

MEETING AGENDA
TOWN OF CORTE MADERA
SALES TAX CITIZENS' OVERSIGHT COMMITTEE

Thursday, June 15, 2017

4:00 P.M.

Corte Madera Town Hall Council Chambers
300 Tamalpais Drive, Corte Madera, CA 94925

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

2. OPEN TIME FOR PUBLIC COMMENT REGARDING NON-AGENDA ITEMS

(Anyone wishing to speak on non-agenda items will be recognized at this time. These items can legally have no action as they are not on the agenda. There is a three minute time limit)

3. GENERAL BUSINESS

(Anyone wishing to speak on agenda items will be recognized after the Committee has concluded their initial discussions. There is a three minute time limit for public comment per item)

A. REVIEW AND DISCUSSION OF SALES TAX OVERRIDE FUND PROPOSED TOWN BUDGET AND CAPITAL PROJECTS FOR FY 2017-18

The Committee will review the Town Budget and Capital Projects Budget items that are proposed for Sales Tax Override funds for Fiscal Year 2017-18 and will have an opportunity to ask questions of staff regarding the proposed expenditures.

Attachment 3A: Town Budget and Capital Projects Items Proposed for Sales Tax Override Funds, FY 2017-18

B. APPROVAL OF MINUTES OF THE JANUARY 10, 2017 MEETING

Attachment 3B: Draft Minutes of January 10, 2017 meeting

4. DISCUSS NEXT MEETING DATE AND ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 415-927-5086. For auxiliary aids or services or other reasonable accommodations to be provided by the Town at or before the meeting please notify the Town Clerk at least 3 business days (the Thursday before the meeting) in advance of the meeting date. If the town does not receive timely notification of your reasonable request, the town may not be able to make the necessary arrangements by the time of the meeting.

**TOWN OF CORTE MADERA
CORTE MADERA SALES TAX OVERRIDE FUND
2017-2018**

Description	2015-2016	2016-2017	2016-2017	2017-2018
	Actual	Revised Budget	Estimated Actuals	Proposed Budget
BEGINNING BALANCE	3,065,872	4,614,897	4,614,897	5,433,414
REVENUE				
Measure B Sales Tax	2,578,647	2,500,000	2,500,000	2,550,000
TOTAL: REVENUE	2,578,647	2,500,000	2,500,000	2,550,000
TOTAL RESOURCES	5,644,518	7,114,897	7,114,897	7,983,414
EXPENDITURES				
Fire Prevention Expenditures	454,121	25,800	480,000	-
Flood Control Expenditures	198,939	1,038,400	668,000	2,074,000
Streets and Pothole Expenditures	192,596	624,000	397,783	842,000
Safe Routes to Schools Expenditures	94,729	2,528,600	115,700	2,487,000
Senior and Youth Program Expenditures	89,237	182,000	-	37,347
Disaster Preparedness Expenditures	-	40,000	20,000	20,000
TOTAL: EXPENDITURES	1,029,621	4,438,800	1,681,483	5,460,347
Net Increase/(Decrease)	1,549,026	(1,938,800)	818,517	(2,910,347)
ENDING BALANCE	4,614,897	2,676,097	5,433,414	2,523,067

CORTE MADERA SALES TAX OVERRIDE FUND

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET
REVENUE				
Corte Madera Sales Tax	2,578,647	2,500,000	2,500,000	2,550,000
TOTAL REVENUE	2,578,647	2,500,000	2,500,000	2,550,000
EXPENDITURES				
Fire Prevention - pumper	399,951	25,800		
Fire Prevention -Vehicles	54,170		480,000	
Flood control projects	30,037		25,000	656,000
Flood control machinery and equipment	31,519	1,031,400	445,000	200,000
Flood control 50% of street sweeper	128,618		100,000	
Flood control capital planning	8,765	7,000		
Streets and potholes		624,000	107,783	802,000
Street maintenance vehicles	63,977		190,000	
Streets and potholes - 50 % of sweeper	128,618		100,000	
Safe routes to school pedestrian safety at intersection	85,964	2,528,600	88,000	2,362,000
Safe routes to school capital planning	8,765		27,700	75,000
Senior and youth programs - parks and landscaping	89,237	182,000		37,347
Disaster Preparedness		40,000	20,000	20,000
Lighting - Electric replacement			83,000	
Capital Project Development and Review				
Tamalpais Pedestrian overcross study				50,000
Pump Station Generators:				
Replace 1986 Kohler 50K Gen Port				50,000
Replace 1990 Cat Port 200K Gen - MV				100,000
Replace 1990 Cum 400K Gen-SCP				120,000
Replace 2002 Volov 200 K Gen Black Kettle				90,000
Replace 2006 Shore Mar Eng2				40,000
Gate Replacements			15,000	293,000
Pump Overhaul				525,000
Battery Backup Systems in External Traffic				40,000
TOTAL EXPENDITURES	1,029,621	4,438,800	1,681,483	5,460,347
TOTAL EXPENDITURES	1,029,621	4,438,800	1,681,483	5,460,347

TOWN OF CORTE MADERA

DEPARTMENT OF PUBLIC WORKS

Capital Projects Budget Summary FY 2017-2018

DESCRIPTION Funding Source	PROJECT COST		EXPENDITURES		Future Years
	Fund	\$\$	2016-2017	17-18 Funding	
FLOOD CONTROL AND STORM DRAINAGE					
1 Morningside Dr. Storm Drain Replacement		50,000	-	50,000	
Corte Madera Sales Tax	Corte Madera Sales Tax Fund			50,000	
<i>Replace 15 inch corroded metal pipe.</i>					
2 Lagoon 1 Pump Stations and Gate Structure Upgrade		2,200,000		200,000	2,000,000
Corte Madera Sales Tax	Corte Madera Sales Tax Fund			200,000	
<i>Upgrade existing pump station and gate structure at Lagoon 1.</i>					
3 Tamal Vista Storm Drain Improvements		89,000		89,000	
Corte Madera Sales Tax	Corte Madera Sales Tax Fund			89,000	
<i>Clean/replace 300 ft of storm drain pipe.</i>					
4 Emergency Drain Repairs		183,700	33,700	75,000	75,000/ per year
Storm Drainage Tax	Storm Drainage Special Tax Fund			75,000	
<i>Annual set aside for emergency repairs to existing storm drain infrastructure.</i>					
5 Corrugated Metal Pipe Replacement		158,325	8,325	75,000	75,000 per year
Storm Drainage Tax	Storm Drainage Special Tax Fund			75,000	
<i>Annual set aside to replace deteriorated CMP used for storm drain infrastructure.</i>					
6 Community Rating System Outreach/FEMA mailer		25,772	15,772	10,000	-
Corte Madera Sales Tax	Corte Madera Sales Tax Fund			10,000	
<i>FEMA requirement. Annual newsletter highlighting potential flooding hazards.</i>					
7 Flood Control Infrastructure Management GIS		12,000	-	7,000	5,000
Corte Madera Sales Tax	Corte Madera Sales Tax Fund			7,000	
<i>Maintenance and management of Town's infrastructure assets.</i>					
8 Golden Hind Pump Stormdrain @ Ebbtide Passage Pump Station		1,500,000	-	750,000	750,000
Storm Drainage Tax	Storm Drainage Special Tax Fund			750,000	
<i>Construct a pump station with slotted drains to eliminate curb ponding.</i>					
9 Tidal Barrier Along Golden Hind from Cay Passage to San Clement		4,700,000	-	350,000	4,350,000
Corte Madera Sales Tax	Corte Madera Sales Tax Fund			350,000	
<i>Construct a tidal barrier.</i>					
10 Golden Hind @ Cay Passage Pump Station Modification		80,000	40,000	40,000	
Storm Drainage Tax	Storm Drainage Special Tax Fund			40,000	
<i>Repair/replace check valves at existing pump station.</i>					
11 Marina Village Levee Improvement		1,340,000	20,000	120,000	1,200,000
Storm Drainage Tax	Storm Drainage Special Tax Fund			120,000	
<i>Repair and upgrade existing levee system.</i>					
12 33-42 El Camino Storm Drain Replacement		120,000	-	120,000	
Storm Drainage Tax	Storm Drainage Special Tax Fund			120,000	
<i>Replace approximately 200 lineal feet of storm drain pipe.</i>					
13 Cathodic Protection Program		44,000	14,000	10,000	20,000
Storm Drainage Tax	Storm Drainage Special Tax Fund			10,000	
<i>Install cathodic protections at various flood control pump stations.</i>					

14	Shorebird Marsh Pump Station Outfall Structure	150,000	-	150,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	150,000	
	<i>Replace the grates and frame of the Shorebird Marsh outfall structure.</i>				
	Shorebird Marsh Pump Station Improvements	350,000	-		2018/19 and 2019/20
	TBD	TBD	-		
	<i>Replace inside gate and construct platrom to service the gate</i>				
	Marquart Lagoon Pump Station and Gate Updrage	250,000	-		250,000
	TBD	TBD	-		
	<i>Replace inside gate and construct platrom to service the gate</i>				
	Marina Village Pump Station	750,000	-		750,000
	TBD	TBD	-		
	<i>Install pump station at the end of Harbor Dr.</i>				
	STREETS AND SAFE ROUTES TO SCHOOL		-		
15	Tamal Vista Blvd Corridor Bike/Pedestrian Improven	1,950,000	-	550,000	1,400,000
	TAM Sales Tax	TAM Sales Tax Fund	-	526,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	24,000	
	<i>See attached.</i>				
16	Systematic Safety Analysis Reporting Program	1,700		1,700	
	Town funding	Capital Improvement Fund (General Fund co		1,700	
	<i>See attached.</i>				
17	Madera/Tamal Vista Blvd Uncontrolled Crosswalk St	200,000	-	200,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	200,000	
	<i>Study eight uncontrolled crosswalks.</i>				
18	Warnum Dr/Tamal Vista Bike Lane Transition	10,000	-	10,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	10,000	
	<i>Construct curb opening/bicycle entrance improvements.</i>				
19	Tamalpais Pedestrian Overcross Study	100,000	-	50,000	50,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	50,000	
	<i>See attached.</i>				
20	Endeavor Cove Slide Repair	225,000	-	225,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	225,000	
	<i>Repair/evaluation of landslide area adjacent to Endeavor Cove.</i>				
21	Pedestrian Ramp Improvements Mohawk and Neil C	75,000	-	75,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund	-	75,000	
	<i>Replace curb ramps with ADA compliant ramps.</i>				
22	2017/2018 Pavement Rehab Projects	2,180,159	930,159	650,000	600,000
	TAM Sales Tax	TAM Sales Tax Fund		110,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		152,000	
	AB1600 Street Impact Fees	AB 1600 Developer Fees Fund		388,000	
	<i>Rehabilitate streets. See attached listing.</i>				
23	Casa Buena Complete Streets	1,785,000	35,000	250,000	1,500,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		250,000	
	<i>Widen street in an effort to include contiguous pedestrian pathway and addition of bikeway.</i>				
24	Corte Madera Avenue Pathway Improvements	1,200,000		200,000	1,000,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		200,000	
	<i>Upgrade existint path.</i>				
25	Paradise at Prince Royal Passage Pedestrian Crossing	318,000	88,000	230,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		230,000	
	<i>Pedestrian crossing enhancements including crosswalk striping and flashing beasons.</i>				
26	Paradise Drive Blkeway Extension	1,400,000		700,000	700,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		700,000	
	<i>See attached.</i>				

27	Paradise Drive Sidewalk Replacement	1,200,000		600,000	600,000
	Measure A swapped funds	Capital Replacement Fund		128,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		472,000	
	<i>Study, design and construct a safer sidewalk and/or pathway.</i>				
28	Redwood Highway Multi-User Path	197,783	7,783	190,000	
	TDA Grant			97,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		93,000	
	<i>Repave existing pathway from Wornum Dr to San Clemente/Tamalpais intersection.</i>				
29	Tamalpais at Sanford Traffic Congestion Relief	415,000	15,000	200,000	200,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		200,000	
	<i>Study traffic congestion, design and construct needed improvements.</i>				
30	Miscellaneous Curb, Gutter and Sidewalk Maintenan	210,000	10,000	100,000	100,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		100,000	
	<i>Replace damaged curb, gutter, ramps and sidewalks at various locations.</i>				
31	Miscellaneous Street Repairs	150,000		75,000	75,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		75,000	
	<i>Repair damaged pavement at various locations.</i>				
32	Street Slurry Seal	200,000		200,000	
	Gas Tax	Gas Tax Fund		200,000	
	<i>Slurry seal and replace striping on multiple streets within the Town</i>				
33	Battery Back up Systems in External Traffic Signal Ca	40,000		40,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		40,000	
	<i>Provide battery back up systems at critical traffic locations.</i>				
34	Pavement Management Plan Update	6,000		6,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		6,000	
	<i>See attached.</i>				
35	LED Pedestrian Countdown Signals	90,000		30,000	60,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		30,000	
	<i>See attached.</i>				
36	Capital Project Development and Review	75,000		75,000	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		75,000	
	<i>See attached.</i>				
37	Emergency Vehicle Pre-emption	50,000		25,000	25,000
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		25,000	
	<i>See attached.</i>				
	LIGHTING				
38	LED Lighting Conversion Project	275,000		275,000	
	PG and E financing	Capital Improvement Fund		275,000	
	<i>Convert outdoor street lighting to LED lighting.</i>				
	PLANNING AND BUILDING				
39	Updates to Zoning Ordinance/Design Guidelines	70,000		70,000	
	Town funding	Capital Improvement Fund		70,000	
	<i>Miscellaneous updates including sustainability, lighting, residential single family and multi family guidelines, general clean up</i>				
40	Traffic Mitigation Fee Update	25,000		25,000	
	Traffic Mitigation Fees	Traffic Improvement Fund		25,000	
	<i>Update Fehr and Peers nexus study to allow for update of Traffic Mitigation Fee.</i>				
	PARKS				
41	Cove Park	175,000		175,000	
	Measure A Parks Tax	Measure A Parks Fund		175,000	
	<i>Improvements to bathroom roofing and interior paint, asphalt paving, drainage, landscaping.</i>				
42	Town Park Pathway Repairs	45,000		45,000	
	Measure A Parks Tax	Measure A Parks Fund		37,653	
	Corte Madera Sales Tax	Corte Madera Sales Tax Fund		7,347	
	<i>Replace 3500 of pathway in Town Park.</i>				

43	Green Room Stairs	175,000	5,400	20,000	
	Recreation Fees	Parks and Recreation Facilities	Fund	20,000	
	<i>Replace stairs and railing, expand landing area.</i>				
44	Tennis Court Resurfacing	140,000		80,000	60,000
	Recreation Fees	Parks and Recreation Facilities	Fund	80,000	
	<i>Resurface tennis courts at Town Park and Granada Park.</i>				
	ENVIRONMENTAL				
45	Zero Waste Projects Cycle 6	30,000		30,000	
	County of Marin	Zero Waste Grant/Capital Equipment Fund		30,000	
	<i>Implement projects and programs to increase diversion of waste and for its overall reduction.</i>				
46	Beverage Container Recycling	9,000	4,000	5,000	
	State of California	Capital Improvement Fund		5,000	

TOWN OF CORTE MADERA
DEPARTMENT OF PUBLIC WORKS
Capital Projects Budget Summary FY 2017-2018

Project Descriptions

FLOOD CONTROL AND STORM DRAINAGE

1. **Morningside Dr. Storm Drain Replacement** – This project will replace a corroded 15 in. corrugated metal pipe (CMP) crossing Morningside Dr.
2. **Lagoon 1 Pump Station and Gate Structure Upgrade** – This project will completely upgrade the existing pump station and gate structure at Lagoon 1.
3. **Tamal Vista Storm Drain Improvements** - This project will clean and replace (where necessary) 300 lineal feet of storm drain pipe on Tamal Vista Blvd.
4. **Emergency Drainage Repairs** - These funds are set aside annually for unexpected emergency repairs to the existing storm drain infrastructure.
5. **Corrugated Metal Pipe Replacement** - These funds are set aside annually to replace deteriorated CMP used for our storm drain infrastructure. This type of pipe has an average life expectancy of less than 25 years.
6. **Community Rating System (CRS) Outreach/FEMA mailer**- As a requirement for receiving Community Rating Service (CRS) credits from FEMA, an annual newsletter must be sent to all residents highlighting the potential flooding hazards within the Town. This newsletter includes descriptions of available FEMA resources for insurance and recovery, and highlights flood control improvements planned by the Town. These credits help to lower the flood insurance costs in the community. We currently receive a 15% reduction in our flood insurance rates due to CRS credits.

7. **Flood Control Infrastructure Management GIS** - This is an ongoing project which will provide the ability to easily store and readily retrieve information about the Town's infrastructure assets in a digitized, map based format. It will be used for maintenance management, development of future capital improvement programs, tracking of asset depreciation, and special planning purposes.
8. **Golden Hind @ Ebbtide Passage Pump Station and Drainage Improvements** – This project will construct a pump station on Golden Hind at Ebbtide Passage along with slotted drains to eliminate curb ponding in the area surrounding that intersection.
9. **Tidal Barrier along Golden Hind Passage from Cay Passage to San Clemente Creek** – This project will construct a tidal barrier (levee) behind (east of) the homes along Golden Hind Passage from Paradise Dr. to San Clements Creek. This will be a portion of a levee that is needed around the entire perimeter of the Mariner Cove subdivision.
10. **Golden Hind @ Cay Passage Pump Station Modifications** – This project will repair/replace the check valves installed at this existing pump station.
11. **Marina Village Levee Improvements** – This project will repair and upgrade the existing levee that runs from the northwest corner of the Marina Village Subdivision to the southern end of the north/south /levee at San Clemente Drive.
12. **El Camino Storm Drain Replacement** – This project will replace approximately 200 lineal feet of storm drain pipe in the vicinity of 33-42 El Camino Dr.
13. **Cathodic Protection Program** – This project will Install cathodic protection at various flood control pump stations to prevent corrosion.
14. **Shorebird Marsh Pump Station Outfall Grates**– This project will replace the grates and grate frame at the pump station.

Priority projects anticipated in FY 2018-19

Shorebird Marsh Pump Station Improvements – This project will replace the inside gate of the Shorebird Marsh Pump Station and will construct a platform to service the gate. (175,000 FY 2018-19 and \$175,000 future)

Marquart Lagoon Pump Station and Gate Upgrade – This project will upgrade the pump station and gate at Marquart Lagoon (\$250,000 FY 2018-19)

Marina Village Pump Station – This project will install a pump station and the end of Harbor Dr. in the Marina Village subdivision (\$750,000 future)

STREETS AND SAFE ROUTES TO SCHOOL

15. **Tamal Vista Blvd. Corridor Bicycle and Pedestrian Improvements** - This project will add buffered bicycle lanes in both the northbound and southbound direction from Madera Boulevard to Wornum Drive, and a widened sidewalk along the east side of the corridor. Between Wornum Avenue and Fifer Avenue the project would repurpose the existing roadway between curbs to provide a northbound bicycle lane, and a shared southbound bicycle facility.
16. **Systematic Safety Analysis Reporting Program** – This will perform a Systematic Safety Analysis in conjunction with the agencies of the County of Marin, City of Belvedere, Town of Corte Madera, Town of Fairfax, City of Larkspur, City of Novato, Town of Ross, Town of San Anselmo, City of Sausalito, and Town of Tiburon. The agencies together received a grant of \$560,000. The Town of Corte Madera's match is \$1700. The study will query and conduct a general assessment of the collision factors that contribute to the high risk collision locations that are identified. The analysis will better align the Town for HSIP (Highway Safety Improvement Program) grant funding in the future.
17. **Madera/Tamal Vista Boulevard Uncontrolled Crosswalk Study and Improvements** - This project will study the performance of the eight uncontrolled crosswalks along Madera Boulevard/ Tamal Vista Boulevard. Improvements will be designed and constructed as recommended.
18. **Wornum Drive/Tamal Vista Bicycle Lane Transition** – This project will construct curb opening/ bicycle entrance improvements at Wornum and Tamal Vista to provide a safer and more comfortable entrance to the Sandra Marker Trail.
19. **Tamalpais Drive Pedestrian Overcrossing Study** - This project will provide new ADA compliant sidewalks and bike paths, improved commuter and airporter bus stops, signalized and reconfigured on and off-ramps, new landscaping, town plazas, among

many other amenities along the Tamalpais Drive overcrossing the 101 freeway. Preliminary work/ conceptual plans will be developed.

20. **Endeavor Cove Slide Repair** - The project will fund a geotechnical evaluation of the Endeavor Cove slide that occurred last winter and fund any needed maintenance and improvements.
21. **Pedestrian Ramp Improvements on Mohawk @ Neil Cummins School** – This project will replace Curb Ramps on Mohawk at Neil Cummins School with ADA compliant ramps.
22. **2017/2018 Pavement Rehabilitation Project** - The Town has a program to spend \$650,000 per year, whenever possible, to rehabilitate (design and construct) its streets so that they are improved to a condition where they can still be maintained and do not need to be replaced. A preliminary list of streets include: Buena Vista Ave., Echo Ave., Granada Dr., Harbor Dr. Madera Blvd., Meadowridge Dr., Paradise Dr. (San Clemente to Seawolf), and Prince Royal Dr.
23. **Casa Buena Complete Streets Project** – This project will widen Casa Buena Drive from Sanford St. to Meadow Valley Road in an effort to include a continuous pedestrian pathway/sidewalk and bike lanes.
24. **Corte Madera Avenue Pathway Improvements** – This project will upgrade the existing path in an attempt to provide a minimum 4 foot wide pathway from California Lane to 499 Corte Madera Ave.
25. **Paradise at Prince Royal Passage Pedestrian Crossing Enhancements** - Pedestrian crossing enhancements on Paradise Drive at Prince Royal Passage will include crosswalk striping and rectangular rapid flashing beacons.
26. **Paradise Drive Bikeway Extension, Westward Drive to Upland Circle** - Addition of a Class 1 pathway along the south side of Paradise Drive from Westward Drive to Upland Circle. This area is part of the San Francisco Bay Trail and fills in the current gap in the Town and Bay Trail pathway system. (FY 15/16: Safe Pathways Grant \$244,000; FY 16/17: CM Sales Tax Override \$200,000)

27. **Paradise Drive Sidewalk Replacement, San Clemente to Seawolf Passage** – This project will study, design, and construct a safer sidewalk and/ or a pathway from San Clemente Dr. to Seawolf Passage, widening the pathway to 8' where possible.
28. **Redwood Highway Multi-use Pathway** – This project will repave the existing pathway from Wornum Dr. to the San Clemente/ Tamalpais intersection.
29. **Tamalpais at Sanford (Casa Buena and Meadowsweet) Traffic Congestion Relief Improvements** – This project will study the traffic congestion at Sanford St. and provide funds for the design and construct of needed improvements as identified in the study.
30. **Miscellaneous Street, Curb, Gutter and Sidewalk Repairs** – This project will repair damaged curb, gutter, and sidewalk at various locations.
31. **Miscellaneous Street Repairs** – This project will repair damaged pavement at various locations.
32. **Street Slurry Seal Project** – This project will slurry seal and replace striping on multiple streets within the Town. Slurry seal is used to extend the life of pavement. A list of streets to be slurry sealed will be provided when the project is brought to the Town Council for approval of plans and specs.
33. **Battery Back-up Systems for Traffic Signals** – This project will provide battery back-up systems at critical traffic signal locations.
34. **Pavement Management Plan Update** – The Town updates its pavement management plan every three years. The plan provides recommendations for a pavement overlay and rehabilitation strategy which is often a requirement in order to acquire State and Federal grant funding.
35. **LED Pedestrian Countdown Signals** – This project will upgrade pedestrian crossing push buttons to current standards and replace current pedestrian crossing signals with LED countdown signals at various locations.

36. **Capital Project Development and Review** - Preparation of studies, concepts, and reviews to support capital project development ie. wetland determinations and traffic studies.
37. **Emergency Vehicle Pre-emption** – This project will replace our aging Opticom pre-emption system with a GPS based EMTRAC (emergency vehicle pre-emption equipment) system. These systems are used to change a traffic signal to green for an approaching emergency vehicle.

LIGHTING

38. **LED Lighting Conversion Project** – This project will replace our existing street lights with LED lights. PG&E will finance the replacement with an On-Bill Financing Program (OBF) which allows Government agencies within PG&E's service area to be eligible for loans of up to \$250,000 that come with payback periods of up to 120 months. The OBF loan is paid back based on projected energy savings, via installments on the customer's monthly PG&E bill. It should be noted that street lights are not metered, and therefore a flat rate is paid for the energy they use. After the loan is repaid, any energy savings that result from the new, energy efficiency equipment will translate into lower utility costs.

PLANNING AND BUILDING

39. **Update to Zoning Ordinance/Design Guidelines** – This project will update various outdated sections of the Towns Zoning Ordinance including sustainability, lighting, residential single family and multi-family guidelines, along with a general cleanup of other sections of the ordinance.
40. **Traffic Mitigation Fee Update** – This project will update a nexus study that was prepared by Fehr and Peers which will for an update of our Traffic Impact Mitigation Improvement Fund ordinance. The existing ordinance dates back to 1982.

PARKS

41. **Cove Park Improvements** - This project will provide improvements to the bathroom roofing and interior paint, pathway re-paving, drainage, and landscaping.
42. **Town Park Pathway Repairs** – This project will replace or repair approximately 3,500 SF of deteriorated pathway in Town Park.

43. **Green Room Stairs** – This project will replace the outdoor stairs to the Greenroom of the Community Center with ADA an ADA compliant stairway.
44. **Tennis Court Resurfacing** – This project will resurface the tennis courts at Town Park and Granada Park.

ENVIRONMENTAL

45. **Zero Waste Projects / Cycle 6** – This funding will be used to implement projects and programs to increase diversion of waste, and for its overall reduction.
46. **Beverage Container Recycling** – This funding will be used to purchase and install street and park furniture made of recycled plastic bottles and/ or cans, purchase clothing of recycled plastic bottles, and provide outreach and education to recycle beverage containers.

1 DRAFT

2
3 MINUTES OF JANUARY 10, 2017

4
5 MEETING OF THE
6 SALES TAX CITIZENS OVERSIGHT COMMITTEE
7

8 Chair Gerbosi called the Regular Meeting to order at Town Hall Council Chambers, 300
9 Tamalpais Drive, Corte Madera, CA on January 10, 2017 at 4:00 p.m.

10
11 **1. CALL TO ORDER, ROLL CALL**

12
13 Committee members Present: Chair Gerbosi, Vice Chair Flahive and Committee
14 members Greenbaum, Howard and Morton

15
16 Committee members Absent: None

17
18
19 Staff Present: Town Manager Todd Cusimano
20 Director of Administrative Services/Town Treasurer George T.
21 Warman, Jr.
22 Town Clerk/Assistant to the Town Manager Rebecca Vaughn
23
24

25 **SALUTE TO THE FLAG:** Chair Gerbosi led in the Pledge of Allegiance.

26
27 **2. OPEN TIME FOR PUBLIC COMMENT REGARDING NON-AGENDA ITEMS - None**

28
29
30 **3. GENERAL BUSINESS**

31 A. CONTINUED REVIEW AND DISCUSSION OF THE OCTOBER 28, 2016 REPORT
32 TITLED, "FY 2015-2016 SALES TAX OVERRIDE TRANSACTIONS AND ENDING
33 BALANCE ON ACCRUAL BASIS"
34

35 The Committee members continued to review the report, FY 2015-16 Sales Tax Override
36 Transactions and Ending Balance on Accrual Basis" and asked questions of staff.

37
38 Committee member Greenbaum asked a question regarding the budget, in particular, the
39 amounts held in reserves, and how that is explained in the context of Measure B.

40
41 Mr. Warman explained that there is a statement in the Measure about building up reserved.
42 It is not one of the listed items, but it is stated in the information that was distributed to the
43 public. Mr. Warman read the following quote from the public information mailer regarding
44 the purpose of Measure B: "To address the ongoing budget deficit, depleted reserves, and
45 long-deferred local maintenance and repair needs while maintaining current levels of
46 service, the Council voted unanimously to place Measure B on the ballot." He stated that the

1 Council took great effort to ensure that what was represented to the public was what was
2 included in the budget.

3
4 Discussion was closed and Chair Gerbosi moved to Item 3.B, discussion and review of draft
5 Fiscal Year 2015-16 report.

6
7 B. DISCUSSION AND POSSIBLE DIRECTION TO APPROVE THE DRAFT FISCAL
8 YEAR 2015-2016 REPORT ON THE REVENUE AND EXPENDITURES OF THE
9 TRANSACTIONS AND USE TAX AND DIRECTION TO FORWARD THE REPORT
10 TO THE TOWN COUNCIL FOR REVIEW

11
12 The Committee reviewed the draft report provided and discussed modifications to the
13 content and format of the report.

14
15 Committee member Howard discussed his suggested edits to the draft report to replace the
16 final paragraph with the language he supplied:

17 *The Committee feels obligated to note that the original Measure B Resolution No.*
18 *28/2013 listed six essential Town services as priorities for the measure:*

- 19 • *Fire Prevention*
- 20 • *Flood Control*
- 21 • *Streets and potholes*
- 22 • *Disaster Preparedness*
- 23 • *Safe Routes to Schools*
- 24 • *Senior and youth programs*

25
26 Mr. Warman stated that, at the last meeting there was a discussion regarding Disaster
27 Preparedness. He knows that work was done prior to June 30th. The Central Marin Police
28 Authority has indicated that Larkspur had not included any funds in their budget so that is
29 why no bill has been paid yet.

30
31 Committee member Howard stated that the NRG Coordinator has been working steadily
32 since July, so there should have been a bill submitted. He added that both the Town of Corte
33 Madera and City of Larkspur were supposed to have budgeted \$20,000 to cover the cost of
34 the coordinator.

35
36 Mr. Cusimano responded that the Town expended approximately \$7,000 last fiscal year.
37 This current year, we continue to spend money, but it is being paid through the Central
38 Marin Police Authority. He will go back and look at invoices to make sure it is correct and
39 that Larkspur and Corte Madera are invoiced back since we have \$40,000 sitting in our
40 account now. We will send \$20,000 over to CMPA and will ask Larkspur to do the same.

41
42 Chair Gerbosi stated that it seems that one of the observations of this committee is that
43 funds for earthquake and disaster preparedness are underrepresented based upon how the
44 funds are being used, how much is coming in and how much is being allocated to these

1 items. Perhaps the Coordinator should be giving input on how much should be allocated, at
2 least on the Corte Madera side.
3

4 Mr. Cusimano informed the group that, in the next Fiscal Year, will be getting input from
5 the Disaster Committee, the Police Department and the Fire Department about what types
6 of training we want to accomplish, what types of programs we want to do, etc. That will be
7 coming before the Council this fiscal year, and that would be a good opportunity to have the
8 discussion about what that dollar amount should be.
9

10 Chair Gerbosi called for any additional comments regarding the draft report.

- 11 • Committee member Greenbaum: Would like to remove the word “significant” in the
12 second paragraph.
- 13 • Committee member Greenbaum: Would like to the middle portion replaced with a
14 grid, with all six categories listed along with their expenditure percentages, with a
15 0% listed next to the ones that did not have expenditures.
- 16 • In order to create the chart, the committee then went through each individual
17 expenditure related to the Sales Tax Override in FY 2015-16 and assigned each item
18 into its respective category
- 19 • Chair Gerbosi discussed inserting language urging the Council to allocate funds
20 toward Disaster Preparedness and Senior and Youth Programs
- 21 • The final paragraph of the draft will be replaced with the last paragraph of
22 Committee member Howard’s suggested language as noted above.
- 23 • The committee members discussed various ways to footnote the two items where
24 there was little to no expenditure. Such as:
 - 25 ○ Disaster Preparedness Coordinator: \$20,000 was budgeted for Disaster
26 Preparedness Coordinator for this Fiscal Year. Invoice for expenses incurred
27 has not yet been received.
 - 28 ○ Senior and Youth Programs: \$89,236.08 expended for this fiscal year was
29 paid for park maintenance vehicles and equipment.
30

31 Staff received the directions necessary to finalize the report. Discussion was closed and
32 Chair Gerbosi moved to Item 3.C, approval of minutes of the December 1, 2016 meeting.
33

34 MOTION: Moved by Howard, seconded by Flahive, and approved by the following vote:
35 (Ayes: Flahive, Gerbosi, Greenbaum, Howard, Morton; Noes: None
36

37 To approve the draft Annual Report as amended pending final review by
38 Chair and Vice Chair and direct staff to schedule presentation for a future
39 Town Council meeting.
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C. APPROVAL OF MINUTES OF DECEMBER 1, 2016 MEETING

Chair Gerbosi and Committee member Morton provided several edits to grammatical errors.

MOTION: Moved by Greenbaum, seconded by Flahive, and approved as amended by the following vote:
(Ayes: Flahive, Gerbosi, Greenbaum, Howard, Morton; Noes: None

To Approve the Minutes of the December 1, 2016 meeting.

4. DISCUSSION OF NEXT MEETING AND ADJOURNMENT

The next meeting may be scheduled for April or May, dependent upon when the 2017-18 draft budget is ready for review.

The meeting was adjourned at 5:05 p.m. to the next Sales Tax Citizens Oversight Committee meeting, date to be determined.