

MINUTES OF MAY 5, 2020
REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL
(held via videoconference)

NOTICE TO PUBLIC:

Due to Coronavirus (COVID-19), the May 5, 2020, regular Town Council meeting will occur via videoconference only. All Councilmembers will be participating remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend. Members of the public may view and participate in the meeting remotely by registering at the following link:

<https://tinyurl.com/ycq7hgsj>

Or call in using phone number (415) 930-5321 / and Access Code: 377-536-967.

Submit public comment remotely by:

- 1. Emailing PublicComment@tcmmail.org prior to 5:00 P.M. on the day of the meeting.*
- 2. Emailing PublicComment@tcmmail.org during the meeting.*
- 3. Registering for the meeting at the link above and selecting the "Raise Hand" icon during the meeting to provide public comment verbally when recognized by the Clerk at the appointed time.*

Anyone with a disability needing further assistance with public comment should contact the Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at rvaughn@tcmmail.org or 415-927-5050.

Click [here](#) for more information on how to register to watch the meeting and submit public comment remotely.

Mayor Beckman called the Regular Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on May 5, 2020 at 6:30 p.m.

1. CALL TO ORDER AND ROLL CALL

Councilmembers Present: Mayor Beckman

Councilmembers Present: Vice Mayor Kunhardt; Councilmembers Bailey, Casissa, Lee and Ravasio

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano
Town Attorney Teresa Stricker (via teleconference)
Assistant Town Attorney Ann Danforth
Director of Planning and Building Adam Wolff (via teleconference)
Public Works Director R.J. Suokko
Town Clerk/Assistant Town Manager Rebecca Vaughn

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

2. OPEN TIME FOR PUBLIC COMMENTS – as read by Town Clerk/Assistant Town Manager Vaughn:

PEGGY BURNETT wrote regarding "Lack of public restrooms during shelter in place. This has become a public health problem, especially for seniors. We need to use bathrooms more frequently than younger people. Coffee shops and gas stations have closed their bathrooms and city restrooms are locked. The shelter in place should recognize that people should be encouraged to get exercise outside and to also have access to bathrooms

as long as they social distance.”

ROY WOLFORD thanked the Town Manager, staff and Councilmembers for being effective communicators. He said on April 22nd he received a call from Town staff regarding how they were doing which shows the Town cares. In contrast, the County does not answer their phones, do not call back when a message is left, do not reply to most emails and are not helpful at all. As a society, they must open for business and he suggested getting Amy’s Drive Thru open and construction workers back.

Ms. Vaughn reported that she had placed this email on the Council’s dashboards, as well as a copy of the agenda and the staff report for Item 6C; Town Manager Update. There were no other public comments.

Mayor Beckman announced that Sanitary District No. 2 will be meeting immediately following the regular Town Council Meeting, and he invited the Town Attorney to introduce the Town’s new Assistant Town Attorney.

Town Attorney Teresa Stricker introduced Ann Danforth, the Town’s new Assistant Town Attorney who brings over 3 decades of municipal law experience, mostly in land use. She will be working with the Planning Commission and Planning Department and also has spent much of her career also working for the Town of Tiburon.

Ann Danforth, Assistant Town Attorney, thanked the Town Council and said she looks forward to working with the Town.

3. PRESENTATIONS – None

4. CONSENT CALENDAR

Vice Mayor Kunhardt requested clarification for Item 4.I. Town Manager Cusimano requested removal of Item 4.G. and continue it to an upcoming Council meeting.

Mayor Beckman removed Item 4.I. then asked if there were public comments or requests for removal of items from the Consent Calendar by the public, and there were none.

- A. Waive Further Reading and 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. 994 to Terminate the Marin Telecommunications Agency (MTA) by Repealing Chapter 5.10 of the Town of Corte Madera Municipal Code
- C. Approve Subcommittee Recommendation to Appoint Louise Brown to the Parks and Recreation Commission to Serve the Remainder of an Unexpired Term on the Commission, Commencing Upon Appointment and Expiring June 30, 2021
- D. Authorize the Mayor to Sign Letter in Support of Amazon Pilot of Packaging Pickup Program, As Requested By Supervisor Dennis Rodoni
- E. Authorize Town Manager to Approve, On Behalf of the Town of Corte Madera, the Memorandum of Understanding Between The County Of Marin And The Participating Agencies Of The Marin County Stormwater Pollution Prevention Program, Regarding Environmental Protection Agency Funding And Participating Agency Match Funding For Implementation Of Stormwater Trash Capture Projects

- F. Adopt Resolution No. 18/2020 (1) Endorsing the Corte Madera Women's Improvement Club College Scholarship Program, and (2) Allowing Three Temporary Signs in the Public Right-of-Way from May 11, 2020 to May 18, 2020 Recognizing the Corte Madera Women's Improvement Club College Scholarship Recipients of 2020
- G. ~~Adopt Resolution No. 19/2020 Authorizing Execution Of A Three Year Cooperation Agreement With The County Of Marin For The Community Development Block Grant (CDBG) And Home Programs~~
- H. Accept Quarterly Investment Report for Period Ending March 31, 2020
- J. Approval of Minutes of April 7, 2020 Regular Town Council meeting

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

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

Items Removed from the Consent Calendar:

- I. Accept March 2020 General Fund Revenue and Expenditure Report

Vice Mayor Kunhardt referred to two revenue items which are lagging below 75% of the year's budget: property tax at 57% and sales tax at 65% and he asked for the reason why.

Town Manager Cusimano stated it is a timing issue of when the Town receives property taxes from the County and when the report is written and he will discuss sales tax later in the meeting.

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

To approve Town Consent Calendar Item I.

5. PUBLIC HEARINGS – None

6. BUSINESS ITEMS

- B. Discussion And Possible Action Concerning Council Committee Appointments For 2020-2021

Mayor Beckman stated the Council discussed Committee appointments at the Council's strategic retreat and he has developed a proposal for this year's committee assignments. He read them into the record, as follows:

- ABAG Marin Delegates Committee: Lee and Kunhardt (alternate)
- Age-Friendly Corte Madera: Casissa and Ravasio (alternate)
- BPAC: Ravasio and Lee (alternate)
- Central Marin Fire Authority: Ravasio and Beckman, Casissa (alternate)
- Central Marin Police Council: Ravasio and Beckman, Casissa (alternate)
- Central Marin Sanitation Agency: Beckman and Casissa (alternate)
- Corte Madera Chamber of Commerce: Beckman and Kunhardt (alternate)
- Coalition Connection: Ravasio and Casissa (alternate)
- CDBG: Kunhardt and Lee (alternate)
- Disaster Council: Kunhardt and Beckman (alternate)
- Flood Control District Board: Casissa and Beckman (alternate)

- Land Use Committee: Lee and Kunhardt (alternate)
- Larkspur-Corte Madera School District Liaison: Kunhardt and Lee (alternate)
- League of California Cities North Bay Division: Beckman and Kunhardt (alternate)
- Marin Clean Energy: Kunhardt and Beckman (alternate)
- Marin County Council of Mayors and Councilmembers (MCCMC) Homelessness Committee: Ravasio and Lee (alternate)
- MCCMC Legislative Committee: Beckman and Kunhardt (alternate)
- MCCMC Climate Action Committee: Kunhardt and Beckman (alternate)
- Marin Ready Together: Ravasio and Kunhardt (alternate)
- Marin Wildfire JPA: Ravasio and Casissa (alternate)
- Refuse and Recycling Committee: Kunhardt and Lee (alternate)
- Ross Valley Paramedic Authority: Casissa and Ravasio (alternate)
- Safe Routes to School: Lee and Ravasio (alternate)
- Citizens' Sales Tax Oversight Committee: Casissa and Kunhardt (alternate)
- Transportation Authority of Marin: Lee and Kunhardt (alternate)
- MCCMC COVID Recovery Committee: Beckman; unknown alternate at this time
- Larkspur-Corte Madera School District Financial Advisory Committee: Kunhardt and Lee (alternate)
- Town Council Finance Subcommittee: Casissa (alternate)

Mayor Beckman asked and confirmed interest by Councilmember Casissa on the MCCMC COVID Recovery Committee which meets every Friday. He then asked for questions or comments about assignments.

Mayor Beckman opened the public comment period, and there were no speakers or emails.

- A. Authorize the Director of Public Works to Award a Construction Contract to the Lowest Responsible Bidder, Coastside Concrete & Construction, Inc., for the Bid Amount of \$789,509, and Authorize a 10% Contract Contingency for 2020 Accessibility Improvement Project - Project No. 20-001

Director of Public Works R.J. Suokko gave a PowerPoint presentation and said the item before the Council is the 2020 Accessibility Improvements project which is part of a larger effort. This is one of two projects with the goal to install preventative maintenance treatments on approximately 20% of the Town-wide roadway network.

He presented a map showing the various roads for slurry seal work and those representing a thin maintenance overlay. They will take many roads in the "fair" condition and bring them up into "like new" conditions. The second project will come forward to the Council in about one month.

Mr. Suokko said in the June budget, some of the set-aside dollars are different because they have added in some of the smaller projects. One was a grant received from the Transportation Authority of Marin (TAM) for safety improvements at Redwood and Pixley, safety improvements on Madera Boulevard, which is close to Safeway as you cross over to Madera Gardens, an intersection on the corner of Tamalpais by the gas station, and given the amount of curb ramp improvements, they felt there was an economy of scale to lump projects into one large project. In addition, there are 65 concrete curb ramps associated with street corners related to those slurry seals.

Since this has been under development, they are still in the COVID event and as a result, have reviewed their proposed delivery construction list. This was first introduced at the strategic workshop. There was one change where they looked into the LED lighting conversion project and are planning to keep this in this year's summer program. Other than that, staff feels everything fits within the budget and funds, given COVID impacts, and this includes the second project for the slurry seal project.

He also wanted to explain why bids came in high. First, there was a mistake in the

Engineer's Estimate. There were three items related to roadway dig-outs which are the deeper asphalt repairs. Two staff members were working on separate tasks and in the end, they failed to combine them all. There was an approximate \$275,000 item that did not get included into that estimate but should have been. Once the dollars are reflected, it brings the Engineer's Estimate up to \$855,000 and therefore, this low bidder would have come in below that number.

Therefore, before asking for the Council's authorization to move forward, he wanted to explain these moving pieces, but staff thinks this is a great project. There will be many benefits to the Town's overall road network, and he has been speaking to many agency representatives and contractors to understand the bids the Town did receive and considered re-bidding. But, he thinks if this was done, they would lose one month and likely end up with a higher bid and most likely from the same contractor. Therefore, he would like to recommend moving forward tonight.

Councilmember Casissa thanked Mr. Suokko for the work associated with pedestrian crosswalks. He asked if there was consideration now or in the future to put the same flashing lights on Tamalpais for pedestrians when crossing. He referred to the revised project list and stated there is \$266,000 budgeted for projects under \$100,000. He asked for an explanation of those projects.

Mr. Suokko said they have the rectangular rapid flash beacon going in at both intersections shown; Monona and Mohawk. Separately, they were happy with the bids received today and the Tamal Vista Complete Streets Project will be coming forward likely at the next meeting. That one also has a number of rapid flash beacons on Tamal Visa.

Regarding the \$100,000 projects list, the Dog Park is one of the projects. They did have some rapid flash beacons installed on Tamalpais as well at several intersections which did not have those and these were also included. But, he would have to follow-up on the others on the list which he did not have tonight.

Mayor Beckman said when the last capital improvement projects (CIP) budget was done the ADA improvements were originally part of a larger \$1.2 million pavement project, which has been split into two projects. He asked if there will be remaining funds for the remaining portion of the now \$1.8 million in work not covered here.

Mr. Suokko said yes; and he presented the revised list to show what they will deliver. They have also seen opportunities for value engineering, save funding, and they recently spoke with the City of Mill Valley about combining their slurry projects. Therefore, they are essentially doubling their area which will save the Town perhaps \$100,000. He believes the later project will be under \$950,000 and he will present this in the next month or so.

Mayor Beckman opened the public comment period.

JIM ROBINSON asked if the overlay project mentioned would be included in the area on Monona when approaching Lakeside.

Mr. Suokko said they have some repairs in that area which are included in this project, but as far as a larger paving effort, this will be a couple of years into the future. They are trying to focus geographically in areas, move through the town which will get them the most 'bang for the buck' and then return with information as to which streets deserve further treatment.

This year they are focusing sewer efforts in Marina Village and on a couple of streets in Mariner Cove. Following this they will be paving those areas. Secondly, they have a project in the Granada and El Camino area for sewer, and that will be followed by paving. There will be some improvements on Meadowsweet, the Lakeside area and also Christmas Tree Hill, and staff will be looking at these in developing a three and four year CIP plan.

Vice Mayor Kunhardt cited the importance of projects for the slowing of traffic, improvements for safety and supported work done now given there is not as much traffic.

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

To authorize the Director of Public Works to Award a Construction Contract to the Lowest Responsible Bidder, Coastside Concrete & Construction, Inc., for the Bid Amount of \$789,509, and Authorize a 10% Contract Contingency for 2020 Accessibility Improvement Project - Project No. 20-001

B. Verbal Update from Town Manager Regarding the Following:

1. COVID-19 and Current Fiscal Impacts to Town
2. Update on Extension and Revisions to Marin County Public Health Shelter In Place Orders
3. Programs to Provide Grants and Financial Assistance to the Town's Small Business Community and Low Income Residents.
4. Capital Improvement Projects Schedule (including Town Hall Remodel, Tamal Vista Complete Streets and Paradise San Clemente Complete Streets Projects)
5. Marin Managers Association Discussions Regarding Potential Shared Services

Town Manager Todd Cusimano stated the report provides a brief summary of COVID-19's impact on Corte Madera as context to a larger financial response and discussion the Council will have to have in the coming months. Local economic impacts are significant in the short-term and will likely be felt over the next 2-4 years. It is too early to accurately predict the duration of the emergency on Town revenues and expenses, but most economists are projecting this will be years and not months.

With many financial unknowns as to how state and federal assistance will come down to local agencies, staff has prepared for massive revenue losses. In the Marin IJ, the City of Sausalito provided a financial report to their Council and they listed three scenarios—bad, worse and horrible. This projection the Council will discuss is going to be a single projection and the Town will take an aggressive stance.

They will talk about HDL which provides the Town with economic support and forecasting specific to their sales tax revenues. He and the Finance Director took a more aggressive approach than HDL did, so the numbers that will be presented for this fiscal year and going into next fiscal year are likely to happen and may be a bit worse, so they are preparing for the worst.

He said staff went back and took the worst economic downturn and built a number of resiliency models with their current budget. They took a 10-year financial model to evaluate things and he will show what they projected and what they will realize so the Council can compare when thinking about the future.

He then provided a background about COVID-19 and how it has affected the Town, shelter in place orders, the ratification of a local state of emergency signed on March 13, 2020, unification of Bay Area counties with added restrictions relating to construction, identified confirmed cases, testing, deaths, and hospitalizations of COVID-19, restrictions that have taken an unprecedented toll on the unemployment rate of more than 8%, loss of many jobs, operation of the emergency operating center (EOC), launch and involvement of the Town in the state's food delivery program, small business support and loss of sales tax revenue and services.

Mr. Cusimano then discussed the creation of a small business COVID-19 disaster relief fund with \$100,000 raised, stating his future request will be for additional funding through the sales tax measure to provide grants to grant applicants. Staff has worked with local businesses regarding the various programs for relief with the county, as well as evaluation for deferring business licenses to small business owners, support of vulnerable communities through a moratorium and protection of lease evictions through May 31, 2020, adding a provision of up to 90 days after expiration to pay back rents, emergency subsidy payments through the Coronavirus Relief Fund (CARES Act), funds from the Community Development Block Grant (CDBG), and \$25,000 in donations from the Corte Madera Community Foundation towards rental assistance.

Regarding state and federal support for cities, they have been working with local legislators on sending united messaging of the impacts County-wide. Staff is also working diligently with other Bay Area cities, towns, with local government associations, and with Councilmembers to share ideas and best practices.

He then discussed burdens from COVID-19 and stated many local revenue sources will be significantly impacted for the last quarter of 2019/20 and for FY 2020/21. Although revenues are forecasted to recover in the future, he thinks it will take until 2023/24 to get back to revenue streams of 2018/19. He said economists are predicting towns relying heavily on sales tax, transition and use taxes (TUT) and transient occupancy tax (TOT) will endure the hardest financial hits. Realizing this, staff began to look at potential revenue losses. He referred to page 6 and the revenue item chart showing losses. In taking sales taxes and combining Measure F and the 1% sales tax, they anticipate a \$1.9 million loss this fiscal year. They are projecting in FY 2020/21 a \$3.2 million loss and are anticipating an aggressive 30% loss to revenues.

They will see on-line sales will increase but their 25 top sales tax producers are all closed, except for Safeway Stores. Right now, the projection is showing the economy being shut down through June. They know they will start to soft-open this month and the numbers can potentially be better and on-line sales could be more, so they are taking an aggressive stance for a 70% projected loss to this quarter of sales tax revenue.

Regarding TOT, it is \$242,000 this year. Hotels are shut down and while the Town will receive some money in revenues over the last three months of this quarter, but they are projecting a total loss. In going down to recreation revenues, all programs have been shut down losing rental income, saved money on the expenditure side so hopefully they can offset this, and regarding franchise fees and investment earnings, they are not collecting money because the government stopped interest rates. The Town has \$30 million in cash in the local agency investment fund (LAIF) accounts; \$12 million of which is the Sanitary District and the rest is the Town's Operating Budget.

For FY 2021, the County projected 18%-23% loss to sales tax revenue. HDL did an evaluation and they anticipate anywhere from 20% to 23% and the Town is projecting a 30% increase. He thinks it is likely and aggressive and he thinks this is what will happen. He also thinks that as the Town re-opens, the question is whether they will still have stay at home orders in the fall and will project this into their budget. If not, the numbers will improve by 15%. They are also projecting the economy taking 18 months to reset if stay at home orders lift and a vaccine is developed in the next 18 months.

They are projecting a \$6.6 million loss to revenues, but he is not projecting a \$6.6 million deficit. Staff wanted to present numbers and show how they arrived at them, and what the projected revenue losses are. Staff will return in coming weeks to come up with solutions. They believe they can take expenditures without deferring maintenance or CIP projects and reduce the potential deficit in FY 2019/20 from \$2.7 million to about \$700,000 to \$900,000. They will come to the Council and request taking that \$700,000 to \$900,000 from the Operating Budget. The Town had a \$3 million surplus last year and put \$1 million towards their pension trust and left \$2 million in the General Fund just for this reason, as

sales taxes ebb and flow.

For FY 2020/21, some of the monies from the sales tax revenue from the \$3.2 million are a combination of the sales tax and Measure F. For FY 2020/21, the Town is looking at a \$2 million loss in revenues for the 1% sales tax. The Town anticipated \$4 million this year from Measure F, and they are anticipating a \$1.2 million loss here. When Measure F was passed, they anticipated the revenue to increase from \$2.4 million to \$3.4 million and because the economy had been doing so well it had jumped to \$4 million projected.

So, when looking at losses going all the way out to projections of 2023/24, those numbers are where they thought they would be when they passed Measure F. He is not concerned on the CIP side. The Town has \$10 million in their sales tax measure fund, \$12 million in their Sanitary District fund. He will work with the Director of Public Works on continuing to go at about a \$4 to \$5 million clip on CIP projects and then frontload some of the Sanitary District projects these two fiscal years and try to manage monies in the accounts.

The Town has \$2.5 million set aside in an emergency reserve for things just like this emergency pandemic. When going into FY 2020/21 and the Operating Budget, he has \$2.5 million available to recommend to the Council for use if needed and he also has the remaining \$1.1 million in surplus funds from the previous year to total \$3.6 million.

Therefore, he will recommend making some smart cuts; that they use contracts and shared services. They put \$1.2 million annually into the pension and retiree health trust funds. In bad times, this ebb and flow from \$1.2 million down to \$600,000. He will recommend bringing this to zero this next year to control costs, share services and contracts where it makes sense and not implement a payment to trust funds this next fiscal year to balance the budget. They are not touching their reserve or the surplus fund in the General Fund. If things get worse where they have a stay at home order for 6 months, he will return and pull the emergency reserve fund from the sales tax measure and surplus monies. But, he believes they will be fine after getting crushed.

He does not think he will have to return to cut services, doing furloughs, 10% pay cuts, etc. He will be presenting this plan over the next few meetings and he wants to take recommendations and work them through the Sales Tax Oversight Committee and the Council Finance Committee and return to the Council with those discussions. He then described past practices with FY 2018/19 and deferred County payments, surplus successes from Tesla and Apple sales, conservativeness, and said the Town will not come back to where they need to be until FY 2023/24. In FY 2021/22, many agencies did not anticipate this but they will have a large hit to the pension funds and this will affect JPA's where they have full cost recovery methodology.

Mr. Cusimano presented their road to recovery called Marin Recovers. It was formulated by all agencies and overseen by the County. There are three phases to the process on page 8 of his report. Phase 1 is slow the spread and phase 2 is the sequential reopening to the stay at home order. They lowered restrictions based on criteria and now all construction is back up and running using protocols and then they had issues over the weekend, where Governor Newsome will release some of the restrictions to be announced on Friday. The County Health Officer will look at the data, see what the State did, see what the State does Friday and determine whether they will mirror the State or do something in between.

Lastly, he referred to the Town's unfunded liabilities or debt and presented Gov-Invest software and projected 20 years out from 2016 to 2034. The Town's unfunded liability is \$30 to \$40 million and he presented the plan to pay it off in 17 years. For 2022/23 and on, CalPERS' discount rate is 6.2%. The employees currently pay 5.5% towards the employer's contribution and based on CalPERS's rate of return of 6.7% for 2018/19 and for 2019/20 it is zero. He then showed a 5% rate for 2021 and went back to the 6.2% modeling in future years. The 115 Pension Trust has \$3.2 million in it, with the Town contributing towards it. In FY 2020/21 he is projecting zero payments into the Trust Fund because they put in the

budgeted amount plus \$1 million of surplus funds.

For FY 2021/22 he is projecting \$450,000 deposit into the Trust Fund and in FY 2023/24 and on, it will stay flat at about \$550,000 for 17 years. What the chart shows is it takes the CalPERS estimates, the actual rate of return in the Trust Fund payments, and what they should have in the fund to date is \$74 million. What they currently have is \$54 million. In taking all bargaining units, there is still an unfunded liability from past years prior to the consolidation which stays with the Town.

In 2019/20, employees had a 2.75% salary increase and they are scheduled for the same in 2020/21. There will be discussions as to whether the increases should freeze for a period of time. For FY 2020/21 through 2022/23, he recommends not considering any salary increases until they get out of this issue. For 2022/23 on, he is projecting an annual COLA increase of 2.5% and not recommending any changes in the work force.

He then modeled when the curve increases and in 2021/22, there is a dramatic increase but in going out and continuing with the methodology, they are fully funded in 2033 and in 2034 they begin to build a surplus of \$3.2 million. Then, if they put 5% was a rate of return over a 15-year period, and what it does is instead of having a \$3 million surplus, it is \$7 million in liability and in 2035 they are fully funded. This is a great mechanism for them to model and understand where the Town is. Therefore, there will be years when they get more and others where they get less, they need to average 2.5% or less in the models and show how an increase or decrease in COLAs affect the Town. Therefore, the Council has the tool to evaluate long-term issues and adjust as needed.

He does think the CIP list needs to return to the Council to discuss what projects the Council wants to see over the next two years and what they want to do. But his point is that they will not have to cut services or CIP projects through this economic time.

Councilmember Lee said if they defer payment for this year or possibly next year he asked whether there will be more substantial payments made during better times, or is the plan to flatten it out and expand it over a longer curve. Also, he asked if there is a greater payback similar to a mortgage payback for pension liabilities.

Councilmember Lee also asked if staff has an idea of how many of the 25 large companies would be affected and may have an opportunity to open up. Regarding help with the 90-day extension discussion for payback of rent/lease payments, his recommendation is that for those people needing extensions that they have to prove they have back up to get it.

He commended staff on their work on easing up the rental payments. Workers that usually earn rental stock are part of the sales and retail environment and therefore, keeping them around and healthy as part of the community will eventually turn back into sales tax.

He applauded the Town Manager maintaining services and his aggressive financial security, he has worked on large capital projects with large contingencies, and at the end they question what to do with the left over contingency. He wanted to understand what the priorities are if this occurs in prioritizing moving forward.

Mr. Cusimano replied that when looking at the pension trust, with a 5% to 8% rate of return, they were interested in getting that number over \$3 million. When they projected out 10 years, they had to average \$500,000 to meet the 5% discount rate assumptions and pay this off by 2034 under those conditions. Based on what they have done previously and in moving forward, they will be able to keep that average. If he goes below it, it may affect the Town by 2 years which he does not want to do. There is over \$6 million in the two trust funds and this allows them in the good and bad times to reduce their payments from \$1.2 million to \$500,000, which is a good cushion, and there will be years when they are able to put \$1 million into it and be flexible to add more. If they get to zero quicker, they will make interest and can draw money from the pension trust to flatten and control costs.

On the CIP side, they have about \$11 million in the fund with \$2.5 million as an emergency reserve and the rest is available for CIP projects. They still estimate bringing in \$3 million in annually. They also bring in \$1 million more in restricted funds that go into CIP projects, and they get about \$500,000 to \$800,000 annually in grants. The Town is also fully staffed, and if a position opens he can either fill it or freeze it based upon what the Council wants to do.

They will also save money in projects and so any additional savings might be able to go towards the Town Hall project. His current estimates put that project in peril, but he also thinks there is a chance that under certain circumstances, the project could turn into a \$6 million project.

Lastly, regarding the 90-day extension, he will provide that feedback to the County.

Councilmember Ravasio asked if one of the advantages to continue to spend on CIP projects is that they have an opportunity to save money. In the last recession, construction costs went down so the Town can have the opportunity to complete projects while saving money.

Mr. Cusimano agreed, and said typically engineering estimates have come in 20% to 30% higher than estimated. However, their Tamal Vista project came right at their estimates, so they are starting to see this.

Councilmember Ravasio referred to internet sales and he questioned if the Town receives sales tax revenues. He noted that Nordstrom's is still doing a big business with curbside pickup.

Mr. Cusimano said yes, the Town receives sales tax revenues from this. He added that this will also be vetted by the Citizens' Sales Tax Oversight Committee as well as the Council.

Mayor Beckman opened the public comment period, and there were no speakers or emails.

Councilmember Ravasio thanked the Town Manager for getting the Town in this position. Having lived through the 2009/10 downturn he cannot believe how much cash the Town now has and spoke about the situation the Town had been in, having to borrow funds to pay its bills.

Councilmember Lee thanked staff in efforts to find cost savings in combining contract work, and asked staff to alert the Council of any opportunities to secure stimulus monies through construction grants and facilitate any resources from state run programs.

Vice Mayor Kunhardt referred to the length of the crisis and the time to get to a vaccine. He has learned that on average it takes a decade to get not just an effective but safe vaccine. Therefore, he noted the time horizon for behaviors might be longer than anticipated. He hoped to find specific ways to get additional local businesses to participate in curbside.

Mayor Beckman thanked Mr. Cusimano for the great report and incredible work. He reiterated that small businesses are the backbone of the Town's economy and hoped that vulnerable residents are being assisted as well. Personally, when a public agency is dealing with public funds it is very important to be as conservative as possible, and he believes the Town Manager's err towards worst case scenarios is exactly the right path to be taking and would supports continuance of this approach.

Mr. Cusimano asked and confirmed with Mayor Beckman that he could return to add comments about Item 4 and 5.

4. Capital Improvement Projects Schedule (including Town Hall Remodel, Tamal Vista Complete Streets and Paradise San Clemente Complete Streets Projects)

Mr. Cusimano stated there was some discussion of the Town Hall Remodel which is going through design review now and he thinks it is important to move the project forward which is part of their 20-year plan to solve problems. They are in the final stages of the design review portion and they have held a lot of community engagement.

Many people question why they are continuing the project. He recognizes the project is not \$10 million but in the high \$7 million and he wanted to go through the design review process to be positioned and not become stale. He thinks there will be an opportunity for this to be a \$6 million project, and if it is, he would like to position a conversation with the Council to move forward with it, while hearing alternatives, such as leasing space, possibly a smaller remodel, or other options to be vetted.

He had an interview with Jen Reedy on the Communications Plan and would like her to meet all Councilmembers and he sees her moving forward with the town-wide survey, looking at best practices and develop the Town's communications plan and infrastructure, both on the website and social media and how they communicate.

He and the Mayor have spoken about using technology and engaging the community every Tuesday at 11:00 a.m. which will start this coming Tuesday. They will talk about single issue topics, such as follow-up from the Council meeting, current activities, and let the public engage, as he sees the Town Hall project as very important to talk with the public.

5. Marin Managers Association Discussions Regarding Potential Shared Services

Mr. Cusimano stated the Marin Managers Association has held a number of discussions regarding shared services. They are talking about sharing engineers, sharing project managers and an opportunity to promote from within for the Fire Chief position as he will be retiring soon and possibly share services with other agencies at the administrative level.

They have reviewed these opportunities in Public Works, Police and Fire. They will next go to review Finance and Administration. It becomes clear where there are managers or directors and/or chiefs speaking on behalf of their city, town or council as to what they are and are not interested in.

He has learned to never consolidate or share services from the top down, thinks there is disconnect between the Council, the Managers, the Chiefs and the Directors in the County and there is an opportunity to consolidate government and make everybody more efficient. However, it is not happening at all levels of government with their cohorts. He noted that Larkspur, Mill Valley and Sausalito have all stepped up and are considering efficiencies as well as Kentfield Fire District, but he will talk more about this later.

7. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
 - The report was consolidated with Item 6.C. comments.
- Council Reports
 - Councilmember Casissa gave the following report:
 - This last week, Dr. Bob Bundy and he took a bicycle tour of the flood infrastructure on the east side as well as the marshland.
 - Councilmember Lee had no report.
 - Councilmember Ravasio gave the following report:
 - He attended a Disaster Preparation meeting and the Fire Marshal reported that 9-1-1 calls are down significantly right now because no one

is moving around. On the other hand, responders must assume everyone has COVID-19 and must wear masks, gowns, gloves, etc. so they are completely protected.

- Todd Lando who works for the County will be working full-time for Central Marin Fire Department next year which is great news.
- Vice Mayor Kunhardt gave the following report:
 - TAM's Board held a Zoom meeting last week and reported dramatic downward trends in traffic, upward trend in air quality and they are looking at ways to advance projects which are more feasible now in public rights-of-way as a result. One project is the multi-use path crossing Corte Madera Creek on the east side of the bridge, which is moving to construction this summer. Councilmember Lee had attended the TAM meeting and an observer.
 - TAM and MCE are working together on a program to step up support for EV charging stations, infrastructure and promotion of electric vehicles.
 - TAM will incur a hit on their revenues, especially with Measure AA which is dependent upon sales tax, and they are likely to meet to discuss adjustments.
 - He attended the first Larkspur-Corte Madera Financial Advisory Committee meeting on-line and this was to provide background to explain the structure that supports elementary and middle schools. They are taking an approach to go for evaluating a big hit from lack of resources from the State and how they might deal with an \$850,000 hit to the next year's budget. The State will not punish districts that have a funding formula dependent upon attendance.
 - On May 13th, he will be attending a meeting of the Climate Action Committee.

Councilmember Lee thanked Vice Mayor Kunhardt for inviting him. The most interesting things to him were discussions about shovel ready projects and the State's interest in them. He also works in other transportation areas and they have seen real benefits from the slow down. They do not want it to last long, but San Francisco is re-paving 19th Avenue now which would have been difficult during other times.

- Mayor Beckman gave the following report:
 - He attended on April 14th a Central Marin Sanitation Agency Board meeting. The agency is doing well and being adaptive in figuring out ways the employees can work remotely where possible.
 - He has been attending weekly Cal OES briefings to keep updated at the State level.
 - MCCMC has formed their COVID-19 Recovery Committee which Councilmember Casissa will join him on and they meet every Friday and are coordinating similar work being done by the Marin Managers Association. They will meet to form ideas they can all implement in their communities, best practices for economic recovery, etc.
 - The MCCMC Legislative Committee met and Congressman Jared Huffman joined them and spoke about what is going on at the federal level as to Congress's multiple rounds of COVID-19 relief bills. There has been a concept that CARES money is not for smaller communities with less than 500,000 in population. On the contrary, cities larger than 500,000 are allowed to go directly and obtain money from the Treasury. Those less than 500,000 should still be eligible to receive funding but they must go through their State to get it. He has been working with Senator Mike McGuire and Assemblymember Levine to determine any prospect of Corte Madera receiving some of the \$8.4 billion that has been allocated to the State. They sent a letter stating it is critical to small cities.

- The Chamber of Commerce is waiving their first-year membership fees for companies and businesses that join during the pandemic.
- The Climate Action Committee is meeting Wednesday, May 13th.

8. REVIEW OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

A. Review of Draft Agenda for May 19, 2020 Town Council Meeting

Vice Mayor Kunhardt asked if notes had been developed from the Council's retreat session.

Mr. Cusimano stated normally a week after the session staff would take the information given by Council and develop a work plan for the Council's review. He is planning to hold the meeting with staff towards the end of May and will bring it back to the Council in early June.

Mayor Beckman opened the public comment period, and there were no emails or speakers.

9. ADJOURNMENT

The meeting was adjourned at 8:34 p.m. to the Sanitary District No. 2 meeting and, thereafter, to the next regular Town Council Meeting on May 19, 2020 at Town Hall Council Chambers.