

MINUTES OF JULY 2, 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 July 2, 2019 at 6:00 p.m.

6:00 p.m. CLOSED SESSION:

1. CALL TO ORDER AND ROLL CALL

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

Councilmember Absent: None

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS ONLY

There was no public comment.

3. ADJOURN TO CLOSED SESSION ON THE FOLLOWING ITEMS:

CONFERENCE WITH LABOR NEGOTIATOR

Closed Session Pursuant to Cal. Gov't Code Section 54957.6

Agency Negotiators: Todd Cusimano, Town Manager

Employee Organizations: Department Head Group, Mid-Management Group and SEIU

6:30 p.m. REGULAR MEETING

Mayor Andrews convened the regular meeting at 6:30 p.m. and announced there was no reportable action and the Town Council gave instructions to the Town's Labor Negotiator in Closed Session.

1. CALL TO ORDER AND ROLL CALL

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

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano
Town Attorney Teresa Stricker
Planning and Building Director Adam Wolff
Town Clerk/Assistant to the Town Manager Rebecca Vaughn

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

2. OPEN TIME FOR PUBLIC COMMENTS

Bob Bundy, Golden Hind Passage, referred to the work to remove trees and vegetation to create defensible space. He asked the Council to consider adding Liquid Amber trees to the list as trees that do not require permits for removal. They were planted in the median strips and have destroyed sidewalks, disrupted curbs, created drainage problems and street ponding.

3. PRESENTATIONS

A. Update on Chipper Program

Presentation provided by Marla Orth, Resilience Coordinator

Town Manager Todd Cusimano introduced the item, stating this program would not have happened without Ms. Orth's help and vision, her work with emergency preparedness and her safety training. Next year, they will review lessons learned and make appropriate improvements and recruit Ms. Orth to continue this work in a more formalized role.

Town Resilience Coordinator Marla Orth spoke about her passion for fire safety and emergency services as well as stewardship of open space over many years. She spoke of their work objective to "build community resilience a neighborhood at a time" and noted that 2018 was the worst fire season ever. There were 97 people and 6 firefighters who were killed and \$3.5 billion was spent on fire suppression. The paradigm must shift to one of prevention and not reacting. Cal Fire believes 2019 is going to be 30% to 40% worse than this year.

Within Corte Madera, there are 1,711 homes in the wildland urban interface (WUI) which is almost half of the population of the Town. The fuel loads are pervasive and ingress and egress has been severely impeded. Their strategy has been to focus on hillside communities because these are rated as Fire 4 areas, which she pointed to in red.

They held a pilot program last year on Meadowcrest/Fairview neighborhoods which is one of the defensible barriers and it was so successful that they held a second one in January. She asked the Town Manager to hold more of these pilot programs. She mentioned that no other jurisdiction in the county is doing this type of work. She explained that her strategy in getting participation in the programs is by reaching out to the community, home owners associations (HOAs) and going door to door, passing out flyers, asking neighbors to put together a group of 25 or more people.

Residents do their own labor, stack cut materials in a prescribed way and in certain areas for chipping. She uses contract labor to come out and dispose of materials and she is present during the entire chipping event. The program is voluntary but information developed and shared throughout the Town emphasizes that defensible space is required.

She proposed "Neighborhood Chipper Days" where individual neighborhoods meet with leadership and design a program that works for them. She also proposed having "Parking Lot Chipper Weekends". The entire chipping program is funded through Measure F and is only available to Corte Madera residents.

She also oversees the CPR and AED classes in Town and she asked if Councilmembers could participate in the class. Combined with Town staff, they are almost up to 200 individuals trained in Town since last November, and her goal is to get to 250 trained by the end of the year. The class is a two-year certification program. She then presented a summary of accomplishments in neighborhoods:

In March there were delays because of rain but in looking at tonnage removed, they are up to almost 4,000 tons of chipped material. They will continue to do as much chipping as possible with neighborhood interaction and she noted it has almost turned into a contest. She noted there are many neighborhoods in play which will occur soon, one of which is on the west side and will be held in July and will produce several hundred tons of chipped materials.

The planning for each neighborhood takes her about 6 weeks beginning with concept, meeting with the leadership group and block captains if the neighborhood has them, looking at sites and securing the contractor and timelines. She is working to track tonnage by each area, scheduled and pending, and the only area not in play is Christmas Tree Hill which is being handled by a separate grant.

She has tried to address each red zone at least once. The exception is in Madera Gardens which is in the Palm Hill area and she has walked door to door trying to solicit their

involvement.

She called the return on investment humbling and said that this program has been accomplished with the use of approximately \$55,000, or an estimated \$14 per ton. She said people love this program and all neighborhoods want to hold a second work party.

Regarding recommendations, Ms. Orth said this needs to be a year-round effort. She mentioned the following: 1) for those living on the flatter areas in the yellow (she referred to the yellow area on the WUI map), conduct 2 Parking Lot Chipper weekends; 2 on the east side of Town and 2 on the west side of Town; 2) to allow any of those who have already participated in a Chipper Day to also be able to hold an event in the fall; and 3) to address evacuation pathways, focus on encroachments, and address the markings of those routes.

Lastly, Ms. Orth displayed a series of photographs of the areas where they have worked to remove vegetation and she asked for additional coordination with Public Works and the Fire Department.

Councilmember Kunhardt referred to the Blithedale Ridge fire road and said he walked the entire stretch which had significant amounts of French broom, and he asked who was responsible for that.

Ms. Orth stated this will be part of the grant work. There are multiple grants for various areas, and \$200,000 is Corte Madera's share to mitigate that area.

Councilmember Kunhardt noted that the Fire Department is responsible for Christmas Tree Hill and they have a private contractor which has done a lot of work. However, the work is inconsistent and he asked for the status of the Acacia which is still leaning over the roadway.

Ms. Orth said she finds the same thing in the neighborhoods she works in, and some people do not do anything and some people are concerned about their privacy. She was not involved with enforcement and thinks the question might be better addressed by the contractor, and she noted that roadway clearance can be done in winter months.

Vice Mayor Beckman asked about contract labor hauling waste from residents' homes to the chippers. Ms. Orth clarified they have staging sites and the homeowner is responsible for getting the material to the staging site. The contractor then comes in, chips into a truck, or if it is green broom which cannot be chipped, the contractor uses a dumpster or puts it in the back end of a truck.

Vice Mayor Beckman referred to the two individual events, and he asked and confirmed Ms. Orth proposes two additional events; one for clearances on the roadway and one for abatement of Town-owned properties.

Vice Mayor Beckman asked what is done with the mulch. Ms. Orth said at times, it is chipped and rebroadcasted, chipped into a truck and neighbors can have it, and she is also working with Public Works to store these materials where people can pick up mulch. French broom or other non-chipped materials get sent to the landfill.

Councilmember Bailey asked if the funding was about to expire and questioned Ms. Orth's request.

Ms. Orth stated she does not have a budget but the going rate per hour and per man is \$90 per hour. She has re-negotiated the contracts down to \$55 per hour.

Mr. Cusimano stated money is not the issue. The ask is consistency and support of the Council of this program for coordination between the Fire Department, Public Works, and the Town's program for a well-established program.

Councilmember Bailey asked if there is a published goal for the program. Ms. Orth said there is no published goal currently because this program was a 6-month pilot program. She presented a brochure which is available in PDF and she could add two more pages of FAQs to it.

Councilmember Ravasio thanked Ms. Orth for what is an extremely successful program. It is a program people want in this community and other communities. He also recognized Fire Marshal Ruben Martin for his great work in identifying what needs to be cleared.

Mayor Andrews asked Ms. Orth to discuss the various colors (colored-sticker circles) on the map. Ms. Orth stated the blue relates to tonnage, the orange is already on the schedule with a contractor lined up for July, "P" is pending, and the "G" is for the Christmas Tree Hill grant.

Mayor Andrews opened the public comment period.

Public Comments:

A speaker asked what the protocol was to prevent re-growth once things are cut down.

Ms. Orth said this is a reason she would like to clear things twice a year. If French broom and Acacia are cut three years in a row, it is killed without any pesticides. The repeat value of the program will keep things clear and hopefully more work can be done in other areas requiring mitigation.

4. CONSENT CALENDAR

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

- A. Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only.
(Standard procedural action – no backup information provided)
- B. Approval Of Necessary Funds For Interested Council Members To Attend the League Of California Cities Annual Conference to be Held October 16-18, 2019, in Long Beach, California
- C. Approve May 2019 General Fund Revenue and Expenditure Report (Continued from the June 18, 2019 Town Council meeting)
- D. Approval of Minutes of the June 4, 2019 Regular Town Council Meeting (Continued from the June 18, 2019 Town Council meeting)
- E. Approval of Minutes of the June 18, 2019 Regular Town Council Meeting

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

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

5. PUBLIC HEARINGS

- A. Consideration and Possible Action Regarding Adoption of Resolution No. 25/2019 to Rescind Approval by the Planning Commission of Design Review and Variance Application PL-2018-0079 at 360 Corte Madera Avenue

Director of Planning and Building Adam Wolff gave an overview of the staff report and stated the request is to rescind approval by the Planning Commission (PC) of the design

review and variance application at 360 Corte Madera Avenue. The former property owner at 360 Corte Madera Avenue and the current property owner are requesting the action be rescinded via email form in Attachment 3.

The matter stems from an application which was submitted earlier this year, received PC approval on February 28, 2019 and it was subsequently appealed by a neighbor, and negotiations ensued and a settlement could not be reached. The former property owner is sought to rescind its entitlements granted by the PC and is requesting the Council accept the request and rescind the PC entitlements. Staff has listed options for the Council. If the application and approval is rescinded the appeal would be moot.

Councilmember Kunhardt asked if the withdrawal of the original action automatically extinguished the appeal.

Mr. Wolff said rescinding the application leaves no option for the appeal to go forward. It would only be if the Council actually wanted to hear the appeal, it could choose to schedule that for another meeting date.

Town Attorney Stricker confirmed that rescinding the entitlements will moot the appeal.

Vice Mayor Beckman asked why this must come before the Town Council.

Ms. Stricker stated the Council has discretion to hear it independent of the applicant, but staff is recommending the Council rescind the matter which would moot the appeal.

Mayor Andrews asked and confirmed that the action would not have any impact on the new owner if or when he wants to make modifications to his property.

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

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

To adopt Resolution No. 25/2019 to Rescind Approval by the Planning Commission of Design Review and Variance Application PL-2018-0079 at 360 Corte Madera Avenue.

6. BUSINESS ITEMS

A. Discussion And Possible Action Concerning Council Committee Appointments For 2019-2020

Mayor Andrews referred to the staff report showing current assignments. He suggested becoming the primary representative on the Central Marin Fire Authority and Councilmember Bailey would shift to become an Alternate.

Councilmember Ravasio stated he was assigned a few months ago to "Marin Ready Together" which is the county-wide group on fire prevention and he asked to add this and he can continue as the representative on this. He confirmed there was no Alternate member to be assigned, but Mayor Andrews volunteered to be the Alternate.

Councilmember Kunhardt volunteered to take on any assignments of Mayor Andrews.

Mayor Andrews asked if all committees were necessary.

Councilmember Bailey commented that he did not know what the Joint Powers Authority Oversight Commission was, and Councilmember Ravasio noted this is an MCCMC

Committee and he used to serve as the representative. He did not believe it meets any more.

Councilmember Kunhardt stated the Sign Committee has not met as it only meets when there is an issue that the PC cannot resolve or that they want Council input on.

Mr. Cusimano recommended the Council consider this and said the Town does not need a Sign Committee.

Mayor Andrews referred to the Plan Bay Area 2040 Response Committee as well as the Land Use Committee, and he questioned whether the two should be combined or if one should be deleted. The Land Use Committee's mandate is "two Councilmembers are appointed on the committee to work with the Village Center to address future remodeling or expansion of the center."

Mr. Cusimano stated this came from the Strategic Planning Session 18 months ago because of concerns for future development and land use policies for that site, and he thinks a committee should be in place when that times comes.

Mayor Andrews referred to the Plan Bay Area Response Committee and that he was writing a response letter with the previous Plan Bay Area, and he asked if this ability should be assigned to the Land Use Committee. Councilmembers thought this was logical.

Vice Mayor Beckman offered to be taken off of the Plan Bay Area Response Committee and it was combined with the Land Use Committee with Councilmember Kunhardt and Mayor Andrews serving as representatives.

Mayor Andrews referred to MCCMC Climate Change / Sea Level Rise Committee, and Councilmember Kunhardt agreed to serve as primary, and Vice Mayor Beckman agreed to continue as Alternate. Councilmember Kunhardt noted this committee may be renamed.

Councilmember Bailey referred to the Ross Valley Paramedic Authority and he believes he serves as Primary and Councilmember Rivasio serves as Alternate.

Vice Mayor Beckman asked why there is a Flood Control Board Liaison and not one to most other Boards and Commissions. Councilmember Bailey stated this is because the Town's Flood Control Board does outstanding work.

Mayor Andrews commented that the liaison position was created at a time when the Flood Control Board was not video-recorded, and Councilmembers did not wish to change its structure and spoke about the Board's communication with the Council.

Town Clerk Rebecca Vaughn stated she received an email from Karen Gerbosi asking about Council appointees to the Sales Tax Citizens' Oversight Committee which is not yet video-recorded. There is Council presence at those meetings, and she recommended it be added to the standing committee list. Mayor Andrews attends the meetings and is currently primary. Councilmember Kunhardt agreed to serve as Alternate.

Councilmember Kunhardt referred to Marin Telecommunications Agency and said he was interested in serving for Mayor Andrews as Primary. Mayor Andrews asked and confirmed with Vice Mayor Beckman that he will remain as Alternate.

Councilmember Kunhardt referred to the last section on "Subcommittees for Boards and Commission Interviews" and offered to be assigned to any of them.

Mayor Andrews changed Planning Commission to Andrews, Kunhardt.

Mayor Andrews opened the public comment period.

Public Comments:

BOB BUNDY, Golden Hind Passage, said he served on the Ross Valley Paramedic Authority for many years and there was a strategic plan in the Authority that said they should have an elected representative. He stepped down and former Councilmember Michael Lappert served. Unfortunately, other members of the RVPA continued on, but now it is mostly elected representatives. He thinks the Council should look at all committees to determine whether they truly need a Councilmember or whether a citizen could be assigned to something that is advisory. He also said if they were ever able to consolidate the fire departments within the Ross Valley, this will combine the two Commissions.

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

To revise the Council Committee Appointments For 2019-2020 as follows: 1) Mayor Andrews to serve as the representative for the Central Marin Fire Authority and Councilmember Bailey serving as Alternate; 2) Delete the Sign Committee and Joint Powers Authority Oversight Committee; 3) Combine Plan Bay Area Response Committee with Land Use Committee and assign Mayor Andrews and Councilmember Kunhardt to serve; 4) Assign Councilmember Kunhardt as Primary, Vice Mayor Beckman as Alternate to MCCMC Climate Change / Sea Level Rise Committee; 5) Revise Ross Valley Paramedic Authority so Councilmember Bailey is Primary and Councilmember Ravasio is Alternate; 6) Add Sales Tax Citizens' Oversight Committee to the standing committee list, with Mayor Andrews as Primary and Councilmember Kunhardt as Alternate; 7) Revise the Marin Telecommunications Agency to assign Councilmember Kunhardt as Primary and retain Vice Mayor Beckman as Alternate; and 8) Revise the "Planning Commission" Interview assignments to Andrews, Kunhardt.

B. Review and Approval of Response to the Marin County Civil Grand Jury Regarding the April 25, 2019 Report, Wildfire Preparedness: A New Approach

Town Manager Cusimano stated the recommended action is to authorize the Mayor to sign the attached letter in response to the Grand Jury Report. The report was a coordinated effort from the County Fire Chiefs led by Chief Webber as well as the City and Town Managers and County Administrator.

He referred to Attachment 2 which is the actual letter and said he spoke of the Town's extraordinary efforts, stating the Town budgets \$845,000 annually and this is broken down into 7 bullet points which he described, stating he was proud of the Town's Climate Adaptation Plan. They budget \$350,000 annually for vegetation management for Town owned properties, grant programs for residents who need assistance and the Neighborhood Chipper Program. They budget \$100,000 annually to educate residents on prevention and education as well as code enforcement.

With consolidation of the Central Marin Fire Authority (CMFA) they now have a full-time Fire Marshal shared between Corte Madera and Larkspur, Todd Lando on a contract through CMFA for education assistance on Fire Wise neighborhoods, and they budget \$125,000 annually for disaster preparedness. They also offer free safety and first aid training for the community.

Lastly, at some time in the future, the County will be coming to all cities and towns to conduct presentations relating to forming a JPA and garner support to implement a parcel tax countywide.

Mayor Andrews referred to the letter and asked to reference the slides in Ms. Orth's presentation on the Neighborhood Chipper Program and include this in the submittal. Mr. Cusimano confirmed.

Vice Mayor Beckman referred to Finding 1; Existing Vegetation Management codes are both inconsistent and inconsistently enforced. The Town's response is "Agree; Fire policies differ as to inspection and enforcement procedures." He suggested adding something to make the response more constructive. Mr. Cusimano confirmed.

Mayor Andrews opened the public comment period.

Public Comments:

PETER HENSEL cited the County's proposal for a County-wide approach towards fire prevention which would consist of a lot of money for personnel and said it would be helpful how fire authorities here and other areas have ever addressed fire prevention mitigation and how they would intend to do so. His brother is a Fire Chief in the East Bay and he has been through this and he has never seen a culture that actually said they are hiring people who will be out working with the community to mitigate fire risk. The current news about the Oakland fires in warehouses was all about fire prevention tasks that never happened. Therefore, he asked that the money will be used to actually mitigate and address management of fire risk.

BOB BUNDY said he shares concerns about the suggestion of a parcel or sales tax for the purpose of this JPA. He thinks it should come from something similar to what has been done to date with Corte Madera's fire management programs. They are also showing that with fire consolidation they can get a lot more accomplished and he cited the dedication of the Fire Marshal the Town and Larkspur share.

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

To authorize the Mayor to sign the letter with modifications per Council discussion and approve the response to the Marin County Civil Grand Jury Regarding the April 25, 2019 Report, Wildfire Preparedness: A New Approach.

C. Review and Discussion of Tam Ridge Apartments Post-Occupancy Housing and Traffic Report

Director of Planning and Building Adam Wolff commented that there was constant speculation regarding the Tam Ridge Apartment project with respect to traffic impacts, project viability, parking issues, and utilization of the project as a housing resource. As part of the property management plan, staff received information, after some time, from reporting requirements so the Town can require annually that the property manager provide certain information regarding household characteristics, where people came from to live at Tam Ridge, by zip code, and where they are currently employed.

Staff also fulfilled the commitment the Town made to monitor and track traffic in the area post occupancy and post construction to see what was occurring and whether issues needed to be addressed. There was a signal timing study done by the Public Works Department that showed good results for various directions of travel at the Fifer/Tamal Vista intersection at Wornum and also at Redwood Hwy and Wornum. More recently,

Parisi Transportation Consulting was hired to conduct analysis and their report is Attachment 1 to the staff report.

Mr. Wolff then referred to the 180 unit breakdown, predominantly 2 bedroom units, with 250 total residents living at the project, 90 children under the age of 18, 3,000 square feet of retail, parking spaces and floor area ratio (FAR) counts. Final occupancy permits were issued in September 2017 and the leasing process began. Andy's Market opened in March 2018 and full occupancy was achieved in January 2019. The rents are high and demand is high. He then provided a breakdown from 260 responses from adult residents indicating that a majority (54%) moved from various locations in Marin County, some from San Francisco and 21% from other locations. The affordable units were rented to a higher percentage of local residents through marketing efforts, and while there was not a local preference requirement, it was interesting that from 550 applicants signing up for a lottery process, 70% were from Marin County.

In terms of employment, those who did not provide valid information were not included but the numbers were compared to a Transportation Authority of Marin (TAM) origin and destination report which also tried to determine where people work, and this information showed that 47% of Corte Madera and Larkspur residents work in Marin County and that percentage is lower for Tam Ridge. The TAM study states 11% worked in Corte Madera or Larkspur, whereas 16.6% of all residents work in Corte Madera or Larkspur at the Tam Ridge residences. The TAM study shows 41% work in San Francisco, and for the Tam Ridge residences it shows 36.2%.

For traffic and parking, there were two analyses done. Parisi Transportation Consultants looked at this in two different ways. They looked at one day of serving vehicle trip generation of the project and the number of ins and outs to the driveways at the project during one entire day and also included ins and outs to Nellen from Wornum Drive. They found 88 vehicle trips during the weekday morning peak hour from 7:30 to 8:30 a.m., and 91 vehicle trips in the weekday p.m. peak hour from 4:30 to 5:30 p.m. He compared that to what was assumed when the traffic reports were originally done for the project in 2011 and this shows it was a good assumption at that time, and 10% to 12% less than what was assumed.

The project with those trip counts contributes approximately 3.5% to the Tamal Vista/Wornum a.m. peak hour volume and 2.4% volume an imperceptible amount. The intersection operates at a level of service in the B grade. Additionally, Parisi looked at data with a system where they can pull travel speeds. Regarding how long it took from Tamal Vista to Fifer from the north to Tamal Vista and Madera at the south end, it showed from every Tuesday through Thursday between October 2016 and March 2017 prior to occupancy and then at 75% of project occupancy, the travel time itself in project a.m. peak was 16% shorter in travel time during October 2018 to March 2019. The others in p.m. and a.m. peaks were about the same or a second longer. He would like to conduct this study again after complete occupancy to get a firm sense from a full year.

Parking was observational and checked with residents if there have been any problems. They talked about residential parking programs and at this time, concerns have not materialized especially from across the street in the office complex. He has spoken with the HOA president at Casa Madera and Sandpiper Circle and they have not seen any overflow issues. He spoke with residents on Council Crest and others on Chickasaw and they saw no noticeable changes in conditions.

Next steps include surveys, work with the new property manager, obtain information about commuting behavior and public transit trends, another study regarding travel times, and continued compilation of household information which is required to be provided on a yearly basis.

There is no action requested of the Council tonight, but this type of information will continue to be gathered and will assist given future multi-family housing development and legislative requirements.

Councilmember Kunhardt asked if the question was asked if residents have no car at all, stating after 90% occupancy, he was told that 20 of the units had no cars.

Mr. Wolff stated no; but they can ask this in a survey.

Vice Mayor Beckman referred to rent for the market rate units, and he asked if staff could provide information for below market rate (BMR) units.

Mr. Wolff said he did not have this information with him, but he believes that once the project was fully rented for the BMR 1-bedroom units there are 4 very low income units, 12 low income units, and 2 moderate income units. The very low were around \$1200/month; the low were around \$1800-\$1900/month, and the moderate income units were high and were 2-bedroom units in the mid to upper \$3,000/month. They were difficult to rent because the rent was not much less than market rate units. Also, people who make that much money who could afford these rents do not consider themselves eligible so he thinks marketing could be improved in this regard.

Vice Mayor Beckman said it feels that this development took a long time to fill up and he asked what this means.

Mr. Wolff stated it is a leasing strategy more than anything. In his experience, there are price points and they measure rents they are getting and then they increase rents as they lease more units out. They also explained that they want to space out the leasing of this many units so when they renew the lease for cash flow reasons they are spread out. He thought it seems rather slow but there were more strategic reasons.

Mayor Andrews asked if it would be useful to collect similar demographic work activity information from the 5 or 6 other large apartment complexes in town.

Mr. Wolff said he thinks this would be a good idea and while they will not get traffic comparisons, this could provide more information about more households in Corte Madera and he agreed to look into this.

Mayor Andrews commented that this project came on line at the same time the Preserve was wrapping up their construction, as well as the Casa Buena renovation.

Mr. Wolff said he thinks they all exceeded their expectations in terms of rents.

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

Mayor Andrews and Councilmembers thanked Mr. Wolff for his presentation.

D. Consideration and Possible Action to Adopt Resolution No. 26/2019 Approving the Position Classification and Job Description of Field Project Manager Position in the Public Works Department

Mr. Cusimano stated the recommended action is to adopt the attached resolution approving the position classification and job description of a Field Project Manager position in the Public Works Department. This was a follow-up from the direction given from the Council at its May 21st meeting. This is a 5-year limited term position and they believe the first two years will save approximately \$82,357 annually not having to use consultants and project managers. This classification pay scale follows that of the Superintendent of Public Works with salary and benefits and the position classification and

job description was developed by the Public Works Engineering team and the Town's new Human Resources Coordinator.

Councilmember Kunhardt asked when the position will be advertised. Mr. Cusimano stated staff conducted the recruitment and have recruited the lead Superintendent from Ghilotti Bros. He will be prepared to start in the next two weeks. The Tamal Vista project will be his first assignment.

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

To Adopt Resolution No. 26/2019 Approving the Position Classification and Job Description of Field Project Manager Position in the Public Works Department

E. Consideration and Possible Action to Adopt Resolution No. 27/2019 Approving the Position Classification and Job Description of Code Enforcement Officer Position

Mr. Cusimano stated the recommended action is for the Council to consider a proposal for a provision of Town Code Enforcement services and consider adoption of the attached resolution approving a position classification and job description for code enforcement officer. In going back historically with the Town, a code enforcement position was non-existent. Staff handled code enforcement through the Police Department as well as Councilmembers and the Mayor and Department Managers. It worked over the years but does not any longer.

Two to three years ago, the Council had allowed staff at \$50,000 annually to use a third party to contract for code enforcement services and Pam Miller was their last code enforcement officer. 70% to 80% of her job was on planning and building code violations which still did not meet the needs of the Town. Ms. Miller left the Town late last year and the Town has been without services.

Staff has re-evaluated code enforcement opportunities, streamlining of procedures, and work throughout its departments and this year the Council approved \$170,000 for code enforcement services. The third party companies provide about 60% of what is needed at \$80/hour. Therefore, he is requesting the Council allow him to consider a code enforcement officer at a contract rate, part-time rate, or at a full-time rate, which is outlined in the fiscal impact section of the report. He believes he can save \$60,000 in the current budget by using a part-time or full-time employee for a 5 year term.

He recruited for this position because he sees it for someone having strong interpersonal skills and understands enforcement and the community. He was able to recruit a retired police officer, Mike Moriarty. He was brought on as a contract person to see if the fit is right and provided examples of what he has done to date which include code-related complaints, nuisance complaints, working with local residents and business owners to resolve an 18 year noise complaint relating from refrigeration and fan noise, residential complaint relating to a dispute on the use of goats, abatement of smoking complaints, ensuring residents have garbage service and abatement of properties. He is currently working on 30 code cases with Public Works, many having to do with nuisances, unsafe public right-of-way conditions and other enforcement work.

He said if the Council approves this job description, he will return at the next meeting and add it to the salary range and survey the Town must approve every year for CalPERS.

Mayor Andrews asked as an example how the officer will interface with the Fire Marshal.

Mr. Cusimano stated historically, the Code Enforcement Officer has been under the direction of the Building Official, but this is a direct report to the Town Manager. He wanted to ensure the work is consistent under the many departments, and he will work with the Fire Marshal through he and the Fire Chief.

Councilmember Kunhardt cited the new green building codes and he asked if the Town Manager believes he is up to date on these aspects.

Mr. Wolff stated the Building Official and the Building Department will ensure all requirements are in plans and implemented in the field. However, there is constant contact with contractors as part of this position and he thinks Mr. Moriarty is very keen on technical building and nuisance requirements that come with construction activities. He commented that he has been very impressed with his communication and writing skills and sensitivity to the Town's culture.

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

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

To Adopt Resolution No. 27/2019 Approving the Position Classification and Job Description of Code Enforcement Officer Position

7. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report

- Vice Mayor Beckman, Councilmember Kunhardt, himself and the TAM representative met and believe they have a solution to the crossing guard concerns. They will set up a meeting with Public Works in the next two weeks to coordinate with parents.
- They held a community parking workshop on the Redwood High School parking issues specific to the Madera Gardens neighborhood. Feedback was helpful and staff is planning to bring an amendment to the Town's parking ordinance at the first August meeting.
- The noise ordinance will come back at the second August meeting/first September meeting.
- He will be out of the office after the 4th of July holiday and working from home and attending some meetings, but Mr. Brown and Mr. Wolff will be acting on his behalf.

- Council Reports

- Councilmember Kunhardt reported TAM's budget has been adopted and approximately \$219,300 is coming to Corte Madera for miscellaneous street work.
- Councilmember Ravasio reported on his attendance at Marin Ready Together meeting for fire protection. The presentation included detail on the potential outages by PG&E, various conditions occurring in September and October, inspection teams, and he fully expects there to be power outages with a 48 hour notice or less.

He described the various tiers, large shutdown areas, visual inspections of the lines which could go on for 4-5 days. He suggested preparing the

community for this and he described Novato's outage which resulted in traffic problems from non-working lights, closed businesses and smoke from restaurant grills which resulted in fire alarm, shut down of freezers at Target, etc. He suggested meeting with Larkspur and Fire, hold a community-wide meeting with PG&E and with businesses and the Chamber of Commerce.

They also discussed this at the Disaster Council meeting and they are very much ready to address this, noting that people have medical equipment they rely on.

- Councilmember Bailey reported attending meetings relating to power outages, stating MCE had a presentation from the Marin County Sheriff's Office which spoke regarding the breakdown of communication systems, adoption of the new rate schedule which is showing an increase, and noted that San Diego has announced they are getting out of the power generation business and will only be providing the transmission lines.

He attended the Ross Valley Paramedic Authority meeting and extended discussions surrounded the power outage issues. PG&E has alerted people they should anticipate 3-5 days of power being out, and this is a huge problem for hospitals that bank only 3 days of power.

- Vice Mayor Beckman reported on his attendance at the League of California Cities' Executive Forum in Newport Beach which was very informative.

He reported there is a patch of land at San Clemente Park in Mariner Cove that has been generating resident complaints because it is not maintained by the school district, and they are speaking with the school district to develop a low cost community garden on the site to add a public amenity and remove the maintenance problem.

- Mayor Andrews confirmed that Councilmembers are to report to the 4th of July parade meeting point by 9:30 a.m. and there is one car. Councilmember Kunhardt reported that he has arranged for two electric bikes to be available.

8. REVIEW OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

A. Review of Draft Agenda for August 6, 2019 Town Council Meeting

Mr. Cusimano highlighted that there will be a public hearing for the parking permit program.

9. ADJOURNMENT

The meeting was adjourned at 8:46 p.m. to the next regular Town Council Meeting on August 6, 2019 at Town Hall Council Chambers.