

MINUTES OF FEBRUARY 5, 2019

REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL

Mayor Ravasio called the Regular Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on February 5, 2019 at 6:30 p.m.

1. CALL TO ORDER, SALUTE TO THE FLAG, ROLL CALL

Councilmembers Present: Mayor Ravasio; Vice Mayor Andrews and Councilmembers Bailey, Beckman and Kunhardt

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano
Acting Town Attorney Judith Propp
Public Works Director Peter Brown
Planning Director Adam Wolff
Finance Director Daria Carrillo
Senior Civil Engineer Jared Barrilleaux
Town Clerk/Assistant to the Town Manager Rebecca Vaughn

SALUTE TO THE FLAG – Mayor Ravasio led in the Pledge of Allegiance.

2. OPEN TIME FOR PUBLIC COMMENTS

PATI STOLIAR, Age-Friendly Corte Madera, reminded the Council that the Third Wednesday series on February 20, 2019 will be about surviving and disaster preparedness at 11:00 a.m. at the Community Center.

3. PRESENTATIONS

A. Update on the Corte Madera Age Friendly Intergenerational Center
(Presentation Provided By Carla Condon, Co-Founder)

Carla Condon, Co-Founder, Age-Friendly Corte Madera, provided a background on their strategic plan development and she gave a presentation on their Intergenerational Center, citing its success from its opening on April 29th to the present time. She introduced Age-Friendly's many program instructors and discussed the events held, displaying photographs of their events.

They have been recognized by the College of Marin's mini-medical school, also by the Hearts of Marin Awards Luncheon as the nominee, and the Marin Independent Journal advertised an ad regarding the Intergenerational Center at no charge. They were recognized in a townhome development in Corte Madera through advertising of their homes.

Regarding membership, they charge \$25 for residents and \$40 for all others. As of today, they have 225 members. Age-Friendly has members from every city in Marin which she thought was remarkable.

Regarding financials and their operations, she reported on the following:

- Instructor payments: \$17459
- Snacks: \$200
- Maker Space \$5,927, and received \$5,000 in donations
- Side expenses and class materials: \$2,800
- Income received: \$56,536 and they opened 2019 with \$28,646.

Ms. Condon stated they have discussed and identified the need for more space. The classes

are overcrowded. They also need more staffing hours and she appealed to the Council to appropriate funding. The Center operates between 27.5 and 31.5 hours per week. Pam Watersone's hours have been reduced to 12.5 hours per week. Debbie fills in and essentially they staff the center 18.5 hours per week and are operating between 27.5 and 31.5 hours. They also need to spread the word about the Intergenerational Center, and the Council's support will ensure its growth and continued success.

Lastly, she read a letter she received from a widow who wrote of her support, love for the programs, and said discovering Age-Friendly Solutions has been a life-changing experience and she is truly grateful.

Mayor Ravasio opened the public comment period.

SYBIL BOUTILIER, Chair of Age-Friendly Sausalito, spoke of her participation in the art classes at the Intergenerational Center, voiced her support of the work done in Corte Madera which she believes is a model for them.

BEVERLY WINDLE, Mill Valley, echoed comments in the letter Ms. Condon read and spoke of her love of the watercolor art class, said the class has doubled in size and voiced the need for more room.

DR. SALLY GILARDIN, instructor, said she has been active in the center and spoke of her participation, and of senior's ability to be active, valuable and contribute to the community. She has volunteered at the center and asked the Council for the opportunity to expand the program.

KARLA LAPLANTE, Corte Madera, said the center is one of the greatest things that happened in Corte Madera. She spoke of the many programs, the importance of its offerings to seniors, and hoped for expansion.

DEBRA MADDOX, art instructor, said it has been a privilege to be part of the Intergenerational Center and her love of teaching children and adults. The center is a wonderful place with the ability to develop many friendships, and she thanked the Council.

PAM WATERSTONE said she volunteered for the Town's senior lunches on Thursdays for a year and then was hired as the Town's Senior Program Coordinator. She met many amazing people and it changed her life. Shortly after she was hired, the Intergenerational Center was launched which she loves, noting that many seniors tell her that the center has changed their lives, along with young moms wanting a place where their kids have a place to paint and preschoolers who are read to and she hoped for continued support.

PHYLLIS GALANIS, Corte Madera, voiced her support of the Intergenerational Center and spoke of her participation in the Makers class, a laser light show class, and hoped the Council will support a full-time person and support growth of the center.

PATI STOLIAR, Age-Friendly Corte Madera and Age-Friendly Solutions, spoke of the gratification she and Ms. Condon have about how successful the center is. She pointed out that classes are free for members, said she was very grateful to the Town Council and staff for making this happen through funding, and hoped for future expansion.

Councilmember Kunhardt thought the center was fabulous and spoke of intergenerational art.

Mayor Ravasio stated he was glad the program is so successful and said the Council continues its support.

B. Overview of Climate Adaptation Plan
(Presentation Provided by Peter Brown, Public Works Director)

Public Works Director Peter Brown gave a PowerPoint presentation and overview of the Climate Adaptation Plan, stating there will be a kick-off meeting next week. They seek to develop a long-range plan with the purpose of becoming a resilient community. Likely outcomes for the Council are significant investment and change in the community.

He presented photos of the Corte Madera Marsh in 1926 noting the entire Town was built on a marsh, Corte Madera Avenue, Casa Buena, Tamalpais Drive and Paradise Drive. He noted that because the entire town was built in a marsh it makes things challenging. The Climate Adaptation Plan will be led by Adaptation International, staff, the Council, along with transportation professionals Nelson Nygaard and Bluepoint Outreach and they hope they will have a guiding document that provides a roadmap for the next 30-50 years.

They will identify SLR, (sea level rise) drought, wildfire, transport and the economy as the focus points along with public health. This plan will focus on adaptation which includes actions to manage the risks of climate change impacts, disaster management, flood protection and infrastructure upgrades.

Regarding outcomes, the Town wants to have the plan adopted, have specific project recommendations with specific strategies, capital improvement recommendations, cost estimates, public/private partnerships, cost sharing plans, and if there are residential areas recommended for protection rather than restoration or retreat, property owners will need to participate to fund sea level rise protection systems.

Regarding the process, they look to have significant public input, 3 or more community workshops and then circle back with the Council for feedback, further analysis and his recommendation for 5 year reviews. He presented the timeframe, stating in February 2021, they anticipate finishing the plan.

He noted estimates for sea level rise continue to change and he noted it is getting a little worse. The Coastal Commission has been preparing for 6 feet by 2100 although now due to ice melting, they are indicating 10 feet by 2100. The International Panel on Climate Change has also increased their projections. He presented the many recent wildland fires, stating the Camp fire was the largest in California's history. He thinks the document should be a living document for a thriving eco-system with 5 year updates to keep pace with emerging technology.

Lastly, he presented slides of sample plans that look at what 3 feet of sea level rise looks like including inundation in their communities. The change from 6 to 10 feet may not impact Corte Madera specifically because they do not have a lot of land between the elevations of 6 and 10 feet.

In the long-term, there is a potential for loss of residential land but one of Corte Madera's tools will be wetland restoration. To be successful, most believe some level of restoration will be needed. Regarding modeling, they will rely on climate models as they will help the Town gain insights and will need to be revisited and revised.

Vice Mayor Andrews asked which planning agencies will use and recognize this data. Mr. Brown stated most agencies in the Bay Area are relying on baseline assumptions, but the consultant will not prepare an original risk assessment because of legwork already done, which he described. They will partner with these key agencies and keep them involved in the process.

Councilmember Bailey thanked staff and the consultants for this long-range planning which is fundamental to the Town's mission, citing its importance.

Councilmember Kunhardt cited a new report which states somewhere between 30% and 50% of all glaciers that cover the Himalayas are expected to be gone by the end of the

century. He asked how the Council can assist in the process and he asked about the kick-off.

Mr. Brown stated he will speak with the Town Manager and return in terms of assigning members of the public, perhaps assigning a Flood Board member and one member of the Planning Commission and Council to join. He would then work with the consultant team and the public. The best way to support them is to stay involved, attend meetings, and provide input.

Councilmember Beckman thanked Mr. Brown for the presentation.

Mayor Ravasio echoed thanks, said he could not think anything could be more important in addressing this, and asked staff to keep the Council apprised.

4. CONSENT CALENDAR

Councilmember Kunhardt commented on Item F, stating the banner has no information about the time or location for the special fundraising event at Redwood High School on March 29th, and he hoped someone would address this.

Vice Mayor Andrews referred to Item E and asked staff to remind Marin Country Day Care about the pathway parallel to the road. He also stated he would be abstaining from Item B.

- A. Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only.
(Standard procedural action – no backup information provided)
- B. Second Reading and Possible Adoption of Ordinance No. 981 Amending Title 2 Chapter 2.38 Of The Town Of Corte Madera Municipal Code, “General Municipal Elections” To (1) Change the Town of Corte Madera’s Municipal Elections from “June of Even-Numbered Years” to “Statewide Direct Primary” and (2) Cancel the Election Currently Scheduled for November, 2019, to Elect Two Councilmembers to Four and Half Year Terms, and Move the Election to the Next Statewide Direct Primary, Scheduled for March 3, 2020, Resulting In An Extension Of The Current Council Terms Up To Four Months
(Report from Rebecca Vaughn, Town Clerk)
- C. Second Reading and Possible Adoption of Ordinance No. 982 Amending Title 12 Chapter 12.38 “Use of Right of Way” to Clarify the Process for Right-of-Way Agreements and Delegate Approval Authority of the Agreements to the Town Manager
(Report from Adam Wolff, Director of Planning and Building)
- D. Adopt Resolution No. 03/2019 Amending Resolution No. 64/2018 To Revise The Composition Of The Bicycle And Pedestrian Advisory Committee (BPAC) To Permit No More Than One Member Of The Committee To Be A Non-Resident Of The Town Of Corte Madera, Under Certain Limited Circumstances
(Report from Rebecca Vaughn, Town Clerk/Assistant to the Town Manager and Peter Brown, Director of Public Works)
- E. Authorize the Public Works Director to approve the Marin Country Day – Lower Field Grading and Drainage Permit once permit conditions are met
(Report from Jaren Barrilleaux, Senior Civil Engineer)
- F. Adopt Resolution No. 05/2019 (1) Endorsing the Redwood High School Foundation Annual Fundraiser, (2) Allowing a Temporary Sign in the Public Right-of-Way from February 6, 2019 to March 22, 2019 Publicizing the Annual Redwood High School Foundation “Rodeo Party and Auction” Fundraiser on March 29, 2019; and (3) Determining that the Project is Exempt from the

California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines 15061(B)(3).

(Report from Tracy Hegarty, Administrative Analyst)

G. Approve Quarterly Investment Report for Period Ending December 31, 2018

(Report from Daria Carrillo, Finance Director)

H. Approval of Minutes of the January 15, 2019 Regular Town Council Meeting

MOTION: Moved by Bailey, seconded by Andrews, and approved unanimously by the following vote: 5-0 (Ayes: Andrews (abstained from Item B), Bailey, Beckman, Kunhardt and Ravasio; Noes: None)

To approve Town Consent Calendar Items A, B, C, D, E, F, G and H.

5. **PUBLIC HEARINGS** - None

6. **BUSINESS ITEMS**

A. Discussion and Possible Action to Approve the Plans and Contract Documents and Authorization to Advertise for Bids for the Sanford at Casa Buena and Meadowsweet Traffic Congestion Relief Project #15-015

(Report from Jared Barrilleaux, Senior Civil Engineer)

Public Works Director Brown cited an amendment to the title, noting that in discussions with the Town Attorney and the community he asked that it be changed to state, "Authorize the Public Works Department to advertise for bids for the Sanford at Casa Buena and Meadowsweet Traffic Congestion Relief Project #15-015 after a trial closure is completed". He said staff did not bring the Council the complete contract documents and plans in detail. Secondly, staff would like flexibility to make amendments to the plans once they finish their trial run.

He stated the project has been in the works for a number of years and staff has taken to the 90% construction document level in terms of finishing out the design, talking about how to improve the pedestrian and bicycle environment, reduce collisions, and improve overall circulation and safety in the neighborhood. He provided a recap of changes proposed and overall project scope and work.

Councilmember Bailey asked and Mr. Brown described the current traffic flows and, thereafter, conditions after the project completion. Councilmember Bailey asked for the sequence of intended timeframes to conduct the scope of the project.

Mr. Brown gave the following timeline:

- A trial closure has been rescheduled for 7:00 a.m. through the evening peak hours, Monday and Tuesday, February 11th and 12th. The northbound Sanford movement will be closed, with formal detouring and temporary stop signs.
- Public comment and participation will be invited and analysis of the trial closure will occur, with amendments as necessary.
- If there are significant changes, staff will issue a memo and agendaize the report at a future meeting.
- Staff will put the project out to bid in the coming weeks with changes if warranted. They can advertise anywhere from 30 to 45 days.
- Bids will be reviewed as being responsive and within budget. If there is a significant change to the Engineer's Estimate, they will return to the Council.
- The Council can award or deny the bid and once awarded, staff goes into preliminary construction meetings and lay out timeframes for the work.

Councilmember Kunhardt asked and confirmed the proposed motion was to include the

recommendation, adding “after a trial closure is completed and analyzed.”

Vice Mayor Andrews asked how the trial period would be functionally implemented, which Mr. Brown described as using barricades, detour signs, two temporary stop signs, and flagging during the peak hours, with no vehicle movements. He confirmed staff could keep barricades out for a few weeks.

Mr. Brown said one concern with a 3 week closure is that the project has a lot of safety component changes that are not part of the trial closure. The purpose of the closure is to observe changes in circulation and would not recommend keeping the barricades out too long. The proposal is for two days and he suggested keeping to this timeframe for now.

Mayor Ravasio asked if there was information about safety and accident rates at this intersection. Mr. Brown reported there have been 8 collisions at Sanford, Casa Buena and Tamalpais Drive. It is a safety project and BPAC was supportive of the project because of all of the bike and pedestrian enhancements it includes, and he recommended it not move forward until the trial period is completed.

Vice Mayor Andrews pointed out that this particular intersection backs up on Tamalpais from the freeway during peak hours. In terms of users, there are daily commuters as well as parents going to the library, and this was the reason he asked for a longer time period.

Town Manager Cusimano complimented Mr. Brown and his team. He has worked in the community for 22 years and without a doubt, this is the most dangerous and confusing intersection. Often times, options would be considered, but change is hard for the community. Staff will not return after the trial period with a major change, but instead small tweaks to solve the problem.

Mayor Ravasio opened the public comment period.

PATI STOLIAR, Casa Buena Drive, referred to cars stacking on Tamalpais and asked if they change the yield to a stop it may worsen backups.

Mr. Brown explained the queuing referred to is when the left turn is green and cars are traveling south on Sanford. Their restriction is not this movement but the confusion of the intersection and cars going north, whose turn it is, and whether or not to yield, and this will completely go away. The queuing is enhanced because the “keep clear/yield” is gone and about 70% of the traffic goes down Casa Buena and 20% comes to Sanford. When they come to the stop sign, just because it is changing to a stop does not mean it will result in significant delay.

GLENDIA CORNING, Meadowsweet Dairy, said their community has not been thought about in Town considerations. They enjoy being a little “backwater” and have an uneasy relationship with the car dealerships, but have made it work. They have a lot of industrial traffic with offloading of vehicles, food trucks servicing the dealerships, parking, etc.

This plan does affect many people, as there are three major apartment complexes and she thinks it will be awkward. She walks the street and suggested doing the Casa Buena changes incrementally and to see if people will want to take the route. If they have to take the northbound access to Tamalpais then they could, but she asked that it be done in phases. She also thinks enhanced signage will help at the intersection. She also hoped other communities’ voices will be considered as well.

BOB BUNDY, Golden Hind Passage, voiced concern with the sight lines at Conow and Casa Buena and asked what would be required for a three-way stop or to have a traffic signal.

Mr. Brown explained warrants are needed to dictate when a stop sign and traffic signal can be installed. These warrants are 240 vehicles per hour over an 8-hour period, or 2,000

vehicles. Volumes are about 3,000 in a 24 hour period. If sight lines or collisions occur there, staff could consider a three-way stop.

PHYLLIS GALANIS, Prince Royal Drive, said she serves on the Beautification Committee which meets at the library and often times they do not find parking. She suggested extending the trial closure hour to 11AM or 12 noon because the library does not open until 10AM and to make it at least one week and also cited the need for sidewalks for pedestrians.

PEGGY BURNETT, Laurel Street, echoed the need for a longer trial period, thought it would be useful to see where sight lines will be and suggested not soliciting RFPs until going through the trials.

Councilmember Bailey asked if the trial could be extended by a couple of days. Mr. Brown said from a traffic engineering standpoint, they do not have the safety measures in place to make the trial ideal. He voiced concerns with Town exposure for putting up temporary stop signs that do not have a stop bar or paint and would err on the side of safety.

Councilmember Bailey asked and confirmed the plan is four peak hours for two full days and that two weeks would be problematic due to a variety of safety concerns and Town exposure.

Councilmember Bailey asked at what point the risk becomes intolerable longer than two days. Mr. Brown recommended that if the Council wished to go longer to do the two days and evaluate it and then return to report on how the two days went. Then, if they want to extend it longer, he would recommend doing the paint, removing the Jeep parking from the setback and making the temporary closure more semi-permanent. He confirmed they would start Monday and Tuesday of next week.

Councilmember Beckman asked if the dealerships are going to receive deliveries during the trial period, and Mr. Brown said yes, daily.

Councilmember Bailey voiced support to hold the trial period and return to the Council and see how it flushes out. He thinks this is the most dangerous intersection in the Town and while they do not want to create risks, he was in favor of undergoing the trial period. He agrees with comments provided regarding the library and sidewalk issues, and voiced support for the trial period and direct staff to return.

Mayor Ravasio concurred with Councilmember Bailey's comments and agreed that the intersection is dangerous and believes this is a great first step. He suggested advertising the trial period as much as possible.

Councilmember Kunhardt concurred and suggested more instructional signage. He questioned the proposed recommendation and Mayor Ravasio suggested the Council authorize the bids so this process moves forward, as there is time to make adjustments as needed.

Vice Mayor Andrews referred to the temporary barricades and cited the work done at the Presidio. He suggested making the trial indefinite and to build the three-way stop and get people comfortable with the reconfiguration until the work is completed.

Councilmember Beckman said the Council can authorize staff to go out to bid after the trial closure without relinquishing control of the project. Then, the Council, staff and the public can look at the results from the trial before anything is signed.

Town Manager Cusimano said he was not even comfortable with allowing the two days, but he is deferring to staff given the need to conduct the test. Councilmembers voiced support of the two-day trial closure.

MOTION: Moved by Kunhardt, seconded by Beckman, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Bailey, Beckman, Kunhardt and Ravasio; Noes: None)

Authorize the Public Works Department to advertise for bids for the Sanford at Casa Buena and Meadowsweet Traffic Congestion Relief Project #15-015 after a trial closure of two days is completed and analyzed.

B. Discussion and Possible Action to Authorize the Town Manager to Add 2.5 Full Time Equivalent (FTE) Staff to the Public Works Department this Fiscal Year 2018/19.

(Report from Peter Brown, Public Works Director)

Public Works Director Brown stated in a follow-up to past meetings where staff has presented historical staffing, priorities and workloads, and staff requires more help in delivery of Town projects. The other portion of the request has to do with the maintenance side, noting there has been a vacant Superintendent level position which has not been filled. Staff has been filling in, taking on the position's roles, as there is talent in Town staff.

Town Manager Cusimano stated this has been discussed with the Council over the last two years. He presented the Public Works team staffing model and stated the department needs people to do the work. They conducted an analysis on what is needed to accomplish projects, routine work, noting that they have supplemented with contractors and streamlined services, but need additional support.

He described the various divisions of the Public Works Department and in the Sanitary District side, the consultant had retired and the position has been vacant. The request is to hire a junior engineer position in the range of \$100,000 to \$125,000 which will not affect this year or next year's budget.

On the Maintenance Division side, he described staffing levels, stating the Superintendent position is currently vacant. They have shared costs with Parks and Recreation for maintenance work and contract support. They propose discontinuing the contract support and hiring the full-time employee and share that person between the two departments, which saves money and streamlines services.

A few years ago there were two full-time employees who were mechanics. Two years ago they went to one employee who has since retired and he was brought back on a part-time basis. Therefore, they propose hiring a full-time maintenance position as well as some leeway in this fiscal year for a transition plan and analyze whether they need part-time support moving forward.

In going into the next fiscal year, they will focus on whether bringing on a Superintendent and possibly an Assistant Superintendent, as both positions are vacant. They are therefore asking for flexibility while developing the leadership team.

Vice Mayor Andrews questioned where the facilities will be located for Engineering Division.

Mr. Cusimano stated staff proposes to move the Engineering team out of the Fire House and are looking at a modular space on site with the expectation to house 5 Engineering team members there. He confirmed the modular would be on site until a permanent office could be found, with a 2-3 year lease possibly in the \$80,000 range which would be similar to an annual lease. He stated staff would return to the Council with options for Council consideration.

Mayor Ravasio opened the public comment period, and there were no speakers.

MOTION: Moved by Bailey, seconded by Kunhardt, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Bailey, Beckman, Kunhardt and Ravasio; Noes: None)

To Authorize the Town Manager to Add 2.5 Full-Time Equivalent (FTE) Staff to the Public Works Department this Fiscal Year 2018/19.

C. Consider Adoption of Resolution No. 04/2019 Amending the Fiscal Year 2018-2019 Budget
(Report from Daria Carrillo, Finance Director)

Finance Director Daria Carrillo stated this item is the mid-year budget revision which requests several changes to the adopted budget. She reviewed the various changes, as follows:

General Fund Revenues:

- Addition of insurance reimbursement in the amount of \$25,000. The Town received an insurance payment for the repair of a traffic signal damaged in a vehicle accident.
- Addition of increased sales tax revenue of \$675,000. The State implemented some new software and was backlogged in terms of processing some of its returns. In this current year, the Town has received \$174,000 for the prior year. There is a vendor in town fulfilling back orders which resulted in about \$500,000 more in sales tax in the third quarter. The sales tax consultant recommended revising the budget by about \$1 million, but for the sake of being conservative, she reflected the amount received thus far at \$675,000.
- Addition of increased Chamber of Commerce Contribution of \$3,000: There was \$12,000 in the adopted budget and they contributed \$15,000 towards the July 4th celebration.
- Addition of \$363,200 in transient occupancy tax (TOT) which is a pass-through. Part of it is paid to the Chamber and part of it is for the Marin Tourism District. Currently, only the part retained by the Town was included in the adopted budget, but shed recommended reflecting the expenditure and the revenue. This is a total of \$1,066,200 in revenue.

General Fund Expenditures:

- The legal budget is 95% expended for the year. There is an item to increase this budget by \$75,000. One alternative is that there is \$75,000 in the insurance fund budgeted for property and liability claims. Only \$2,000 has been used thus far and this could be used for legal services.
- Increasing the non-departmental salaries and benefits by \$7,480 for work related to the July 4th celebration done by staff and was not included in the adopted budget.
- Increase the transfer to the recreation fund by \$25,000. This is for Town-paid child care. Currently, the Recreation Department is evaluating programs and had eliminated the childcare program for this year. Childcare previously provided for employees and commission members totaled \$25,000 so the Town is paying this to the City of Larkspur in the interim, which is expected just to be for this year while the program is in transition.
- Adding the pass-through of \$363,200 to the County for the TOT.

Councilmember Bailey suggested shortening the presentation as he believed the Council has great confidence in the Finance Director. He thought the Council and public could ask questions, as needed.

Mr. Cusimano asked that Ms. Carrillo discuss the fiscal impact section for last year and this year.

Ms. Carrillo stated the General Fund's ending balance as of June 30, 2018 was \$3.5 million. Revenues exceeded expenditures by about \$1 million, which was about \$360,000 greater than the amount estimated in last year's revised budget.

This year's budget had estimated an additional \$492,000 being added to the budget, but based on the changes the ending balance will be increased by an additional \$682,000 for a total increase of \$1.1 million. The estimated ending balance for June 30, 2019 is approximately \$4.7 million.

Councilmember Bailey asked that in the future a spreadsheet be provided.

Vice Mayor Andrews asked Ms. Carrillo to send him a summary of the Park Madera fund in the future.

Councilmember Beckman referred to page 7, which states sales tax revenue will decrease next year by \$435,000. He asked if this was because the back orders will not occur, and Ms. Carrillo confirmed.

Mayor Ravasio opened the public comment period.

MOTION: Moved by Bailey, seconded by Kunhardt, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Bailey, Beckman, Kunhardt and Ravasio; Noes: None)

To Adopt Resolution No. 04/2019 Amending the Fiscal Year 2018-2019 Budget

D. Consider Adoption of Resolution No. 02/2019, First Introduced at the January 15, 2019 Town Council Meeting, Approving a One Time Performance Bonus to the Town Manager of \$10,950, 5% of Base Salary, Per Employment Agreement (Approval of this Resolution Requires A Two Meeting Process)
(Report from Daria Carrillo, Finance Director)

Finance Director Carrillo stated this item is requesting final approval of the payment to the Town Manager in the amount of \$10,950 as called for in his contract. The resolution was previously introduced and discussed at the January 15th meeting and this is the second reading of the item in an open meeting.

Mayor Ravasio opened the public comment period, and there were no speakers.

MOTION: Moved by Bailey, seconded by Andrews, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Bailey, Beckman, Kunhardt and Ravasio; Noes: None)

To Adopt Resolution No. 02/2019, First Introduced at the January 15, 2019 Town Council Meeting, Approving a One Time Performance Bonus to the Town Manager of \$10,950, 5% of Base Salary, Per Employment Agreement (Approval of this Resolution Requires A Two Meeting Process)

7. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
 - Mr. Cusimano complimented staff on holding the sewer lateral ordinance community forum.

- Staff recently met with Marin Clean Energy (MCE) to determine programs and the Town learned of potential EV charging stations which Public Works is working on. Staff will look at adding charging stations at Town Hall, the Community Center and one other site.
- Staff will be bringing the smoking ordinance at the next meeting. One of the goals is to streamline San Anselmo, Larkspur and Corte Madera regarding regulations on vaping and sales of similar products at local businesses.
- The first draft of the noise ordinance will be brought to the Council at the first March meeting. He will first hold an informal evening meeting to review the draft prior to bringing it to the Council.
- Staff plans on bringing information regarding short-term rentals in the first half of the year, as well.

- Council Reports

- Councilmember Kunhardt gave the following report:
 - www.Marincommutes.org site is up and running and provides resources for commuters, businesses, schools, etc.
 - The Safe Routes to School Committee is meeting this Thursday at 3:45 p.m. at the CMPA conference room.
 - He met with members of Smoke-Free Marin who pointed out the tremendous increase in youth smoking as well as vaping.
 - He will attend a Bay Wave meeting on March 21st.
- Councilmember Bailey gave the following report:
 - MCE is deeply involved in the bankruptcy proceedings related to PG&E. Most recently, there is shifting landscape regarding what the California Public Utilities Commission (CPUC) and other regulatory bodies will be doing about PG&E. There is no expectation there will be changes in MCE rates.
 - He is on the Marin County Council of Mayors and Councilmembers (MCCMC) Legislative Committee and he and Vice Mayor Andrews have attended several meetings, along with Senator McGuire, on a regular basis to report about competing bills relating to the imposition of low income housing requirements on Marin County cities. There is no way around the fact that there will be a heightened obligation for additional housing to be built. This will dramatically affect Corte Madera. The Senator is worried that Marin will not support his approach which is a more moderate approach that bows down to the fact that Marin is not providing its fair share of housing.

8. REVIEW OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

8.I Review of Draft Agenda for February 19, 2019 Town Council Meeting

Councilmember Bailey stated the Town received a grade “C” and he asked what could be done to improve this.

9. ADJOURNMENT

The meeting was adjourned at 8:55 p.m. to the February 19, 2019 at Town Hall Council Chambers.