

MINUTES OF DECEMBER 18, 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 Ravasio called the Regular Meetings to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on December 18, 2018 at 6:30 p.m.

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

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

Councilmember Absent: None

Staff Present: Public Works Director Peter Brown
Town Attorney Teresa Stricker
Planning Director Adam Wolff
Senior Planner Phil Boyle
Administrative Analyst Lorena Barrera
Climate Action Plan Consultant Christine O'Rourke
Town Clerk/Assistant to the Town Manager Rebecca Vaughn

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

CLOSED SESSION

1.I Report out of Closed Session from December 4, 2018 Town Council meeting:

CONFERENCE WITH LEGAL COUNSEL- POSSIBLE INITIATION OF LITIGATION

Pursuant to paragraph (4) of subdivision (d) of Gov. Code Section 54956.9:
(1 potential case)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Closed Session Pursuant to Cal. Gov't Code Section 54957

Title: Town Manager

Mayor Ravasio announced there was no reportable action taken from the December 4, 2018 Closed Session.

2. OPEN TIME FOR PUBLIC COMMENT - None

3. PRESENTATIONS

3.I Presentation on Town-wide Staffing

(Presentation by Todd Cusimano, Town Manager, Adam Wolff, Planning and Building Director, Peter Brown, Director of Public Works, and Lorena Barrera, Administrative Analyst)

Director of Public Works Peter Brown, acting for the Town Manager, introduced the matter and discussed staff's research going back 20 years for Town-wide staffing, covering functions, roles and responsibilities, and organizational staffing.

Administrative Analyst Lorena Barrera gave a PowerPoint presentation and described the Town's organizational charts and an explanation of changes in staff by department, a breakdown of staff within each department and a breakdown of contracted staffing costs. She then reviewed pertinent staffing changes in Town departments and police and fire consolidation efforts from 1999 to the present, total staffing per department and total staff,

including contracted staff, and stated the information will be published on the Town's website.

Mr. Brown provided a historical overview of the numbers of departmental staff, expenses from contracts, which have increased over time; however, staff is actively controlling costs by performing work with in-house staff. Workloads are high in capital project deliveries, and in May the Council approved one full time employee which took over the Town's land surveyor who retired.

Vice Mayor Andrews asked if staff could add another line to indicate the adjustment for the Town's share of both fire and police JPA's, and Mr. Brown confirmed.

Councilmember Kunhardt asked if functions were reorganized with the Public Works Director, stating he did not see much of a financial change. Mr. Brown said this is due to the addition of maintenance staff positions in terms of total cost.

Ms. Barrera clarified that the numbers referred to are for contracted staff and neither directors were contracted.

Director of Planning and Building Adam Wolff spoke about the planning and building department staff, stating they have added a part-time building inspector and a full-time code enforcement/building inspector who is also taking on responsibilities of code enforcement for public works construction activities. He cited the tremendous increase in building permits going back over the last 10 years and noted that code enforcement efforts have been very effective and valuable. The Town also has a new senior level planner, and will likely need planners at the junior level as well, moving forward, and there may be potential changes in administrative work.

Mr. Brown added that the Public Works Department lost one Director of Field Maintenance and added two maintenance workers. This resulted in a net savings of \$30,000.

Councilmember Bailey asked staff to take the next step to review how to better improve the Town's service levels with personnel. He questioned whether the downturn in the market and personnel reductions was identified in the data.

Mr. Brown presented the slide from the presentation and said the downturn occurred at the end of 2008, but staff did not capture the staffing reductions and additions from FY 2010 through 2013 but could add it.

Councilmember Bailey referred to the aggregate amount spent on contractors as opposed to full-time employees. He asked if staff could identify the qualitative difference between using a contractor and a full-time employee and whether it is useful or not. He also asked if benefits and retirement costs were factored in for full-time employees.

Mr. Brown said they do in the Town's budget but not in this chart. Regarding the previous question, full-time employees receive benefit packages where contractors do not, and staff can quantify this.

Councilmember Bailey said money is not always saved by using independent contractors but sometimes by having more employees because of the knowledge base, etc. He asked to factor in all monies that must be paid including long-term retirement benefits.

Regarding planning staff, Councilmember Bailey asked how staff was able to keep up with almost double the permits pulled and follow-up work with planning efforts.

Mr. Wolff said there are ways to manage the increase in permits through hiring additional building inspectors on contract when needed. The real concern would be at times when

they may get backed up with turning around plan checks or in other areas. He believes everybody is working very hard and diligently.

Vice Mayor Andrews said after the downturn in 2008-2010, he thought there were a few abandoned properties where foreclosure was started and he asked if the Town still had this problem and how to handle it again if it were to occur.

Mr. Wolff said this is not occurring today, but he did know there were a couple of properties in this situation, and asked and confirmed it was dilapidated properties, non-mowed grass or landscaping, etc. where the nuisance abatement ordinance has been utilized.

Vice Mayor Andrews recalled a few years ago staff was looking at new software, and Mr. Wolff stated this was presented in the last budget cycle for permit tracking software. Staff is now finalizing the contracts with it and they expect to have it implemented in early 2019.

Councilmember Beckman asked if the sharp increase in building permits was an indicator of the community's economic health. Mr. Wolff said yes; investment in homes and properties, and he believes code enforcement has played a role in this to a certain degree where staff receives complaints where people are doing work without permits, as well.

Councilmember Beckman noticed building and contracting costs are 10 times what they were in 2009 and he asked why. Mr. Wolff said this relates to the part-time building inspection, contract help and full-time code enforcement/building inspector contractor.

Councilmember Kunhardt asked to what extent these costs are covered by fees. Mr. Wolff said they were at 80% fee recovery at the current time and all inspection services generally cover themselves.

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

Councilmembers agreed with the idea to develop a contingency staffing plan now when there is no crisis so the Town is prepared when or if revenues are reduced and continue to review sales tax revenues.

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 Second Reading and Adoption of Ordinance No. 980 Amending Ordinance No. 956 by Amending and/or Adding Sections 16.10.060 (b); 16.10.070 (d), (e); 16.10.080 (a), (c); and 16.10.100 of Title 16: Protection of Flood Hazard Areas of the Town of Corte Madera Municipal Code
(Report from Jared Barrilleaux, Senior Civil Engineer)
- 4.I.iii Adopt Resolution No. 65/2018 Reciting The Facts Of The Election Held On November 6, 2018, And Declaring The Results And Such Other Matters As Provided By Law
(Report from Rebecca Vaughn, Town Clerk)
- 4.I.iv Approve Annual Listing of Expiring Terms on Town Boards, Commissions and Committees During 2019 in Compliance With the Maddy Act
Report from Lorena Barrera, Administrative Analyst and Rebecca Vaughn, Town Clerk

- 4.I.v Receive and File General Fund Revenue and Expenditure Report for November 2018
(Report from Daria Carrillo, Finance Director)
- 4.I.vi Receive and File Accounts Payable Warrants for November 2018
(Report from Daria Carrillo, Finance Director)
- 4.I.vii Adopt Resolution No. 69/2018 In Support of Reauthorization Of and Full Funding for the Land and Water Conservation Fund
(Report from Mario Fiorentini, Director of Recreation and Leisure Services)
- 4.I.viii Approval Of Minutes Of the December 4, 2018 Regular Town Council Meeting

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

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

4.II SANITARY DISTRICT ITEMS – None

5. PUBLIC HEARINGS – None

6. BUSINESS ITEMS

6.I TOWN BUSINESS ITEMS:

- 6.I.i Discussion and Possible Action to Adopt Resolution No. 64/2018 Amending Resolution No. 13/2017 to Revise Portions of the Mission, Scope of Work and Operating Guidelines of the Bicycle and Pedestrian Advisory Committee (BPAC), and Extending the Committee, Currently Scheduled to Sunset on December 31, 2018, through December 31, 2020
This item was continued from the December 4, 2018 Town Council meeting
(Report from Rebecca Vaughn, Town Clerk/Assistant to the Town Manager and Peter Brown, Director of Public Works)

Town Clerk/Assistant to the Town Manager Rebecca Vaughn stated the item was carried over from the previous meeting to include additional information regarding requested revisions to the staff report and agenda title for greater transparency. The item is typically done annually extending the BPAC for an additional year, but the Town was late in 2016 which carried into 2017 when the Accessory Advisory Committee was dissolved and rolled some of the duties into BPAC. The BPAC was extended through to September 31, 2018.

The recommendation for the Council is to consider extension of BPAC through December 31, 2020. Since the 2017 extension, Director Brown had been hired and reviewed the resolution and recommended some minor amendments, including amending the mission of the committee to include the words “transportation safety”, amending the scope of work to “provide input to Public Works staff on transportation improvements”, and amending the operating guidelines to include language that “meetings should be held 6 times per year or as needed, and at times and locations as specified by the Chair occurring every other month.”

Also before the Council and the public is correspondence received from the Vice Chair David McPhearson indicating his support of the resolution and revisions, as well to include

an additional proposal wherein he would like the Council to consider the BPAC definition of Corte Madera residents to also include an owner or management staff of a Corte Madera business or a staff member of the Larkspur/Corte Madera School District or Redwood High School in the event BPAC is approached by a motivated person, despite the fact that their home may be outside of the Town limits. She could add a "Whereas" clause to this effect, given support from the Council and amend Section 4 to include this.

Mr. Brown added that the other change relates to "The BPAC shall be comprised of 9 members" and instead allow the BPAC to determine if they wanted to have membership less than 9, and retain that one member shall have an expertise on accessibility issues.

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

Councilmember Bailey agreed with Mr. McPhearson's suggestions, but his concern is that the Town Attorney should be involved with drafting of the language. He suggested approval, with language to be approved by the Town Attorney.

Councilmember Kunhardt suggested adding Town of Corte Madera residents or business representatives."

Town Attorney Teresa Stricker suggested the following options: 1) the Council can approve the concept and delegate the authority for staff to work with her to finalize the language; 2) The final resolution could come forward on the Consent Calendar at the next meeting; however, the next meeting will not be until January and the committee sunsets; or 3) The Council could approve it as is and she could return a revised resolution amending it.

Ms. Stricker also clarified that the Council wished to incorporate only one non-resident/business member OR one school representative, and Councilmembers confirmed.

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

To Adopt Resolution No. 64/2018 Amending Resolution No. 13/2017 to Revise Portions of the Mission, Scope of Work and Operating Guidelines of the Bicycle and Pedestrian Advisory Committee (BPAC), and Extending the Committee, Currently Scheduled to Sunset on December 31, 2018, through December 31, 2020; and to direct the Town Attorney to return with a revised version.

6.I.ii Discussion and Possible Action to Adopt Resolution No. 66/2018 Approving the Corte Madera Chamber of Commerce 2019 Budget and Approving the Financial Statements (Audit) for the Years Ending December 31, 2017 and 2016
(Report from Todd Cusimano, Town Manager)

Ms. Vaughn introduced members of the Chamber of Commerce incoming President, Stan Hoffman and Executive Director, Julie Kritzberger were present to answer any questions. This item is presented to the Council annually per a resolution adopted in 1990 after voters approved an increase in the TOT tax in 1989 to go from 8% to 10%, with the 2% transferred to the Chamber of Commerce.

The stipulation is for the Council to approve the Chamber's budget annually, and given there are two new Councilmembers she agendized the item under Business Items versus the Consent Calendar. She stated the budget is included as Attachment 3 and specifically pointed out the following items:

Staffing cost breakdown was performed differently from the previous years' budget in that

it had been one line item compiled into one cost, as follows:

- The Executive Director is requesting in this year's budget for an increase of \$20,080 for an Assistant to the Executive Director which she has not had in place since 2011 and has been relying on volunteers.
- An increase of \$13,000 for the Executive Director's work schedule to increase from 4.5 days per week to 5 days per week.
- Separate line items for payroll taxes and benefits.
- Decrease of \$1,990 resulting from a reduction in funding received from two sponsors.
- Increase of \$582 in the rent line item.
- Increase of \$17,500 in the line item for business and town projects, which is attributed to allocations made for a Caltrans right-of-way improvement project, a possible contribution to the Small Business Development Center, and any other special project needs identified in consultation with the Town Manager.

Stan Hoffman, President, Corte Madera Chamber of Commerce, said the Chamber takes its responsibilities seriously and this is evident when looking at the many activities and events for the community. He pointed out that while there is no change to the 2019 budget requested for approval, in their attempts to break out the Assistant and the payroll taxes as separate line items they neglected to include these in the 2018 budget, so this is why the data is off and these corrections will be made. He confirmed that the Council is being asked to approve the 2019 budget tonight and said the audit has the correct numbers in it.

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

Councilmember Bailey asked and confirmed with Ms. Vaughn that each of the bulleted points under discussion within the proposed budget.

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

To Adopt Resolution No. 66/2018 Approving the Corte Madera Chamber of Commerce 2019 Budget and Approving the Financial Statements (Audit) for the Years Ending December 31, 2017 and 2016.

6.I.iii Discussion and Possible Action to Authorize the Public Works Director to Approve a Professional Services Contract With Kappe Architects in an Amount up to \$318,636 for Design Services Related to the Town Hall Complex Addition
(Report from Jared Barrilleaux, Senior Civil Engineer)

Mr. Brown gave the staff report and background, stating in earlier 2018 staff brought discussion items to the Council on the Town's need for the Town Hall addition. Currently there are 3 staff members in the Public Works/Engineering team that work in the Fire Station, and given the consolidation, the station is needed 100% for fire services. There is also staff that work in the lower level of Town Hall that have little space with a very small public counter.

Staff issued an RFP based upon the Council's direction and the actual contract is approximately \$305,000. The total number of \$318,636 is contingent upon whether the CEQA clearance is more complicated, as staff believes more money may be needed to complete a more complex CEQA document. To the east of the Town Hall building is proposed to be a new connected building which takes up most of the driveway space between the Chambers and the fire station. A geotechnical analysis was done, soils and slope analysis, and this location is the preferred location. Also, the future building would

have an interface with Tamalpais Drive and connect with the existing Town Hall.

He spoke about development of the contract for the addition, community outreach and public meetings to receive input and he said staff was available for questions.

Vice Mayor Andrews confirmed the total budget is approximately \$2.5 million which is included in the CIP, funded mostly from sales tax revenues.

Councilmember Kunhardt asked and confirmed the total square footage will come out of the design process, ADA requirements and through review of the Town's needs. He said he hopes to see solar and ground source heat pumps considered in the new building.

Mayor Ravasio opened the public comment period, and there were no speakers. He asked that community workshops occur early in the process.

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

To Authorize the Public Works Director to Approve a Professional Services Contract With Kappe Architects in an Amount up to \$318,636 for Design Services Related to the Town Hall Complex Addition.

- 6.I.iv 1. Award a Contract for Developing a Climate Adaptation Plan to Adaptation International, Pending and Subject to CalTrans Approval with a Cost Not to Exceed \$250,000, with \$200,000 Covered By State Grant Funding and the Remaining \$50,000 Paid With Measure F Sales Tax Funds; and
2. Once Approved by CalTrans, Authorize the Public Works Director to Execute the Contract and Allocate \$50,000 In Measure F Funds
(Report from Peter Brown, Public Works Director)

Mr. Brown stated this Climate Adaptation Plan is one of the most important plans the Town will take on. It is the Town's attempt to address what is occurring in terms of weather patterns, drought, sea level rise, fire risks, etc. He worked with Mr. Wolff and staff in developing a grant application which was accepted by the State as well as an RFP and received good responses. Staff interviewed the top two proposals and the reason they selected Adaptation International was due to the strength of their team and project manager.

The item is required to have at least three community workshops and staff anticipates joint workshops with the flood boards of Larkspur and Corte Madera, Planning Commission, City Council and community forum meetings.

He recommended the Council 1) award the contract for developing a Climate Adaptation Plan to Adaptation International, pending and subject to CalTrans approval with a cost not to exceed \$250,000, with \$200,000 covered by State grant funding and the remaining \$50,000 paid with Measure F Sales Tax funds; and 2) once approved by CalTrans, authorize the Public Works Director to execute the contract and allocate \$50,000 In Measure F funds.

Vice Mayor Andrews asked if the Sales Tax Oversight Committee had reviewed the \$50,000, and Mr. Brown stated no.

Councilmember Kunhardt questioned the scope and he asked how much of the Town's infrastructure is expected to be covered in the project.

Mr. Brown said this is a town-wide assessment with review of every land use, neighborhood, marshland, creek, roads, and all different sectors of adaptation. He thinks

there are some key pieces of transportation infrastructure and one of the reasons the Town was awarded the grant from CalTrans was because of the low lying nature and importance of Hwy 101 through Corte Madera.

Councilmember Beckman asked if Adaptation International's proposal is publicly available. Mr. Brown said staff could make it available, but said one scope was awarded a grant from CalTrans and one which Adaptation International proposed to the Town and staff needs to meld the two and refine the scope to ensure it meets CalTrans' requirements. He could place them on-line but the scope will change and he suggested it be done after the scope is refined.

Vice Mayor Andrews said he initially understood this as the plan to study flooding on Hwy 101 which would address everything to the Bay. Given review of the entire town, he asked if fire issues in the hills would also be addressed.

Mr. Brown said yes; it will be critical to review fire risk and resiliency and he sees an entire chapter being dedicated to things like drought and fire.

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

Councilmembers recognized staff in their efforts through award of the grant and agreed with the item's importance for the Town.

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

To 1) award a contract for developing a Climate Adaptation Plan to Adaptation International, pending and subject to CalTrans approval with a cost not to exceed \$250,000, with \$200,000 covered by State grant funding and the remaining \$50,000, through notice to the Sales Tax Oversight Committee, as payment with Measure F Sales Tax Funds; and 2) once approved by CalTrans, authorize the Public Works Director to execute the contract and allocate \$50,000 In Measure F funds.

6.I.v Discussion and Possible Adoption of Resolution No. 67/2018 Accepting the Town of Corte Madera Greenhouse Gas Inventory for Community Emissions (2016) and Government Operations Emissions (2015)

(Report from Phil Boyle, Senior Planner and Christine O'Rourke, Sustainability Coordinator, Marin Climate and Energy Partnership)

Senior Planner Phil Boyle introduced Christine O'Rourke, Sustainability Coordinator for Marin Climate and Energy Partnership, who will discuss the Town's Greenhouse Gas (GHG) Inventory for community emissions from 2016 and government operations emissions from 2015. Staff's recommendation is that the Council adopt Resolution No. 67/2018 accepting the Town's GHG inventory.

Christine O'Rourke, Sustainability Coordinator, Marin Climate and Energy Partnership, provided an overview of the GHG inventories for the year 2016 and the government operations inventory done for the year 2015, and said the Town is attempting to conduct updates every 5 years. The inventories have been funded by a grant from the Marin County Energy Watch Partnership which is funded by public goods charges collected and distributed by PG&E.

She reviewed the emissions counted in the inventory from electricity used in residential and non-residential buildings in the town, from natural gas use, passenger vehicles and

from trips that start or end in Corte Madera, from commercial vehicles, buses, use of fuel used to power off-road construction and landscape maintenance equipment, decomposition from organic waste in landfills and from energy used to collect, treat and transport water and wastewater. They are not counting upstream emissions from manufacturing and transportation of products, food and fuels, from air travel, ferries, trains or subways.

In 2015, the BAAQMD commissioned a study by Cool Climate Network to estimate what the total carbon footprint looks like for households in the Bay Area and she presented those for Corte Madera, 84,000 metric pounds of emissions for 2016 by sector, mostly coming from the transportation sector, emission trends which show the town is down by 31% and has already met the 2020 goal of 15% below the 2005 levels. They are now on their way to meeting the 2030 goal which is 40% below the 2020 line, and the State goal is to reduce emissions by 80% below the 2020 line.

She then showed how Corte Madera compared to other towns, stating that closing the WinCup plant had significantly reduced the Town's natural gas and emissions. She then presented emission sectors and percentages of reductions, natural gas sector statistics and MCE's goal to be 100% GHG free by 2025, stating people will be using less natural gas in the future. Vehicles Miles Traveled (VMT) has been reduced due to improvements in fuel efficiency; however, transportation emissions were still 68% of total community emissions.

Regarding the waste sector, disposal increased 15% between 2015 and 2016 and again in 2017, but emissions are still below where they were in 2005, and improvements can be made through composting, sorting of organic recyclables. Per capita water use has declined 24% since 2005 and water conservation should continue to prepare for droughts.

Emissions from municipal operations are less than 1% of the total community's emissions and emissions in all sectors have declined except for waste. Emissions in the building and facility sector are down, public lighting has been reduced from lower carbon intensities, and emissions are down by 26% in employee commutes.

The Town's decision to purchase Deep Green electricity will reduce the Town's government emissions by 18%, as well as reductions by converting street lights to LED by 20%. She recommended all electric and hybrid vehicles for the Town's fleet whenever possible, to consider using renewable diesel, and to work with Marin Sanitary Service to reduce landfill waste.

Lastly, for ZEV (all-battery electric cars/plug in hybrid electric car and fuel cell vehicles) ownership rates as of January 1, 2018, Corte Madera is at 2.2%. The State has a goal to get 5 million ZEVs on the road by 2035. To meet this goal, 25% of Marin County must add 25% of ZEV's to qualify.

Councilmember Beckman questioned why waste emissions increased by 82%. Ms. O'Rourke said they are comparing data from Marin Sanitary Service from 2005 and most of increase is from the Town's trash cans in parks or at shopping centers, and she was unsure of the reason for this, but it could be they are counting something differently now.

Councilmember Beckman asked if there were immediate steps the Town could target to reduce emissions.

Mr. Brown said a large amount of energy goes into the Town's pump station systems throughout the year and the Town can look for more opportunities to improve energy usage such as changing its fleet to EV, and energy savings in the new Town building.

Councilmember Bailey asked if municipalities are required to create a Climate Action Plan and asked what requirements are in place to collect data.

Ms. O'Rourke stated the Town is not required by the State to do this, but there is money available from PG&E for planning and cities and towns can use this money. Also, being able to track and identify opportunities annually is in itself, beneficial. One caveat is that San Rafael uses its Climate Plan or GHG Strategy for CEQA streamlining of projects and they are required to develop an emissions inventory every year.

Councilmember Bailey referred to a slide which showed how the Town has passed the 2020 goal and working towards the 2030 goal, and he asked if they were on target.

Ms. O'Rourke said this is the reason the Town has a Climate Action Plan, which is designed to meet the goal. With MCE going 100% GHG free and the future PG&E's GHG free status, this will help drive emissions down, as well as electric vehicles. She suggested the Council review the Climate Action Plan and measure its progress.

Councilmember Kunhardt referred to the same slide and recognized the Town is flattening out and asked for Ms. O'Rourke's assessment of how much work it will take to get to the 2050 goal.

Ms. O'Rourke said behaviors have to change and the Town can get to the aggressive 2030 goal but it hinges on widespread EV adoption and getting to 25% of the vehicles on the road. As far as getting to the 2050 goal, she was unsure how to get there without significant conversions from natural gas to electricity in homes.

Mayor Ravasio opened the public comment period.

PETER CHASE said three years ago Ms. O'Rourke was before the Council and recognized the report is on the Town's status. He referred to the pilot trash program underway to separate and break down garbage which increases recycling and asked that the Town take action to create a budget, establish goals and public awareness in the community.

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

To adopt Resolution No. 67/2018 accepting the Town of Corte Madera Greenhouse Gas Inventory for Community Emissions (2016) and Government Operations Emissions (2015)

6.I.vi Discussion and Possible Adoption of Resolution No. 68/2018 Adopting a Modified 2016 Town of Corte Madera Climate Action Plan and a Discussion and Possible Direction to Staff on How to Proceed with an Update of the Climate Action Plan
(Report from Phil Boyle, Senior Planner)

Mr. Boyle stated the previous plan discussed was the Inventory and this item is the Climate Action Plan was presented to the Council in 2016. Ms. O'Rourke worked with staff to create the plan and as Mr. Chase pointed out, the Council directed staff to add language to the beginning of the plan which is on page 1 in paragraph 2 of the staff report. There was concern that the 2016 Climate Action Plan put the Town in a position where it would be held accountable for unfunded mandates that they may not agree with or could not afford. The Council directed staff to add language that states, "This document does not and is not intended to create specific and forceful obligations by the Town. Rather, it is intended as a reference tool for future actions." The plan was then approved but not adopted.

Since that time, Councilmember Kunhardt asked that the Council examine this section of

the plan and discuss whether the language should be removed and whether the plan should be formally adopted versus approved. The second item is to hold a discussion of whether the Council wishes to modify the first page of the 2016 Climate Action Plan and whether to formally adopt the 2016 Climate Action Plan.

Mr. Wolff added that Ms. O'Rourke has offered to review the Town's plan and identify what it would take to bring the 2016 plan up to date, along with information contained in the staff report. In response to a question regarding the difference between accepting and adopting the plan, Mr. Wolff explained that it is largely the level of commitment and of the public's perception, noting there are no real mandates for the Town.

Vice Mayor Andrews referred to Page 41 and said Item 5.i states the Town would plant 15 new trees every year and Item 5.ii states the Town would plant 10 new trees per year. He asked how this will reduce wildfire risk.

Ms. O'Rourke said it would not reduce fire risk and thought this related more to areas where trees could be planted near freeways or roadways. Irrigation would also be needed so this could work against conserving water.

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

MOTION: Moved by Kunhardt, seconded by Beckman, and approved unanimously by the following vote: 4-1 (Ayes: Bailey, Beckman, Kunhardt and Ravasio; Noes: Andrews)

To adopt Resolution No. 68/2018 Adopting a Modified 2016 Town of Corte Madera Climate Action Plan.

Mr. Boyle stated the second part of the item was on page 2 of the staff report and how or if the Council would like the 2016 Climate Action Plan to be updated. He referred to the 6 bullet items or examples that could be integrated into the plan to bring it up to date. The staff report identifies an estimated cost as well as consideration of the level of public outreach.

Mr. Wolff added that the current plan discusses updating the plan in 2020 and then every 5 years and staff is looking to review it in the upcoming year. Staff would return in 2019 with the 6 items to get the Town at a level of best practices and then hold meetings regarding specific policies within the plan and a revised document for adoption.

Vice Mayor Andrews asked if the Town can spend \$5,000 for an update in 2019 which would be in place until 2025 or otherwise, wait longer and pay \$20,000 to \$25,000.

Mr. Wolff said staff estimated the cost and if they waited until 2020 there may be new legislation that might take more time to update the plan. Therefore, it is a point in time number that would most likely not change substantially.

Ms. O'Rourke stated she has been working with the City of San Rafael to update their plan and they have a 20-member steering committee meeting monthly and are talking with experts. She is using this as a template to update the older plans, so the Town is benefitting from work already done to bring the Town's plan up to that standard. If the Town waits, more work would need to be done over again and she was unsure of what legislation might come forward which would take more time. Also, when Mr. Wolff asked her to review the plan she was making it a targeted update and bring it up to the same standard as other plans adopted in Marin County and make it as cost-effective as possible.

Mayor Ravasio questioned whether staff was asking the Council to approve spending \$5,000 to update the plan with this specific direction.

Mr. Wolff said it is not a specific request, as this could come from an operational budget line item and there are cost savings by proceeding at this time so staff is looking for direction from the Council as to whether it wants staff to proceed with and then return during 2019. This also goes back to 'approving' versus 'adopting' a Climate Action Plan, as the Town does not have to perform an update to the plan in 2020, but it is recommended as part of the Climate Action Plan that was approved.

Mr. Boyle added that Councilmember Kunhardt had recommended at the last Council meeting that the plan be brought to the Council in December and this is the reason it is on the agenda. Therefore, staff is asking the Council to hold a discussion and possible direction of where the council would like the plan to go next.

Vice Mayor Andrews asked if the Town was under any State mandate to have an adopted plan now or in the future, and Mr. Boyle said no. The document provides the Town with a sample of ways to reduce emissions, conserve, etc.

Councilmember Bailey questioned the options, stating everybody would like the Town to be a steward of climate action, did not want to spend money to do it, and he thinks it is the right thing to do. On the other hand, there is a surplus of work the Town could be doing but it may not be a rational use of public funds. He suggested more education about what is appropriate or exceptional or the industry standard, or whether the Town should be doing something in between the two, and asked for examples of what other cities might begin doing.

Mr. Wolff said it is like any plan. It lists policy goals and objectives and he asked if the Council wanted it to be up to date with current standards and whether the Council would like to spend \$5,000 to update it.

Mayor Ravasio asked if the Town having an updated Climate Action Plan would help the Town in grant writing proposals, and Mr. Brown said yes. He recommended staff bring this item back given the amount of questions. Staff can provide more clarity and comparisons of benefits in updating the plan and resultant actions.

Discussion ensued regarding the Climate Action plan as a GHG emissions reduction plan, changes in climate, wildland fire risks, recycling, other Marin plans, action steps, promotion of ideas and strategies, and action steps identified in the report.

Councilmembers identified their interest in directing staff to proceed with an update of the Climate Action Plan as identified in the staff report for \$5,000.

Mayor Ravasio re-opened the public comment period.

PETER CHASE cited the Climate Action Plan's purpose involving strategies which local government and the community can take to address climate change. If fully implemented the GHG target will be met and he supported ways for continual improvement with actions to improve GHG levels.

- 6.I.vii Discussion and Possible Direction to Staff Related to (1) General Municipal Elections and Adherence to SB 415 and SB 568 by Moving the Town's Election Date for Councilmembers from June to March or November; and (2) Direction Regarding the Election Currently Scheduled for November, 2019 to Elect Two Councilmembers to Four and a Quarter or Five Year Terms
(Report from Rebecca Vaughn, Town Clerk)

Ms. Vaughn recognized the lateness of the evening and stated the Council may wish to extend the item to the January 15, 2019 meeting if discussion ensued past 9:30 p.m. While the Council did not need to provide direction tonight, she stated an ordinance would need

to be adopted by the end of March in order to provide proper notification.

The matter before the Council is to initiate a discussion and provide direction to staff regarding additional changes needed to the Town's municipal election date to ensure continued compliance with SB 415 and the recently enacted SB 568 which changed primary elections from June to March. The current ordinance relates to a June election date and the ordinance could be updated to refer to Statewide Primary Election, which would move elections to March or discuss possibly changing to Statewide General Election if the Council decided it wanted to move to a November even year election.

Once the Council reaches consensus on the election date, the next item for consideration is that the election currently scheduled for November 2019 is for two Councilmembers to 4 ½ year terms to end in June 2024. Now that June is not an option, the November 2019 election should either be amended to coincide whichever option the Council selects in the first discussion or to consider canceling the November 2019 election and extending the two terms to March 2020 or November 2020.

Ms. Vaughn added that Vice Mayor Andrews requested staff prepare a matrix that compares and contrasts the major deadlines of a November versus a March election, as well.

Councilmember Kunhardt asked if one choice was more expensive than the other.

Ms. Vaughn said neither is necessarily more expensive in future elections; however, given there will be few cities participating in a November 2019 election, it will be more expensive.

Mayor Ravasio opened the public comment period.

PHYLLIS METCALFE recommended not holding the November 2019 election and asked the Council to decide whether a March or November election should be held in the future. She suggested the Council review what will be on the ballot and stated there will be 4 city elections and at least 10 propositions on the November ballot, depending on numbers of signatures needed, questioned whether Corte Madera would be noticed sufficiently, and she briefly addressed historical and future trends, propositions and costs.

Mr. Brown referred to Ms. Metcalfe's comments as to how far down Corte Madera may be on the ballot, the counterpoint would be a higher turnout, and he thinks the Statewide General Election has some benefits.

Councilmember discussion ensued regarding voter turnout, previous Corte Madera voter percentages, potential measures on the ballot, party-based primary ballots, pros and cons relating to timing of candidates pulling papers for March and for November elections.

Councilmember Kunhardt suggested eliminating November 19, 2019 as an election date, and supported maximum voter turnout to move to March or November 2020.

Town Attorney Stricker said what staff is requesting is 1) whether the Council wishes to go from March elections or November elections, putting aside the issue of 2019 or 2020. She asked the Council to decide on this first and then address the issue of the fact the Town has a November 2019 election and whether or not to keep it. If the Council decides not to keep it, staff suggests moving it to either March or November 2020 depending on the first question. If the Council chooses March, it should state "Statewide Primary election" so the Town is not in the position of having to make changes if the statewide elections for March is moved back to June.

Councilmember Bailey suggested he and Vice Mayor Andrews not choose because it affects them.

Mayor Ravasio and Councilmembers voiced their support for a Statewide Primary election (March).

Councilmembers generally voiced their support to change the election to March 2020 which would extend two terms, and Vice Mayor Andrews due to the appearance of a conflict, was somewhat uncomfortable in extending his own term.

Ms. Stricker stated Vice Mayor Andrews could abstain if he was uncomfortable or could vote no; however, the Council is providing direction.

Ms. Vaughn asked and confirmed that the Town Council wished to direct staff to prepare the ordinance to move to a Statewide Primary Election and to extend two Councilmember terms.

6.II SANITARY DISTRICT BUSINESS ITEMS – None

7. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
 - Mr. Brown deferred his report due to the lateness in hour.
- Council Reports
 - Councilmember Kunhardt reported that the LRAD system was clearly heard in Christmas Tree Hill on December 6th.
 - Councilmember Beckman reported attending the Chamber of Commerce meeting wherein their new budget was discussed. The Larkspur-Corte Madera School District has installed their new Trustees and CMSA has approved their sewer use ordinance. Larkspur will leave CMSA but this will return to each district.
 - Councilmember Bailey stated Senator McGuire called an emergency meeting of the MCCMC Legislative Committee at 5:00 p.m. on Friday and all members were present. He alerted the committee about SB 50 (Weiner) which is proposed to allow for high density housing within transit hub locations. Senator McGuire is co-sponsoring an alternative bill which will allow for a more tailored process.

8. REVIEW OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

8.I Review of Draft Agenda for January 15, 2019 Town Council Meeting

Mr. Brown stated staff will agendize a discussion regarding SB 50 if more information is made available.

9. CLOSED SESSION

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

The Town Council adjourned to Closed Session at 9:28 p.m. to discuss the following matters:

- 9.I. CONFERENCE WITH LEGAL COUNSEL- POSSIBLE INITIATION OF LITIGATION
Pursuant to paragraph (4) of subdivision (d) of Gov. Code Section 54956.9:
(1 potential case)
- 9.II PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Closed Session Pursuant to Cal. Gov't Code Section 54957
Title: Town Manager

10. RECONVENE IN OPEN SESSION

10.1 Report out of Closed Session

Mayor Ravasio reconvened from Closed Session at 10:05 p.m. For Item 9.I. he reported the Town Council made the decision to join litigation challenging the new rules the FCC recently issued regulating and streamlining local government approval processes for installation of small cell facilities in the public right of way by the Spiegel Law Firm in Washington, DC. For Item 9.II, no reportable action was taken.

11. ADJOURNMENT

The meeting was adjourned at 10:07 p.m. to the next regular Town Council meeting on January 15, 2019 at Town Hall Council Chambers.