

MINUTES OF MARCH 20, 2018

REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL
AND THE BOARD OF SANITARY DISTRICT NO. 2,
A SUBSIDIARY DISTRICT TO THE TOWN OF CORTE MADERA

Mayor Condon called the Regular Meetings to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on March 20, 2018 at 6:34 p.m.

1. CALL TO ORDER AND ROLL CALL

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

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano
Town Attorney Teresa Stricker
Director of Public Works Peter Brown
Senior Civil Engineer Kelly Crowe
Director of Recreation and Leisure Services Mario Fiorentini
Town Clerk/Assistant to the Town Manager Rebecca Vaughn

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

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

2. OPEN TIME FOR PUBLIC DISCUSSION

INGA MORRISON, Lakeside, said the County is working on a plan on VRBO and Airbnb, and she asked if the Town was involved, whether the County would undertake regulations and then towns/cities, or towns and cities individually deciding on their regulation.

Mayor Condon responded stating the County is undertaking review for its County properties and individual jurisdictions have the right to develop their own regulations.

Mayor Condon reminded everybody to calendar Sunday, April 29th from 2-4PM which will be the grand opening of the Town's new Intergenerational Center at the Community Center wing that faces Café Verde.

3. PRESENTATIONS - None

4. CONSENT CALENDAR

4.I TOWN ITEMS

4.I.i Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only.
(Standard procedural action – no backup information provided)

4.I.ii Consideration Of Approval Of The Plans And Specifications And Authorization To Bid For Project 17-018, Marina Village Storm Drainage Improvements: Echo Avenue And Harbor Drive
(Report from Kelly Crowe, Senior Civil Engineer)

4.I.iii Consideration and Adoption Of Resolution 12/2018 To Award A Contract And Authorize Expenditures For Construction Of Paradise At Prince Royal Pedestrian Crossing Improvements, Project No. 15-024
(Report from Kelly Crowe, Senior Civil Engineer)

- 4.I.iv Adopt Resolution No. 13/2018 (1) Endorsing Spark (Larkspur-Corte Madera Schools Foundation), (2) Allowing Two Temporary Signs In The Public Right-Of-Way From April 1, 2018 To May 5, 2018 Publicizing The Spark Foundation's Annual Fundraising Gala; And (3) Determining That The Project Is Exempt From The California Environmental Quality Act (CEQA) Pursuant To CEQA Guidelines 15061(B)(3).
(Report from Doug Bush, Associate Planner)
- 4.I.v Adopt Resolution No. 14/2018 (1) Endorsing The Recreation Department's 2018 Programs And Events, (2) Allowing Temporary Signs In The Public Right-Of-Way From March 26, 2018 Through December 8, 2018 Publicizing The Recreation Department's Programs And Events; And (3) Determining That The Project Is Exempt From The California Environmental Quality Act (CEQA) Pursuant To CEQA Guidelines 15061(B)(3)
(Report from Doug Bush, Associate Planner)
- 4.I.vi Receive and File Investment Transactions Monthly Report for February 2018
(Report from Daria Carrillo, Director of Finance)
- 4.I.vii Consider Adoption Of Ordinance 975, Subject To Voter Approval At The June 5, 2018 Election, To Repeal The Existing Special Property Tax Currently Imposed For Storm Drainage And Flood Control Infrastructure; To Increase, And Extend Until Repealed By The Voters, The General Transactions And Use Tax From A ½-Cent Tax To A ¾-Cent Tax; And Require Annual Audit And Citizen Oversight Of Tax Expenditures
(Report from Todd Cusimano, Town Manager)
- 4.I.viii Approval of Minutes of March 6, 2018 Town Council Meeting

MOTION: Moved by Furst, seconded by Bailey, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Baily (abstained on 4.I.viii), Furst, Ravasio and Condon; Noes: None.

To approve Town Consent Calendar Items 4.I.i, ii, iii, iv, v, vi and vii.

4.II SANITARY DISTRICT ITEMS: None

5. PUBLIC HEARINGS – None

6. BUSINESS ITEMS

TOWN BUSINESS ITEMS

6.I TOWN BUSINESS ITEMS

- 6.I.i Receive 2016-17 Annual Report from Sales Tax Citizens' Oversight Committee (Presentation by Karen Gerbosi, Chair, Sales Tax Citizens' Oversight Committee)

Karen Gerbosi, Chair, Sales Tax Citizens' Oversight Committee, said the committee has met twice this year, on January 30 and on February 27, diligently reviewed the expenditures that occurred in FY 2016/17 with support from staff in preparing the report. They were also involved in discussions with the Town Manager, Director of Finance, Director of Public Works about development of the sales tax moving forward. The Committee asks that the Town Council and staff remain cognizant of commitments made to residents both in the past and now for the future ballot measure.

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

Mayor Condon thanked the oversight committee for their work on the report. Councilmember Bailey asked that Ms. Gerbosi convey thanks to the committee on their review and remarkable clarity of the report. Ms. Gerbosi recognized Town staff for their help, as well.

- 6.I.ii Consideration and Possible Action to Adopt Resolution No. 15/2018 Setting The FY2018-2019 Fees For Reserved Uses Of Town's Outdoor Fields And Facilities, Recreation Center, Neil Cummins Gymnasium, And Fees For Sports, Classes, And Activities, Authorizing And Directing The Town Manager, His Duly Authorized Officers And Agents To Carry Out The Purposes Of This Resolution
(Report from Mario Fiorentini, Director of Recreation and Leisure Services)

Director of Recreation and Leisure Services Mario Fiorentini said staff has worked closely with the Recreation Commission and Town Manager to revise the Town's Annual Fee Resolution, which is reviewed annually with changes made approximately every other year.

Based on changes from last year, changes recommended to be made are highlighted in the fiscal impacts, as follows:

1. The most substantial and important change is to include the City of Larkspur in their residential designation, which had not been explicitly included. This recommendation is in the spirit of renewed efforts to work closely with the City of Larkspur and their Recreation Department in developing new programs and events.
2. The other increases include the hourly rate for use of the Community Center and the Neil Cummins Gym and those would bring increased revenues for each facility in the amount of \$9,000 to \$10,000 per year.

The Main Hall residential rate would go from \$175 to \$215 per hour. The non-residential rate would go from \$235 to \$275. The Neil Cummins Gym would go from \$65 to \$70 and \$80 to \$85 based on residency, and for St. Patrick's CYO Basketball and Volleyball, they are recommending a \$5 increase for basketball and a 10% increase from \$25 to \$27.50 for the Volleyball League.

At this time, staff is not making any other recommendations to increase the Summer Playground Program, given changes made last year increased revenues by over 40% for this program.

Councilmember Bailey said he thinks it is a good idea that Larkspur residents are considered for the purposes of determining fees. He asked and confirmed that Corte Madera enjoys a similar benefit in Larkspur.

Vice Mayor Furst asked if fees were compared to fees charged by other towns, and Mr. Fiorentini said yes, and the Town is a bit higher by 7% to 10% but this is in line with the customer service and amenities the Town is able to provide.

Vice Mayor Furst asked Mr. Fiorentini to present these comparisons at the next meeting where increases are proposed, thinking they may be less expensive than Mill Valley but more expensive in other areas where their community center is not as nice. She said it looks as though the rates for the community center are moderate in terms of wedding rentals. She asked what is being done to advertise these types of amenities, stating she did not see it on any of the three wedding websites she perused.

Mr. Fiorentini stated staff is currently working on a spring release coming out in the next few weeks for the summer season and this was not ready to get out for the earlier part of spring. They are putting together a welcome packet to the local event and wedding planners to highlight the facility and services. There are also websites they have posted on, but have not advertised in wedding magazines. However, this is something they could do in the future.

Vice Mayor Furst asked to look on The Knot, Here Comes the Guide, Wedding Spot, and others, stating she was not sure they charged anything to be listed.

Councilmember Andrews asked if staff has a list of caterers for the Community Center. Mr. Fiorentini stated yes; staff provides a list of catering and bartending services. Those who are looking for a different wedding experience do appreciate what the Town offers at the price point.

Mayor Condon voiced concern about the inclusion of the City of Larkspur for residential designation, specifically for the popular Daddy/Daughter Dance.

Mr. Fiorentini explained that the residential designation has to do with facility rentals. The programs themselves have been blind to residential designation as long as he has been with the Town. They have, in the past, offered a residential discount which attributed to a registration fee and they honor it when people ask for it.

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

Mayor Furst voiced concern that the Town was not making enough of an effort to rent out the facilities. She referred to page 2 of the staff report under fiscal impacts which indicates that the facility is expected to bring in additional revenues of \$7,000 to \$8,000. She thought this was a low figure given the center was renovated and patio amenities added.

In looking at the City of Mill Valley's budget, revenues just for the Community Center annual rentals total \$795,000 and Corte Madera is 3% of what Mill Valley gets. While Corte Madera cannot completely compare to Mill Valley's larger facility with multiple classrooms, she would like to see more of an effort to rent out the Community Center in order to offset the expenses for programs.

MOTION: Moved by Bailey, seconded by Andrews, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Baily, Furst, Ravasio and Condon; Noes: None.

To adopt Resolution No. 15/2018 setting the FY2018-2019 fees for reserved uses of Town's outdoor fields and facilities, Recreation Center, Neil Cummins Gymnasium, and fees for sports, classes, and activities; authorizing and directing the Town Manager, his duly authorized officers and agents to carry out the purposes of this Resolution.

6.I.iii Overview of the Public Works Engineering Department and Consideration to Grant Authority to the Town Manager to add one FTE to the Public Works Department for an additional Civil Engineer and Overview of the Parks and Recreation Department and Consideration to Grant Authority to the Town Manager to enter into an agreement for Professional Services for The Parks and Recreation Department

Director of Public Works Peter Brown said when he first was hired by the town, the two individuals he worked with at the time had asked for more staff. In taking a prudent approach and over the last 4 months he has been with the Town, he has concluded they were right. There are 46 CIP projects pending, 15 of which are active. Senior Civil Engineer

Kelly Crowe is present and is managing most of those projects, a few of which he has personally taken on.

In terms of capital needs, the Town has \$11 million programmed to deliver in the next 2-3 years. He will work with staff and the Council to update the CIP which will indicate even more need in terms of project delivery. Therefore, he believes filling the current vacancy as well as adding one more full time employee (FTE) staff member can help get them there. He also believes over the long-term he will have plenty of work to keep 3 engineers busy, and he was available to take questions.

Vice Mayor Furst asked Mr. Brown to identify a few of the projects underway for which the Town has received funding, and whether or not those have a deadline the Town needs to make significant progress on.

Mr. Brown stated the OBAG MTC grant program list was just released by MTC which included one project for Corte Madera that has a timely use of funds deadline; the Safe Routes to School Widening Project between Sea Wolff Passage and San Clemente on Paradise Drive. Additionally, the Town has an ATP partial award for work on Wornum. They have funds from TAM going towards the Tamal Vista Complete Streets Project, as well as a few other funding sources.

Generally, the Town is okay on timeliness of funds issues. Many projects are being funded with the Storm Drain Special Tax and Sales Tax Override which is flexible in terms of timely use. The more pressing issue is working on a schedule that enables them to deliver all projects, including flood projects, to meet community need as well as clearing those in order to begin other projects.

Mayor Condon asked if the Prince Royal Drive project was ready to go. Mr. Brown said they plan to have construction underway this summer and he discussed staff transitions and light staffing issues that have delayed the project.

Councilmember Andrews asked what the relationship is between the Public Works Department and Parks and Recreation in terms of getting things built.

Mr. Brown said the Council will recall the memo setting out the procedure for managing capital projects which has provided guidance. Often times when projects happen under Parks and Recreation they have not had enough involvement from Public Works in the past, which is changing. But, from his past experience almost every public improvement should come through the Public Works Department and staff is needed to make this happen.

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

Town Manager Todd Cusimano stated over the last 16 months, staff has evaluated processes and personnel in each department and this has resulted in positive changes. They reviewed both the engineering side and public works maintenance. When looking back at his own job, each department has functioned well over the years but staff has worked in silos with everyone doing their own thing. Communication also was not the best and they have tried to undo this and have made progress and the request is a critical step.

He cited consolidation of fire and in tying in Parks and Recreation it costs \$4 million to have a Parks and Recreation Department which brings in \$820,000 in revenues. This is not sustainable and he tasked the Director, staff and the Commission to identify what it is the community is asking them to provide in service, types of facilities and for staff to provide those services and to do so in a cost-effective way.

He and the Director spoke and they are looking at 30-day evaluations moving forward where strict goals are set, evaluated and re-evaluated for the next 30 days. Everything with

the Parks and Recreation Department is on the table.

He focused on 5 critical areas such as evaluating staffing and how the department is staffed; mentor training, leadership, succession planning and improved processes. He said once the annual report from the Parks and Recreation Commission is given to the Council, Parks and Recreation staff step back, Public Works staff step in and they meet with all stakeholders and discuss the process, the right contract, and execute the plan with Public Works overseeing the entire project from start to finish.

For programming, he would like Parks and Recreation Department to identify what people want and evaluate what resources they have to provide it. Regarding the process with the Commission, he will educate staff on what agendas, staff reports, and processes should look like to ensure the Commission is set up to make good recommendations to the Council.

Regarding outside partnerships and best practices, they have a great relationship with Larkspur as well as others. If Larkspur provides a program for Corte Madera's community and they have better facilities, they should do it and vice versa.

They cannot do this with current staff and oversight and therefore, he asked the Council to consider a 3-month contract with Dave Wilkinson who is familiar with staff, the area, served as a Parks and Recreation Director with Larkspur and is retired. He began his career with Corte Madera and was promoted to work for the City of Larkspur. He would like to task him to evaluate for the first 30 days and take more of a leadership role within the department, provide leadership training and survey programming, all in 30 day pieces.

At the end of June, Mr. Cusimano will report back to the Council on progress and if the Council believes they are making progress, they will most likely request another 3 months going into the fiscal year. He can also offset the cost to hire an additional FTE in Public Works as well as a contract with Dave Wilkinson with operational changes made within departments and keep it within the current approved budget.

Councilmember Bailey referred to subsection 5; outside partnerships, best practices, (A) survey community stakeholders. He asked if this would be reaching out to stakeholders or conducting a survey and compile data.

Mr. Cusimano stated both; he noted there are some partnership issues that need to be bridged to get back on track.

Councilmember Andrews said the Town is offering programs and if someone were to ask the actual cost of the program, he asked and confirmed staff will be able to provide that actual number, as well as data on attendance, age groups, etc. and he briefly described the Town's multiple after-school programs and its deficit.

Councilmember Ravasio said a cost recovery program was done years ago and he asked and confirmed the work would entail a revised version of that. He referred to the cost to run the department and the revenues received. He asked if it was the Town Manager's belief the department should be at 100% cost recovery.

Mr. Cusimano said this would be nice, but his task of looking up and down the state, his direction is to pull the Director's cost out of the cost recovery and additional costs of having the Community Center which is about \$250,000. Everything else will be set up as full cost recovery. He believes there are certain programs the Council and the community would support subsidizing and they can identify and consider those and review all data found.

He noted San Anselmo has a similar budget and resources, and they are at 100% cost recovery, but this is not the norm. They will review and work to improve programs, efficiencies, staffing, etc. to get the department to full recovery.

Councilmember Ravasio said benchmarking other cities in terms of their cost recovery would be helpful to help make that decision. Mr. Cusimano agreed and discussed the Town's summer program as an example.

Mayor Condon opened the public comment period.

PHYLLIS METCALFE suggested looking at the program as a whole. Certain parts will lose money and the Town will be subsidizing, but the Town should make enough on other parts of the programming to have it balance out, which is how San Anselmo has 100% recovery.

She also stated the school district has substantial after-school and summer programs and Parks and Recreation programs. She suggested removing the duplication, as the district could probably handle more kids and may also want to give up a program the Town could handle. She stressed the need to look at the programs that subsidize only in the sense that other programs, costs, income is high enough to underwrite those where the Town will not make money, such as the senior programs.

Mayor Condon stated she met with staff at San Anselmo regarding Age-Friendly programs and noticed the large turnout of the story-telling program which is free and held twice weekly. She noted the Intergeneration Center will be offering something similar in the morning and said it was remarkable they were at 100% cost recovery while still having these types of programs.

Mr. Cusimano said staff is committed to providing the best service and he recognized Mr. Fiorentini for making the effort to make his department and himself better.

Councilmember Ravasio supported the request for an additional FTE Engineer position. At the last BPAC meeting, there were 8 projects almost ready to go and the issue every time was the need for engineering staff to help move them forward. He also noted that the Sales Tax Oversight Committee's one recommendation was project delivery. In terms of the Parks and Recreation Department recommendation, this is the same standard and approach they had for fire and police; providing better service with more efficiency. He also thinks Dave Wilkinson is a great choice, given his experience and expertise.

Councilmember Bailey echoed all three of Councilmember Ravasio's comments.

Vice Mayor Furst agreed with the need for additional engineering staff, agreed with the recommendation for the Parks and Recreation Department, and recommended Mr. Cusimano consider adding a Number 6; Reporting. She would like to see all departments, especially during budget reviews, report various performance metrics. Under flood control it lists a number of retention basins, feet of levies, etc. For Parks and Recreation, they could track performance metrics such as program hours, number of unique people served, facility rentals, scholarships awarded, cost recovery data by program to see which are costing the Town and which are breaking even or exceeding, all to make informed decisions to determine the areas for subsidy.

MOTION: Moved by Furst, seconded by Ravasio, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Baily, Furst, Ravasio and Condon; Noes: None.

To grant authority to the Town Manager to add one FTE to the Public Works Department for an additional Civil Engineer; and to grant authority to the Town Manager to enter into an agreement for Professional Services for the Parks and Recreation Department.

6.II SANITARY DISTRICT BUSINESS ITEMS - None

7. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
 - Mr. Cusimano reported on discussions from the Audubon Society on the Restoration Hardware project and the 6 foot cyclone fence in the marsh area;
 - The sales tax measure is Measure F. The Mayor, Vice Mayor and 3 community members drafted and signed the argument for the Measure and staff did not receive an argument against the measure.
 - The Town is hosting the first of two community forums to discuss Measure F and these will be on Saturday, March 31 from 10AM to 12 Noon and Wednesday, April 4 from 6-8PM at the Community Center. Following those forums, the Town will hold another forum and talk about the flood control system, with Vice Mayor Furst's PowerPoint presentation.
 - The State of the Town Address will be held March 29 at noon at the Corte Madera Inn.
 - Staff is finalizing a stakeholder's group meeting of all disaster preparedness stakeholders from Corte Madera and Larkspur. They will look at infrastructure needs and what should be accomplished which will then be brought to the Council and budget appropriately.
 - Staff is working with Jana Haehl, the Corte Madera Community Foundation, and the Beautification Committee on joint projects to improve the Town.
 - Staff is also working with Jana Haehl and the Corte Madera Community Foundation on a possible location to store and share the Town's rich history and historical items.

- Council Reports

Councilmember Bailey had no report.

Vice Mayor Furst gave the following report:

- She attended a TAM Executive Committee meeting, and reported:
 - The full Board will meet Thursday night.
 - An item of interest is the crossing guard program for next year. Costs have risen over revenues and they are facing additional cutbacks, though TAM is trying to seek funding to help address the degree of cutbacks.
 - For the Larkspur-Corte Madera School District area, cuts include guards at Paradise Drive and Sea Wolff; however, the school district will pick up the cost of the crossing guard. 2) Tamalpais Drive at Eastman is swamped by request of the Corte Madera Public Works with Mohawk which was rated higher; however, Mohawk is usually staffed by the school. 3) Magnolia and King Street in Larkspur; this may get funded from their sales tax but it did not rank high enough to qualify for TAM funding.
 - TAM is looking to renew its half-cent sales tax in November. They can adjust the percentages which determine what buckets of money the revenue goes into, which was established 10 years ago. More money is needed for other things, as half of the kids in the county take green trips to school.
 - The cost to fund a crossing guard is \$17,300 each. They will offer a less expensive training and backup program for \$5,000 each if a volunteer is supplied.
- She was unable to attend a Bay Wave meeting and will report back on this at the next meeting. This was the original vulnerability assessment the County has been managing in conjunction with MCCMC's Sea Level Rise Committee.

Councilmembers Andrews had no report.

Councilmember Ravasio gave the following report:

- He attended the Ross Valley Paramedic Authority meeting and had nothing to report.

- He attended the Tamalpais Union High School Board meeting last week and they are in a difficult budget position and made a number of temporary cuts, which included laying off athletic trainers and the Wellness Center Director, part of the Coalition Connection which will hopefully be temporary. They are being forced by the County to reduce their budget because of the need to bring back their reserve to 20%.
- They held Neighborhood Response drills last Sunday, March 11 with 11 neighborhoods participating. Their Disaster Preparedness meeting was the next morning where they reviewed what they learned and can do better. The program continues to grow with great participation. They will also hold a full evacuation drill for Lower Chapman Park in May. This will involve the County and have people go from their homes and evacuate down to the local evacuation center.

Mayor Condon gave the following report:

- She did not attend the Marin Telecommunications Agency meeting for Councilmember Andrews because Barbara Thornton called and said they had more than a quorum. She announced Ms. Thornton's retirement in April.
- She attended an Age-Friendly meeting today and Linda Jackson with the County's Agency on Aging led them through the steps to develop their goals for this next fiscal year from the Strategic Plan. They plan to continue to expand programs at the Intergenerational Center, promote more volunteerism of drivers, to expand outreach of available transportation services and to expand the Age-Friendly Task Force, and she described the many programs to be scheduled.

8. REVIEW OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING
8.I Review of Draft Agenda for April 3, 2018 Town Council Meeting

Mayor Condon asked for additions or revisions, and there were none.

9. CLOSED SESSION

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

The Town Council adjourned to Closed Session at 7:50 p.m. to consider the following matter:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Closed Session Pursuant to Cal. Gov't Code Section 54957
Title: Town Manager

OPEN SESSION

The Town Council reconvened to Open Session at 8:13 p.m. and Mayor Condon announced that no reportable action had been taken.

10. ADJOURNMENT

The meeting was adjourned at 8:14 p.m. to the next regular Town Council meeting on April 3, 2018 at Town Hall Council Chambers.