend the terms of all current Councilmembers for an additional year.

With Option 2, the cost-savings and potential increase in voter turnout resulting from a move to even-numbered years would be realized immediately. Selection of this option would result in the cancellation of the November, 2017 election and would lengthen the terms of office holders to a total of five years each. The terms of the three officeholders expiring in November, 2017 would be extended through November, 2018. The terms of the two officeholders expiring in November, 2019 would be extended through November, 2020. Following November, 2018, the Town of Corte Madera's municipal elections would take place in November of even-numbered years.

Option 3. Direct staff to draft an Ordinance to change the date of municipal elections to June of even years commencing in June, 2018. This would require cancellation of the November 2017 municipal elections and would extend the terms of all current Councilmembers for an additional six months.

With Option 3, the cost-savings and potential increase in voter turnout resulting from a move to even-numbered years would be realized immediately. Selection of this option would result in the cancellation of the November, 2017 election and would lengthen the terms of office holders to a total of four and a half years each. The terms of the three officeholders expiring in November, 2017 would be extended through June, 2018. The terms of the two officeholders expiring in November, 2019 would be extended through June, 2020. Following June, 2018, the Town of Corte Madera's municipal elections would take place in June of even-numbered years.

With a selection of any of these options, the Town Clerk would notify, by mail, all registered voters. The notice would explain to voters that the date of the election has been changed, and the method by which the change will be enacted. The cost for this one-time mailing is approximately \$5,000.

At this time, staff is requesting that the Town Council discuss and select one of the three available options, or provide further direction to staff regarding additional options. Upon receiving direction from the Town Council, staff, if requested, will prepare a draft ordinance for consideration and introduction at a future Town Council meeting.

Attachments:

1. Ordinance No. 707, approved January 19, 1982, and minutes from the December 15, 1981 and January 19, 1982 Town Council meetings.
2. Senate Bill No. 415: California Voter Participation Rights Act, approved by Governor Brown on September 1, 2015.
3. Corte Madera Municipal Code Chapter 2.38 – General Municipal Elections

ATTACHMENT 1

Ordinance No. 707, approved January 19, 1982, and minutes from the December 15, 1981 and January 19, 1982 Town Council meetings.

ORDINANCE NO. 707

AN ORDINANCE OF THE TOWN OF CORTE MADERA ADDING CHAPTER 2.38, "GENERAL MUNICIPAL ELECTIONS", TO TITLE 2 OF THE CORTE MADERA MUNICIPAL CODE

THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA does ordain as follows:

Section 1. Chapter 2.38 of Title 2 of the Corte Madera Municipal Code is hereby added to read as set forth below:

2.38.010 Date of General Municipal Election. General Municipal Elections shall be held on the same day as School District Elections as set forth in Section 2602 of the Elections Code.

2.38.020 Applicability of California Elections Code. When an election is held pursuant to Section 2.38.010, and the election is consolidated with another election, the provisions contained in Part 2.5 (commencing with Section 23300) of Division 14 of the California Elections Code shall govern the consolidation, and, if the County Clerk is requested to conduct the General Municipal Election, Section 22003 of the California Elections Code shall be applicable to that election.

2.38.030 Effect on perspective Town Elected Officers. Following the operative date of this ordinance, terms of office shall be affected as follows:

- a. For those prospective Town Officers elected on April 13, 1982, whose four-year terms of office would have, prior to the adoption of this ordinance, expired on the Tuesday succeeding the second Tuesday in April of an even-numbered year, shall instead, remain in office until no later than the fourth Tuesday of November 1985.
- b. For those prospective Town Officers elected on April 10, 1984, whose four-year terms of office would have, prior to the adoption of this ordinance, expired on the Tuesday succeeding the second Tuesday in April of an even-numbered year, shall instead, remain in office until no later than the fourth Tuesday of November 1987.

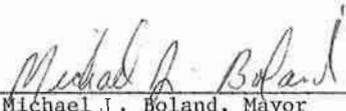
2.38.040 Notice to Voters of Change in Election Date. Within 30 days after this ordinance becomes operative, the Town Clerk shall cause a notice to be mailed to all registered voters of the change in the election date.

2.38.050 Elections Affected. This ordinance is intended to apply to, and shall be applicable only to those municipal elections held after April 3, 1984.

Section 2. This ordinance is adopted pursuant to the provisions of California Government Code Section 36503.5, and shall become operative upon the approval of the Board of Supervisors of Marin County.

Section 3. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Town Council hereby declares that it would have adopted the ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

Section 4. A summary of this ordinance shall be published in the Twin Cities within 5 days prior to passage and 15 days after passage.


Michael J. Boland, Mayor

ATTEST:


Betty Behel, Town Clerk

* * * * *

I, the undersigned, hereby certify that the foregoing is a full, true and correct copy of Ordinance No. 707 of the Town of Corte Madera, entitled as above, and that it was introduced on December 15, 1981 and adopted by the Council on January 19, 1982 by the following vote:

- AYES, and in favor thereof, Councilmembers: Haehl, Sullivan, Flahive, Dunn and Mayor Boland
- NOES, Councilmembers: None
- ABSENT, Councilmembers: None

That a summary was published in the Twin Cities Times on December 24, 1981 and January 28, 1982, and will become operative upon approval by the Board of Supervisors.


Betty Behel, Town Clerk

Town Council meeting of 12/15/81

CONSENT CALENDAR

- 3a. Approved minutes of meeting of 12/1/81
- 3b. Adopted Resolution No. 2056, Approving amended Parcel Map - Lands of Burgraf - 425 Montecito
- 3c. Accepted the work of Project No. 81-002 and authorized the recordation of a Notice of Completion
- 3d. Adopted Resolution No. 10-81, requesting that Certain Remaining Sanitary District #2 Assessment District Monies on deposit with the County of Marin be transferred to Treasurer of Sanitary District #2 of Marin County

MOTION: To approve Items 3a,3b,3c and 3d on the Consent Calendar.

Moved: Councilmember Sullivan
Vote: Unanimous

UNFINISHED BUSINESS

- 4. Resolution rescinding Resolution No. 2053 and designating public parks/areas where animals are prohibited and where they are permitted on a leash

The Town Engineer described the areas of the Town Park where he thought dogs on leashes could be permitted without interfering with the activities in the park.

MOTION: To adopt Resolution No. 2057, rescinding Resolution No. 2053, and designating public parks/areas where animals are prohibited.

Moved: Councilmember Dunn
Vote: Unanimous

- 5. Introduction of Ordinance adding Chapter 2.38 "Municipal Elections", to Title 2 of the Corte Madera Municipal Code (At issue is whether to shorten by 5 months or lengthen by 18 months Council terms)

Council discussed the two options available to them (lengthening or shortening terms) in making a change in election dates to coincide with school district elections and reached a consensus to shorten terms by five months for the next two elections.

MOTION: To introduce Ordinance No. 707, adding Chapter 2.38 "Municipal Elections", to Title 2 of the Corte Madera Municipal Code.

Moved: Councilmember Dunn
Vote: Unanimous

- 6. Consideration of Town Position on Proposed Abandonment, Portion of Northwestern Pacific Railroad Right-of-Way

Ms. Susan Black, Attorney for Handi-Kup, advised the Council that the proposed abandonment would have a negative economic effect on Handi-Kup. Charles Thompson, 108 Sandpiper Circle, proposed that a bike path be constructed in the right-of-way if it is abandoned.

MOTION: To oppose the abandonment because of the adverse effects on Handi-Kup unless the right-of-way can be retained intact.

Moved: Councilmember Flahive
Vote: Unanimous

Town Council meeting of 1/19/82

8g. Adopted Resolution No. 2064, approving 5-year Federal Aid Urban Program

8h. Approved Paradise Drive Reorganization (Annexation) No. 2

8i. Approved Warrants Nos. 4974 thru 5327, 200379 thru 200426, payroll checks Nos. 3507 thru 3634 and 101622 thru 101755 in the amount of \$587,239.21

MOTION: To approved Items 8a,8b,8d (1) & (2), 8f (1) & (2), 8g, 8h and 8i on the Consent Calendar.

Moved: Councilmember Flahive
Vote: Unanimous

* * * * *

After questions were answered, the following two items were approved.

8c. Awarded contract for Project 80-003A to Don Dowd Company

8e. Adopted Resolution No. 2065, amending Town Classification Plan by eliminating Sewer Maintenance Supervisor position and replacing same with Leadworker Classification

Moved: Councilmember Flahive
Vote: Unanimous

UNFINISHED BUSINESS

9. Adoption of Ordinance adding Chapter 2.38 "Municipal Elections" to Title 2 of the Corte Madera Municipal Code (Effective date 2/4/82)

Ordinance No. 707 was reviewed and title read.

MOTION: Council waives further reading and adopts Ordinance No. 707, adding Chapter 2.38 "Municipal Elections" to Title 2 of the Corte Madera Municipal Code (Effective date 2/4/82)

Moved: Councilmember Haehl
Vote: Ayes: Councilmembers Haehl, Sullivan, Flahive, Dunn and Mayor Boland
Noes: None

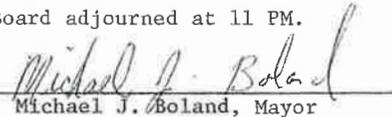
NEW BUSINESS

10. Request by Ecumenical Association for Housing for financial assistance and general endorsement of program to develop a visual media presentation on creating affordable housing in Marin County

MOTION: To endorse program for visual media presentation and authorize a one-time only contribution of \$50 to Ecumenical Association for Housing for this program.

Moved: Councilmember Haehl
Vote: Unanimous

ADJOURNMENT: Town Council and Sanitary Board adjourned at 11 PM.


Michael J. Boland, Mayor

ATTEST:


Betty Behel, Town Clerk

ATTACHMENT 2

Senate Bill No. 415: California Voter Participation Rights Act,
approved by Governor Brown on September 1, 2015.



SB-415 Voter participation. (2015-2016)

Senate Bill No. 415

CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 01, 2015. Filed with Secretary of State September 01, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

CHAPTER 1.7. Voter Participation

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) "Significant decrease in voter turnout" means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) "Voter turnout" means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney's fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.

ATTACHMENT 3

Corte Madera Municipal Code
Chapter 2.38 – General Municipal Elections

Chapter 2.38 - GENERAL MUNICIPAL ELECTIONS

Sections:

2.38.010 - Date of general municipal election.

General municipal elections shall be held on the same day as school district elections as set forth in Section 2602 of the Elections Code.

(Ord. 707 § 1 (part), 1982)

2.38.020 - Applicability of California Elections Code .

When an election is held pursuant to Section 2.38.010 and the election is consolidated with another election, the provisions contained in Part 2.5 (commencing with Section 23300) of Division 14 of the California Elections Code shall govern the consolidation, and, if the county clerk is requested to conduct the general municipal election, Section 22003 of the California Elections Code shall be applicable to that election.

(Ord. 707 § 1 (part), 1982)

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, SEPTEMBER 6, 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 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.iv Response to Civil Grand Jury Report, “Marin’s Hidden Human Sex Trafficking Challenge”
(Report from David Bracken, Town Manager)
- 5.I.vi Response to Civil Grand Jury Report, “911 First Responder Referral Program”
(Report from David Bracken, Town Manager)
- 5.I.vii Response to Civil Grand Jury Report, “Law Enforcement Citizen Complaint Procedures”
(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.vii 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.I Consideration and Possible Action to Approve an Appointment to the Sales Tax Citizens Oversight Committee to Fill Vacant Seat
(Report from Rebecca Vaughn, Town Clerk)
- 7.II Review of Draft September 20, 2016 Town Council Agenda
- 7.III Approval of Minutes of August 16, 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 MINUTES OF AUGUST 2, 2016
3

4 REGULAR MEETING
5 OF THE
6 CORTE MADERA TOWN COUNCIL
7

8 Vice Mayor Furst called the Regular Meeting to order at Town Hall Council Chambers, 300
9 Tamalpais Drive, Corte Madera, CA on August 2, 2016 at 7:30 p.m.

10
11 **1. ROLL CALL**
12

13 Councilmembers Present: Vice Mayor Furst and Councilmembers Andrews, Condon and
14 Lappert
15

16 Councilmembers Absent: Mayor Bailey
17

18 Staff Present: Town Manager/Town Engineer David Bracken
19 Director of Administrative Services/Town Treasurer George T.
20 Warman, Jr.
21 Director of Planning and Building Adam Wolff
22 Senior Planner Phil Boyle
23 Assistant Town Attorney Judith Propp
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. OPEN TIME FOR PUBLIC DISCUSSION**
30

31 There were no public speakers.
32

33 **3. PRESENTATIONS**

34 3.I Status Report on Long Term Financial Plan Study
35 (Presentation by Consultants Libby Seifel and Craig Hill)
36

37 Town Manager David Bracken introduced Libby Seifel and Craig Hill who will provide a
38 PowerPoint presentation.
39

40 Craig Hill, NHA Advisors, stated they are before the Council to bring the Council up to date
41 on work which began a year ago when they were asked to talk about the financial health
42 and some of the metrics the Town could put in place to monitor from a reporting
43 perspective and also from a pure financial perspective. The presentation will be
44 informative for everybody on some of the information shared with rating agencies and

1 investors who ended up purchasing the Town's bonds. Mr. Hill noted he will discuss the
2 Town and financial strategy objectives, overview of work performed to date and discuss
3 findings and next steps.

4
5 Regarding overarching Town objectives, the key driver they were trying to accomplish
6 through any procedures or process in place is to assure the long-term financial
7 sustainability of the Town and to maintain and solvency and liquidity of the Town. There
8 were a number of years given the Town's revenue streams and expenditure requirements,
9 the Town had cash shortfalls in the fall prior to property tax and sales tax contributions
10 came in and the Town was using a one-year note to pay bills and then at the end of the
11 fiscal year it was paid off. The Town is now in a position with fund balances and revenue
12 streams that it no longer needs to borrow notes on an annual basis.

13
14 They also want to identify the long-term capital needs of the Town and revenue or
15 identified funding sources does the Town have to meet those. Many people get intimidated
16 by the size of a capital project and they want to make sure that they are identifying capital
17 improvements and setting in place a program.

18
19 The third objective was transparency on the Town's financial position and annual reporting
20 requirements to the Council and to the community. There are a number of cities beginning
21 to implement transparency measures to make information easily available. He said the
22 Town's website is great for providing reports and they will attempt to make the reports
23 more user-friendly, more accessible and possibly letting people generate their own types of
24 reports.

25
26 Based on holding interviews and discussions with staff and Council, they need to focus on
27 making the reporting simpler to understand. Secondly, there is a need for policies to
28 manage different revenue streams. The Town is in a unique situation where sales tax is a
29 major contributor to the Town's operations and it is also a very volatile revenue stream.

30
31 They want to look at targets or metrics, look at volatile revenue sources and trim those
32 form a budget perspective and he said if they come in higher, it is a good problem to have.
33 Lastly, they will look at obligations of debt, pension, CIP, and Reserves which may take 3-5
34 years to roll out in its full capacity.

35
36 Mr. Hill stated they are new tools to drive the Town's accounting system and also some
37 web-based tools which might be add-on's to the Town's system which aid in transparency
38 and reporting requirements.

39
40 Libby Seifel stated they had divided the work into two phases and the first part of their
41 work included holding interviews of the Town Council and staff, gathered input on the
42 study objectives and identified key issues of concern and potential areas of improvement.

43

1 Ms. Seifel especially acknowledged Finance staff as well as all staff who worked very closely
2 with them and shared information to enable them to understand the Town's financial
3 systems. They reviewed the Town's accounting system and they focused on how to simplify
4 and streamline input and reporting. As Mr. Hill mentioned, they assessed the Town's
5 financial health and they will provide a presentation on their initial findings where they
6 have collected and analyzed key metrics. They also provided initial recommendations to
7 the Town Manager and have already begun to implement some of the recommendations
8 because they felt strongly that some needed to move forward.

9
10 Ms. Seifel noted that the Town uses a very robust accounting system which is called Eden
11 Accounting Software System which is provided by Tyler Technologies and they are one of
12 the largest software companies in the U.S., and the largest solely focused on providing
13 integrated software and technology services to the public sector.

14
15 The Town has key financial reporting considerations. First and foremost is the July to June
16 fiscal year and each year the Town needs to close its books and open its books. The Town
17 has a bi-annual budget process which means budgeting is done every other year which
18 starts in January of the prior fiscal year. Starting in January 2017, the Town will be working
19 on its budgets for 2017, 2018 and 2019.

20
21 The Town has annual reports required and as Mr. Hill said, one objective is to streamline
22 the process of preparing these reports and make them more accessible and transparent
23 through the process.

24
25 In terms of key findings, they learned that the Town could more effectively deploy the Eden
26 Accounting system. Since the recession, the Town's budget for training and accounting
27 system upgrades was significantly limited. As a result, Finance staff have not been able to
28 benefit from improvements from the many Eden Tools available, some of which are
29 improvements where no modules are needed to purchase, and some are new modules the
30 Town might consider purchasing.

31
32 They recommended specifically that there be a Best Practices Review (BPR) undertaken
33 which happened at the end of June. The purpose of that was to understand how to better
34 utilize Eden to streamline operations and financial reporting, and the BPR review was
35 conducted with Finance staff over the course of 3 days.

36
37 Mr. Hill then discussed the financial health metrics of the Town which was a project begun
38 last year. When he was before the Council 4 months ago, the Park Madera Center was
39 refinanced and results were phenomenal. They were able to get a rating increase and there
40 was a lot of shared information with both projects done concurrently.

41
42 Through the rating increase, they focused on revenue sources and their volatility, how well
43 the Town has done in controlling expenditures, and how fund balances were built back up,

1 which was primarily a function of the sales tax override, but he said this was a huge factor.
2 The rating agencies and investors took great comfort in the fact that they had seen the
3 historical balances being relatively low over the last 5-6 years and now over the last 2-3
4 years have really come up which is a good thing. They looked at the debt ratio and the
5 Town is paying down its debts at a good clip and the Town has Reserves now that have
6 increased and are comfortable in the minds of investors and rating agencies, and from a
7 political perspective, there are funds sitting in balances that may be identified for projects.
8

9 Mr. Hill presented a slide that showed the metrics of financial health which was what came
10 out of the COP transaction. The bullets on the left represent the key drivers for why the
11 rating agencies came in with the rating they did. Again, some of it is controlled by the Town
12 and some is not, like the economy. There are also unemployment rates the Town cannot
13 truly control and Mr. Hill presented an economic profile showing a very strong economy,
14 consistently low unemployment rates, and high wealth levels, and they provided Corte
15 Madera's strongest employers.
16

17 Mr. Hill then presented a General Fund Revenues table and said this is the kind of table to
18 report to the public on a quarterly or annual basis to give people a handle on current
19 revenues and revenues over the last five years. General Fund expenditures show what
20 money is spent on, and Mr. Hill noted that debt service should not be 10% or 20% of the
21 budget. He noted that these are all very healthy percentages for Corte Madera. He noted
22 some cities spend 75% on public safety, and he noted that general government or overhead
23 is only 15% for Corte Madera. He stated it would not hurt if public works percentages are
24 larger so as to spend on capital projects, and he said this is a good representation as
25 compared to other communities.
26

27 The next slide shows assessed value growth and Mr. Hill said home prices in Marin
28 continue to climb. Not only is it climbing 2% which people may automatically get, but when
29 turning over homes, this is where the Town greatly sees jumps on property values.
30 Property tax revenues were at about \$4 million 6 years ago and now revenues are climbing
31 to almost \$4.5 million which shows a nice, consistent revenue source and the Town can
32 almost budget to the dollar with property tax revenues.
33

34 Sales tax revenues went from about \$5.4 million to just over \$9 million in 2015. Regarding
35 historical fund balances, Mr. Hill said it is important for the Town to try and establish
36 minimum reserves. The Town can set up multiple accounts such as an equipment
37 replacement reserve, general fund reserve or "economic uncertainty" fund so staff does not
38 have to be laid off when revenues come in lower. A capital improvement fund can serve as a
39 base for improvements into the future, but what is important for purposes of the rating
40 agencies is that they saw as early as between 2008 and 2010 the Town had fund balances
41 was sub \$1 million, and this is low for the Town, but as sales tax and override has been
42 coming in, the Town has had some significant balances. This gets to his point about how
43 much of that really should be held back for future capital projects and how much is held as

1 part of a fiscal conservancy reserve component.
2

3 Regarding pension liabilities, the Town has a few different programs for its employees and
4 the Town should ensure that this liability is identified. He noted that he and Ms. Seifel are
5 spending time with many cities trying to determine whether they should 'attack' the debt
6 with cash on hand to get unfunded liability numbers down.
7

8 Regarding General Fund debt burden, the Town's annual expenditures are 1% of the
9 budget which is a great low number. The big obligation is the Park Madera COP, but it has
10 revenue that offsets a lot of the debt which helps expenditures. The Town also has the
11 police station property acquisition lease, a fairly small balance on that which will come due
12 in a few years. The line of credit to meet cash flow no longer exists and this is good for the
13 Town.
14

15 Mr. Hill presented the Town's credit worthiness which is the summary they used from the
16 refinancing process. He was a bit worried initially, but as they gathered information, it
17 became a good story and the Town should be proud of where it has been and where it is
18 today.
19

20 Vice Mayor Furst interjected and explained that the Town had approved an additional half-
21 cent sales tax for a limited number of years. They have banked almost all of it and the
22 original intent was that it be used to offset losses from the economic downturn. They had to
23 work on roads, replace equipment and they have begun some of this, but the idea is to hold
24 onto most of the funds.
25

26 Mr. Hill said the Town has very strong budget flexibility and what this comes down to is
27 that it is not about the overhead of the Town and fixed expenses, but about discretion of
28 one-time capital expenses which is huge to a rating agency.
29

30 In summary, overall findings of the Town's financial health show that the economic climate
31 is strong with high incomes and healthy businesses and retail sales and property values
32 rebounded quickly after the recession. The sales tax measure has enhanced fiscal stability.
33 There has been positive growth in cash flow over recent years, revenues increased 15%
34 versus expenses at 5% from FY 2014 to FY 2015, and cash reserves have shown strong
35 growth and the Town has a relatively low ratio of debt to revenue.
36

37 Mr. Warman briefly discussed the State's imposition of the "triple flip" which went away on
38 January 1st, and the Town still does not get the motor vehicle license fees it used to get,
39 which affected the Town's cash flow.
40

41 Mr. Hill concluded, stating and the Town should consider how to strategically manage long-
42 term CalPERS and OPEB liabilities.
43

1 Ms. Seifel said they have begun work on the implementation phase to meet the core
2 objectives. The four key objectives were:

- 3
- 4 • To recommend financial policies and enhance reporting procedures, and she will
5 talk about the BPR review of the Eden system;
- 6 • To recommend new ways to present financial information, and what the Town
7 Manager has already implemented is a new web-based tool called Open Gov which
8 will be implemented in phases and they think will really make a difference for the
9 Town;
- 10 • To evaluate the long-term financial sustainability, and this looks at the capital
11 replacement, repair and maintenance needs, looking at pension and retiree health
12 or OPEB obligations, looking at doing a 10-year budget forecast and alternative
13 forecast, and will recommend key financial objectives and/or metrics; and
- 14 • To present findings and recommendations

15
16 Ms. Seifel said when they began this process they did not understand the accounting
17 system piece and some of the challenges the accounting staff have had because of the
18 recession, because there was not as much training or funding, and they got behind with
19 doing some of the financial accounting. They learned there were interesting tools and great
20 resources that Eden has so they conducted a BPR free of charge by Eden.

21
22 They had a fabulous person who spent 3 days with staff and went through everything in the
23 accounting system in great detail. What was great on top of learning about the Eden system
24 was that they received tips which staff has already been able to implement immediately.
25 There have been a number of procedures that have been done manually or with
26 spreadsheets in the accounting system which is not efficient. The more they can do with the
27 Eden system the better, but they got an excellent report back which is in draft form and
28 Finance staff is reviewing it. It provides very specific recommendations which include:

- 29
- 30 • Implementing some of the best practices tips;
- 31 • Conducting future training sessions with Town staff;
- 32 • Better utilize the recently installed “Permits and Inspections” module and authorize
33 follow up training and identify key improvements to streamline system; and
- 34 • Purchase and implement the following Eden modules which include:
 - 35 ○ “Project Accounting” – streamlines management of direct deposits and helps
36 manage project budgets
 - 37 ○ “Tyler Output Process (TOP)” – provides easy means of emailing internal
38 reports and/or documents such as Purchase Orders and Invoices
 - 39 ○ “Tyler Content Manager (TCM)” module – provides electronic filing system
40 for financial documentation and reporting.
- 41

42 Ms. Seifel noted that they also explored tools to enhance the clarity and transparency of the
43 Town’s finances. They explored two tools: 1) Tyler Citizen Transparency, which is linked to

1 the Eden System. It helps communities provide more open and transparent financial
2 information; however, only a limited number of cities are using it and none are in
3 California. When they began understanding the system, it is a bit “clunky”. Therefore, they
4 recommend Open Gov which is used by more than 1,000 governments throughout the U.S.
5 and Canada. It is being used by Sausalito and they uploaded test data of the Town’s finances
6 and concluded it was a much better tool.

7
8 The Town Manager purchased a favorably priced 5-year license with Open Gov which
9 includes support and training. They have uploaded an additional set of data which includes
10 6 years of the Town’s data and they have been testing Open Gov, specifically working on
11 developing a crosswalk and grouping that will enable them to show the data in a much
12 better way.

13
14 She said Eden is a complicated system in managing the chart of accounts and what Open
15 Gov does is it enables the Town to use its software platform to go in and manage its chart of
16 accounts to create certain reports, which is exciting. She said Betsy on her staff and she
17 have been having a lot of fun with trying to get the data and taking the Town’s system
18 which Finance staff have set up and using the crosswalk to try and organize the data. She
19 said she has some preliminary examples to show tonight. It has not been thoroughly vetted
20 but she is excited about what it will provide.

21
22 Ms. Seifel said Open Gov will automatically produce tables, but it will also immediately
23 produce graphs which can be in the form of pie charts, bar charts or line graphs once the
24 system is set up. They took the historical General Fund Revenues and match the Eden
25 accounting codes with the audits and the reports that have been done, such as the Financial
26 Statements and Mr. Warman’s weekly status reports. Their goal is to be able to automate a
27 number of these reports. Their hope is to have a system like Sausalito where the public will
28 be able to go in and pull out the reports which will take a little while.

29
30 Their first step internally will be to have the Finance staff understand these reports,
31 present them to the Town Council and see if the Council thinks they are going in the right
32 direction and then they will make it public. She briefly discussed the various levels of the
33 accounting codes and software which allows one to look at the big picture and then dive
34 into what drives those big numbers, and then go back to big. She then discussed the various
35 departmental service charges and the software enables the Town to go into each category
36 and see what is coming in and being spent on. They will be able to not only prepare annual
37 transactions but also monthly transactions. They can also track expenses by department.
38 They also added in the Recreation Department, which is a separate fund in the Town’s
39 audits and financial statements, they can combine it in a report that provides a holistic view
40 of expenditures. The Town can then drill down each item further. Additionally, they can
41 look at employee compensation, benefits, private contractual services, intergovernmental
42 expenditures, materials and supplies.

43

1 The last slide is an historical comparison of the General Fund revenues and expenses which
2 is still underway. The graph shows the trend line which represents the health of the Town
3 and how revenues have been rapidly exceeding expenses since 2010.

4
5 Regarding next steps, Ms. Seifel said Phase 3 implementation has been initiated. They want
6 the Town to better utilize the Eden system, consider bringing back a recommendation to
7 purchase new Eden modules and training of staff to improve the system's use. They want to
8 deploy Open Gov which is a system that needs work to get it to output what the Town
9 wants, but they think it will be invaluable for its ability to automate reports and allow staff
10 to generate their own reports.

11
12 They will be uploading additional historical data beyond the 6 years and use it to prepare
13 projections. Open Gov has many other cities in their system and they have budget and
14 comparative tools the Town can use to see how comparative they are from other cities.
15 They will recommend peer cities that have similar budgets and environments.

16
17 In terms of the long-term Capital Improvement Program, they have made some progress on
18 that and they will develop performance measurements which will be a recommendation on
19 the Town's reserves, as well as develop performance measures on the budgeting process,
20 and they can tie performance measures with the Open Gov system.

21
22 In terms of long-term financial sustainability, they have begun a beta test project which
23 looks at the CIP needs, and they are focusing on the storm drainage and flood control
24 system. The Town retained AN West to evaluate potential long term costs for replacement
25 and upgrades to the system. Work is in process, but they will use this to develop a CIP and
26 will return with a presentation with the Town Manager.

27
28 They will also evaluate the pension and retiree health obligations. They have reviewed
29 historical information and recent changes to reporting, and OPEB is now reported as a
30 separate line item, and they will be using Open Gov as a tool moving forward.

31
32 Lastly, they will prepare a 10-year budget forecast with alternative forecasts assuming
33 different revenue/expense assumptions. They will recommend key financial objectives
34 and/or metrics including a budget policy for reserve levels and how to deal with sales tax
35 revenue volatility. They have collected data metrics on financial health and these can be
36 tied into Open Gov and managed there. They will also recommend performance measures
37 and annual reporting tools, again leveraging Open Gov and seeing what they can learn from
38 this system.

39
40 Councilmember Condon asked if the Eden system made to mesh with Open Gov. Ms. Seifel
41 said it is not linked direction, but it is down through an upload, but it will sync together.

42
43 Councilmember Andrews asked if there is a user's group in the area, and Ms. Seifel said

1 Tyler Technologies has user groups for all of their software, but there is a specific group for
2 Eden as well, called "Tyler Community." The only city they know deploying the Eden
3 system locally is San Rafael. Mr. Warman stated the City of Larkspur has had it since 2000
4 after they looked at what Corte Madera was doing. He noted that Tyler bought out Eden
5 and the City of San Mateo has had it since 2003, but San Mateo has a much larger staff. Ms.
6 Seifel noted that Tyler has a much larger accounting system which larger cities use as well,
7 but the bottom line is that there is a user's group as well as with Open Gov.

8
9 Councilmember Andrews asked how robust the security was on the Town's network. Ms.
10 Seifel noted that the Town's IT representative participated in the Eden BPR review and will
11 work on security. Also, if the Town decides to implement this, it will need a dedicated
12 server and he will set up a security system related to the server.

13
14 Councilmember Lappert asked about licensing arrangements with Eden and Open Gov and
15 whether they are issued to the Town or an IP address. Ms. Seifel said the Open Gov license
16 is to the Town and authorization must be obtained to become a user for it. Initially, the user
17 group is a small group and everyone must be 'accepted'. Ultimately, there will be the ability
18 to have an internal system and external system. Once deployed with the web external
19 system, the public would be able to access; however, there will be a firewall between the
20 external and internal.

21
22 Councilmember Lappert asked what the budget would be for license fees for all systems.
23 Ms. Seifel said she was not sure but proposed to return with a budget recommendation to
24 the Council. There are some estimates from Eden on their modules and training costs.

25
26 Mr. Warman noted that he will be sending the Council a proposal to start implementing the
27 project accounting module. The basic cost of this with initial training is about \$25,000 and
28 this will require extensive on-site training. His estimate will be about \$35,000 which is over
29 a period of a year to two years. He was not sure what the price is on the other modules, and
30 he believes they are more modest, but this could be handled exclusively by Finance staff
31 which involves going from paper files to electronic files. Therefore, this is relatively
32 expensive and does not require much training.

33
34 Councilmember Lappert commented that the Town is putting itself into a position where
35 someone is going to 'own' them and this will become a permanent and integrated part of
36 what they do. He wants to know what other cities have gone through over a 10 year period
37 and what it will cost to fully bring on the system as something permanent.

38
39 Ms. Seifel recognized this point, but she noted that one of the benefits of Open Gov is that it
40 is an organizational tool to help them be able to produce reports in a way the Town and
41 community would like to see the reports. It is a forcing function to organize the accounting
42 information in a way that is useful to get them into these reports. The institutional memory
43 will be created in this process and reports can be output in an electronic format. What she

1 is envisioning is to have the chart of accounts and linked to the reports in an organized
2 fashion. This mapping process is done so much easier in Open Gov than in Eden and this
3 will be invaluable regardless of whether the Town decides to abandon Open Gov or Eden.

4
5 Vice Mayor Furst thanked Ms. Seifel and Mr. Hill as well as Mr. Warman and his staff, the
6 Town Manager, and said this is exactly what she had wanted to see. She knows how
7 important transparency, long-term financial planning and efficient software tools are to
8 help the Town be well-positioned for the future.

9
10 Town Manager Bracken noted that this project started out as a long-term financial plan but
11 what the Town learned is that they need a better understanding to be able to present the
12 current financial situation to the public before forecasting 10 years out. He thinks they have
13 been blessed by having Ms. Seifel and Mr. Hill here and he has been thoroughly impressed
14 with their knowledge, expertise and enthusiasm and he thanked them.

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

17
18 **4. COUNCIL AND TOWN MANAGER REPORTS**

- 19
20 - Town Manager Report – No report
21
22 - Director of Planning and Building Report on Tamal Vista East Corridor Study – no
23 report
24
25 - Council Reports
26

27 Councilmember Andrews gave the following report:

- 28 • He received word that Ed Vorous who has been involved with the Lion’s Club had
29 passed away on Saturday and he asked to adjourn the meeting in his memory.
30

31 Councilmember Condon gave the following report:

- 32 • Age-Friendly Corte Madera Update:
33 ○ Its first speaker series will start in September and it will be advertised in the
34 Parks and Recreation bulletin.
35 ○ On August 24th from 2:30 to 4:30 p.m. Age-Friendly Corte Madera will
36 sponsor a party for the Centennial Corte Madera Honors, or all residents 90
37 and older in the Town. The public is invited to celebrate their milestones and
38 last year’s was a lot of fun.
39 • There have been on-going sewer repairs on Paradise Drive and she recommended
40 that volunteers speak up to serve as crossing guards. Town Manager Bracken
41 indicated he would speak to the contractor.
42

43 Councilmember Lappert had no report.

1
2 Vice Mayor Furst gave the following report:

- 3 • TAM Update:
- 4 ○ At the last TAM Board meeting the board programmed \$312,000 in priority
5 conservation area funds to Corte Madera's Paradise Pathway Westward to
6 Upland project. The project's total cost is \$935,000.
 - 7 ○ Corte Madera was also programmed for \$100,000 for repaving the Redwood
8 Highway Pathway.
 - 9 ○ The Tamal Vista Bike/Ped Improvements Project for \$892,000 is up for
10 review which is being continued to the next TAM Board meeting in
11 September due to the whole block of projects in this category was being
12 continued due to questions regarding project priorities in San Rafael.
- 13 • MTC has passed a resolution modifying their guidelines and requiring recipients of
14 OBAG II funds to meet new affordable housing and anti-displacement requirements.
15 She commented that a lot more emphasis is being placed on anti-displacement or
16 meaning helping to retain more moderate housing in communities.
- 17 • She attended Central Marin Sanitation Agency (CMSA) Board meeting and they are
18 exploring expansion of its bio-gas electric generation system and production of
19 additional energy will be fed back into the grid.
- 20 • Regarding the sewer replacement project on Paradise Drive, she asked why CMSA is
21 not moving forward with tertiary treatment of water for use of grey water in
22 landscaping. She learned that the water running through CMSA has high salinity due
23 to I & I (Infill & Infiltration).

24
25 **5. CONSENT CALENDAR**

26
27 5.I Waive Further Reading and Authorize Introduction and/or Adoption of
28 Resolutions and Ordinances by Title Only.

29
30 5.II Receive and File Investment Transactions Monthly Report for May, 2016
31 (Report from George T. Warman, Jr., Director of Administrative
32 Services/Town Treasurer)

33
34 5.III Approve Warrants and Payroll for the Period 7/13/16 through 7/28/16:
35 Warrant Check Numbers 214058 through 214195, Payroll Check Numbers
36 5252 through 5265, Payroll Direct Deposit Numbers 29946 through 30077,
37 Payroll Wire Transfer Numbers 2034 through 2041, and Wire Transfer of
38 9/01/16
39 (Report from George T. Warman, Jr., Director of Administrative
40 Services/Town Treasurer)

41
42
43 MOTION: Moved by Condon, seconded by Andrew, and approved unanimously by the

1 following vote: 4-0-1 (Ayes: Andrews, Condon, Furst and Lappert; Noes:
2 None; Absent: Bailey).

3
4 To approve the Town Consent Calendar Items 5.I, 5.II and 5.III

5
6 **6. PUBLIC HEARINGS - None**

7
8 **7. BUSINESS ITEMS**

9
10 7.I Discussion and Possible Direction to Staff Regarding Existing Policies and
11 Potential Actions Concerning Short Term Rentals
12 (Report from Adam Wolff, Director of Planning and Building)

13
14 Director of Planning and Building Adam Wolff said before the Council is a discussion
15 regarding short term rentals or homes that are often times rented on sites such as Airbnb,
16 VRBO and others with the idea that these homes are rented for less than 30 days at a time.
17 Staff is bringing this forward at the request of the Mayor and Council as a discussion item to
18 introduce issues surrounding short term rentals and perhaps receive direction and to
19 better understand whether any action should be taken to address short term rentals at this
20 time. Staff is recommending future discussion on this issue could be taken up by the
21 Planning Commission initially.

22
23 Mr. Wolff stated the staff report was prepared by Douglas Bush, Assistant Planner and
24 unfortunately he is unable to attend tonight's meeting. The staff report describes short
25 term rental policy issues raised by their recent proliferation in certain areas and how
26 jurisdictions have responded to short term rentals.

27
28 In Corte Madera, staff used a website called Airdnd.com which tracks listings on Airbnb.
29 They found 44 homes being advertised from the end of June to the end of July for short
30 term rentals and all but 5 of those in that time period were for the entire home rather than
31 a portion of the home itself. This number compares to Larkspur but much less than
32 Sausalito, Mill Valley and San Rafael during the same time period.

33
34 From staff's personal experience over a couple of years, there have been two complaints
35 received about possible Airbnb hosts in neighborhoods and also given the relative limited
36 number of 44 homes, staff does not see this as a widespread issue at this time. Nonetheless,
37 this is a good time to introduce the issue, discuss it and receive thoughts on whether or not
38 to move forward with potential regulations.

39
40 Some concerns and policy issues surrounding the issue in other places typically raised
41 include this can be a loss of permanent housing stock or potential exacerbation of housing
42 shortages, loss of affordable housing units, potential loss of full-time residents, parking
43 issues, noise and a loss of neighborhood character and safety.

1
2 Benefits raised on the other hand and why short term rentals have been permitted include
3 the fact that they provide opportunities for visitors to stay locally, additional revenue for
4 the Town through TOT, a new source of revenue for homeowners and can defray housing
5 costs and provide supplementary income.
6

7 After identifying costs and benefits, staff has listed various ways in which other
8 jurisdictions have responded to short term rentals. Staff said the Town of Tiburon has
9 prohibited advertising or allowing short term rentals, other towns are taking a 'wait and
10 see' approach to see if regulations are working or whether rentals are a problem, and some
11 towns are regulating short term rentals through obtaining a permit, pay fees for processing
12 the permit, and paying TOT.
13

14 In considering conditions by permitting them and mitigating any negative effects, various
15 cities from around the country have done things such as placing caps on the numbers of
16 short term rentals allowed, allowing only a portion of a house to be rented rather than an
17 entire house, putting a buffer or distance requirements between short term rentals and
18 other housing, and making noise limits and health and safety code regulations.
19

20 Mr. Wolff said part of the consideration and important is to think about how the cost of
21 setting up regulations as well as how things get enforced. He said the more regulations and
22 conditions placed on rentals do require more time and effort by staff, and he said he was
23 available to answer questions.
24

25 Councilmember Condon commented that as liaison to the Chamber of Commerce, this has
26 been discussed several times. It has been brought up by the County of Marin's Visitors
27 Bureau and they have noticed a decrease in TOT with the rise of Airbnb's and VRBO's. She
28 thinks this is something to consider, as Corte Madera is very dependent upon its TOT from
29 hotels in town. She thinks it is worth further discussion and she appreciates staff's
30 thorough report.
31

32 Councilmember Andrews said one suggestion is that staff further research the issue and
33 check on what the City of Oakland is doing. He said if someone rents their house out and
34 violating the R-1 zoning, he asked what occurs.
35

36 Mr. Wolff stated staff is not proactively enforcing the matter. If neighbors complain, staff
37 has a permissive zoning code which can be utilized to say unless short term rentals are
38 explicitly allowed they are not permitted by the Town's zoning code. He thinks there are
39 definitions in the code relating to B&B's, hotels, and short term rentals are variances of
40 these and also are not permitted in R-1 zoning districts. He thinks there is some concern of
41 ultimately enforcing this and getting into a debate with a homeowner based on ambiguity
42 in the code.
43

1 He said staff tries to address the matter without enforcement activity and try to resolve the
2 neighborhood concern.

3
4 Councilmember Andrews said if every house in Madera Gardens creates a second unit and
5 used as a short term rental, he asked how this would affect the Town's Housing Element
6 compliance, or he asked if it would appear.

7
8 Mr. Wolff said he does not think it would necessarily affect the Housing Element, but an
9 important point raised which does concern him to a certain degree is that the Town has
10 second unit ordinances, will talk about junior second units, and these are policies that are
11 intended to provide additional affordable housing goals and are couched that way in the
12 Housing Element policies. He thinks it is reasonable to say it is something to consider in
13 that these are easily turned into short term rentals because of their separate and short
14 term occupancy. The Town also has fees for second units and if these are used for short
15 term rentals on on-line platform for cross-purposes, he thinks the policy may not live up to
16 its intent. However, staff does not see this happening today and at this time, it is a concern
17 potentially for the future.

18
19 Councilmember Andrews asked if staff has requested a list of rentals in Town, and Mr.
20 Wolff said no; he does not think actual corporations would be cooperative such as Airbnb.
21 He thinks it would be more on the actual homeowner to comply.

22
23 Councilmember Andrews asked and confirmed that fees to rent on-line units were
24 processed through the on-line advertisement, and he suggested this is where the TOT
25 should be collected. Councilmember Andrews said this is how it is done in Oakland.

26
27 Vice Mayor Furst said she looked at the app a few times and tried to get a feel for which
28 units were made available all the time as permanent vacation rentals. It seemed like there
29 was a handful, but these were rooms for rent. She did not come across any homes that
30 appeared to be full-time rentals. She asked if there is any data to support this or whether
31 this is accurate.

32
33 Mr. Wolff stated he thinks over time if staff looked in more depth about how often homes or
34 a portion of homes are rented, they would be able to determine this. There may be a spike
35 in the summer time when residents are away where people come to the conclusion that if
36 they are not there, they can earn additional income, and this is something staff could look
37 into further.

38
39 Vice Mayor Furst asked if this information is available on the Airdnd site. Mr. Wolff said as
40 he recalled, it did not go into that level of detail, but there are ways to find more
41 information to get a better sense of the number of days over the course of the year is one
42 home rented.

43

1 Vice Mayor Furst said the City of Mill Valley permits short term rentals through a
2 registration program which also requires business license and monthly payments of TOT.
3 She asked what kind of burden would this put on staff if the Town were to implement
4 something like this.

5
6 Mr. Bracken said it would obviously be more work for Finance staff to keep track of who is
7 renting out their home and letting the Town know and who is not, but this could be an
8 enforcement burden.

9
10 Vice Mayor Furst opened the public comment period.

11
12 HEATHER said she lives in Larkspur as a long-term renter, has previously lived in Corte
13 Madera for 3 years and also been a property manager at numerous places in Marin. There
14 is a loophole of limited apartment housing stock and she thinks the Town should
15 differentiate homes from apartments. These companies are corporate housing but also
16 'mom and pop' businesses who rent an apartment in a complex and they list it on Airbnb,
17 bypassing the 30 day requirement. They will take out a long lease and will rent and take up
18 that apartment unit to short term rentals. No one monitors these companies using this
19 loophole, and it affects parking and traffic and she asked that this be addressed.

20
21 PHYLLIS METCALFE, Parkview Circle, noted that there are not many short term rentals in
22 town and she asked the Council not to do anything regarding short term rentals until the
23 Planning Commission does something about the second units and junior second units. Long
24 term housing is more important and she presented an article regarding a bill going through
25 the legislature that will have sanitary agencies and water agencies not allowed to charge
26 additional fees when second units are attached to the main dwelling but also in the yard of
27 the main dwelling itself. This will change what is done, given prohibitive costs for people to
28 propose a junior second or second unit.

29
30 JIM ROBBINS, Ash Avenue, said he is a novice when it comes to short term rentals. He has
31 followed the media regarding the issue and pulled up homes on Airbnb and there are two
32 in Madera Gardens. It is clear what they offer and he read the advertisement for a full home
33 rental and he noted that two nights is a minimum with weekly and monthly discounts. In
34 the staff report it states from a preliminary survey, it appears that all available units are
35 offered in R-1 districts where such uses are not permitted. He lives in Madera Gardens and
36 he would be adamantly opposed to short term rentals. He noted it was sold in 2015 and
37 was now renting for \$550/day. His concern is the long-term implications of what the Town
38 approves such as two commercial schools, 11 permitted day care centers, a number of
39 second units, occupations with homes and he thinks it is a good idea to have the matter
40 reviewed by the Planning Commission in the future.

41
42 JANE LEVINSOHN said she is opposed to any sort of short term rentals, fearing it would
43 take houses and apartments out of the Town's housing stock. She does not like competition

1 with the Corte Madera Inn and said she thinks Tamal Vista Apartments' investors are
2 having troubles and may turn the complex into condos, which would most likely include
3 short term rentals.

4
5 SUSAN BECKER, Chapman Drive, said she is a big fan of Airbnb, has been renting her house
6 out for a year and has equally had good experiences herself with renting homes on Airbnb.
7 She had to travel for her job and it has been a great help to her. It has helped her fund an
8 improvement project and she vets the people who stay in her home carefully, does not rent
9 her home all the time and her neighbors have no complaints. People have been wonderful
10 and mostly family groups coming from out of state for weddings or events so they find
11 advantages to staying in a home as opposed to staying in a hotel. She also provides a
12 detailed list of nearby restaurants and attractions which adds to the economy of the town.
13 Also, she thinks short term rental hosts are responsible and are better able to maintain
14 their homes. She also stays in communication with her renters and feels comfortable and
15 has had great experiences. Therefore, she does not see it impacting the housing market.

16
17 Councilmember Lappert said he is a fan of Airbnb and knows many people who use it and
18 also is a fan of a shared economy. He said the world is moving toward a shared economic
19 system and in making a distinction with Ms. Becker and Mr. Robinson's comments, there
20 are sometimes people buying homes with the expressed intent of making it their income
21 whereas Ms. Becker's comments of owners having to leave town and having their homes
22 available to rent.

23
24 He said the description of Ms. Becker is the true Airbnb and the description of Mr. Robinson
25 is an egregious misuse of the spirit of Airbnb. If the Town were to allow it, it should be
26 someone's primary residence and he did not think short term rentals were a problem in
27 Town. He wanted to be careful not to shut it down completely, and there should be a
28 balanced way to regulate it, given it is a great way to travel. Regarding apartment rentals,
29 there are serious management issues if apartments are being rented out on such sites.

30
31 He noted second units play a different role in town and he supported reviewing these
32 before looking at short term rentals, which he did not think was a problem right now and
33 he thinks the fear is driven by the hotel industry. Also, Airbnb is actively suing cities that
34 are preventing Airbnb rentals and just launched a major suit in Los Angeles.

35
36 Councilmember Andrews said he would like staff to request a list of properties from the
37 main leasing companies but he expects the response will be slim. This way, the Council can
38 get a sense of how cooperative they will be in terms of working with the Town.

39
40 He referred to Mr. Robinson's example and said people are buying homes in Oakland to
41 transition to short term rental properties. Their family members are put in small units on
42 the properties to manage the fleet of properties, so to think it will not happen here is naïve.
43 He suggested tracking Mill Valley in their development of regulations and suggested letting

1 the matter be for now and see what develops elsewhere. Regarding second units, he
2 suggesting finding out whether a corporation can reside in a primary house with a parcel
3 with a second unit being rented, and this should be discussed.

4
5 Councilmember Condon said she feels that both sides of the arguments are valid. What the
6 Council may consider is something that might be complaint-driven so that if someone is
7 living next door to an Airbnb with problems, staff can implement a mechanism to stop the
8 problem for the protection of surrounding neighbors. She also thinks that consideration
9 should be given to hotels and be watchful to see if it is having a serious impact in town and
10 hopes that the solution satisfies and protects everyone involved.

11
12 Vice Mayor Furst said it was especially helpful to have the bullet point list of concerns and
13 list of benefits in the staff report. The concerns that jumped out are the loss of permanent
14 housing stock, loss of housing intended to be affordable including second units, but she is
15 also concerned about stories from speakers about permanent Airbnb listings. She agrees
16 with Councilmember Lappert's comments in that this is not in the spirit of what the Airbnb
17 sharing economy is supposed to be.

18
19 In looking at the benefits, it is great to have visitors come and spent their money locally, but
20 the benefit is to help homeowners defray some of the costs of living in Marin. It is
21 expensive to live in Marin and she supported homeowners that travel to be able to rent out
22 their homes. She wanted to tread lightly and did not want to see the issue over-regulated
23 and not allow responsible use of Airbnb rentals. That said, she thinks the Council needs to
24 be careful the town does not end up with many permanent Airbnb rentals in any residential
25 zoning district.

26
27 She also agrees with Ms. Metcalfe's comments in that the Council needs to deal with second
28 units and junior second units first and in the meantime, asked that planning staff track
29 Airbnb and Airdnd sites and see if any listings in Corte Madera appear to be permanent or
30 semi-permanent rentals. And, she does think it needs to be considered by the Planning
31 Commission in the future.

32
33 Mr. Wolff recognized the direction to staff and the need to first address second units and
34 junior second units with the Planning Commission.

35
36 7.II Review of Draft August 16, 2016 Town Council Agenda

37
38 There were no comments regarding the draft August 16th agenda.

39
40 7.III Approval of Minutes of June 21, 2016 Town Council Meeting

41
42 MOTION: Moved by Lappert, seconded by Condon, and approved unanimously by the
43 following vote: 4-0-1 (Ayes: Andrews, Condon, Furst and Lappert; Noes:

1 None; Absent: Bailey).

2
3 To approve the Minutes of June 21, 2016 Town Council Meeting

4
5 7.IV Approval of Minutes of July 6, 2016 Joint Meeting of Corte Madera Town
6 Council and Larkspur City Council

7
8 Town Clerk Vaughn stated it was brought to her attention by the Larkspur City Clerk that
9 she misspelled their City Manager's name and she will be correcting this.

10
11 MOTION: Moved by Lappert, seconded by Andrew, and approved unanimously by the
12 following vote: 4-0-1 (Ayes: Andrews, Condon, Furst and Lappert; Noes:
13 None; Absent: Bailey).

14
15 To approve the Minutes of the July 6, 2016 Joint Corte Madera Town Council
16 and Larkspur City Council meeting, as amended.

17
18 7.V Approval of Minutes of July 19 Town Council Meeting

19
20 MOTION: Moved by Lappert, seconded by Condon, and approved unanimously by the
21 following vote: 4-0-1 (Ayes: Andrews, Condon, Furst and Lappert; Noes:
22 None; Absent: Bailey).

23
24 To approve the Minutes of the July 19, 2016 Town Council Meeting

25
26 **8. ADJOURNMENT**

27
28 The meeting was adjourned at 9:37 p.m. in memory of Ed Vorous to the next regular Town
29 Council meeting on August 16, 2016 at Town Hall Council Chambers.