

Charles Lee
Mayor

Eli Beckman
Vice Mayor

Fred Casissa
Councilmember

Pat Ravasio
Councilmember

Rosa Thomas
Councilmember

**Town of Corte Madera
Town Council**



Adam Wolff
Town Manager

Amy Ackerman
Town Attorney

Rebecca Vaughn
Town Clerk/Asst. Town Manager

Town Hall Council Chambers
240 Tamal Vista Blvd.
Ste. 108
Corte Madera, CA 94925
townofcortemadera.org

**NOTICE OF SPECIAL MEETING AND AGENDA FOR
TOWN COUNCIL AND MARIN COUNTY SANITARY DISTRICT NO. 2
STRATEGIC PLANNING WORKSHOP
FRIDAY, JANUARY 27, 2023
9:00 AM**

**Location: Corte Madera Community Center
498 Tamalpais Drive, Corte Madera CA 94925**

NOTICE TO PUBLIC:

The Special Town Council Strategic Planning Workshop will be held at the Corte Madera Community Center and will not be videoconferenced over Zoom.

Members of the public may participate and submit public comment in person during the meeting. Members of the public can also send comments by email PublicComment@tcmmail.org before the meeting. Public Comment will be taken on each item on the agenda.

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- 1. CALL TO ORDER AND ROLL CALL**
 - 2. STRATEGIC PLANNING WORKSHOP**

**2A. Meeting Introduction: Review Purpose and Goals for Meeting
Review Agenda Format and Structure**

This workshop is for the Town Council to discuss short and long-term priorities and objectives for the Town and therefore focus staff work. While general direction may be given to the Town Manager, the Town Council will not make specific decisions or take any actions. The Town Council may direct the Town Manager to place specific topics and items on the agenda of future, regular Town Council meetings.

2B. Staff Presentations: Departments Heads and key staff will provide a summary review of the 2022 work plan (Nov. 2021 – Jan. 2023) and priorities for 2023.

Attachment 2B: Summary of 10.08.21 Town Council Strategic Planning Workshop as accepted by Town Council at 11.16.21 regular meeting.

(Break: 15 minutes)

2C. Discussion of 2023 Council Priorities (Categories) and Work Plan:

Town Manager will facilitate discussion regarding 2023 Town Council priorities and 2023 Staff Work Plan

A. Review of 2022 Council Priorities and Discussion of 2023 Priorities

B. Discussion of 2023 Work Plan

- 1) Ongoing Programs and Projects**
- 2) New Items**
- 3) Discussion of Specific Topic Areas**

2D. Discussion Regarding Roles and Objectives for Council Liaisons to Town Advisory Bodies

Councilmembers will discuss the role and expectation of Councilmember appointments to serve as liaisons to Town advisory bodies and provide direction regarding the proposed job description of the liaison role. No appointments will be made at this meeting. Appointments are expected to be recommended at the February 4, 2023 regular Town Council meeting.

Attachment 2D: Staff report

3. RECAP

4. ADJOURNMENT

ORDER OF BUSINESS: The Sanitary District No. 2 (SD2) meetings begin upon conclusion of the meeting of the Corte Madera Town Council unless otherwise noted. Agendas for SD2 are posted separately.

REPORTS: Town Council Staff Reports and materials related to agenda items are usually available by 5:00 p.m., the Friday prior to a regularly scheduled Council Meeting and available for review in the Town Clerk's Office and on the Town's website via the hyperlinks included on the agenda which can be found at www.townofcortemadera.org/681/Agendas-Minutes-and-Notices. Materials related to an item on this agenda that have been submitted to the Town Council or staff after distribution of the agenda packet are available for public inspection in the Town Clerk's Office located at Town Hall, 240 Tamal Vista Blvd., Ste. 110, Corte Madera, CA 94925, during normal business hours, 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m. and on the Town's website.

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the Town Clerk at 415-927-5085. 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 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.

NOTIFICATION LIST: To sign up to receive automatic notifications regarding meetings and agendas, please visit the Town's website at www.townofcortemadera.org and click on "Notify Me" to register, or email the Town Clerk at: rvaughn@tcmmail.org.



**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

REPORT DATE: January 24, 2023
MEETING DATE: January 27, 2023

TO: Honorable Mayor and Members of the Town Council
FROM: Adam Wolff, Town Manager
SUBJECT: Update on Status of the 2022 Work Plan (Nov. 2021 – Jan. 2023)



RECOMMENDED ACTION:

Review update from staff regarding the status of the 2022 Work Plan and provide feedback and direction as appropriate

BACKGROUND:

Each calendar year, the Town Council holds a strategic planning session to discuss the projected workload for the next 12 months and beyond. The strategic planning session is intended to provide a broad overview of the Town’s anticipated work program. The Council provides very general direction to staff, focusing on whether issues should be presented during the upcoming calendar year and what analysis may be necessary or helpful as part of such discussions. It is the Town Council’s practice to have staff present a summary of the workshop discussion.

DISCUSSION:

At the November 16, 2021 Town Council meeting, the Town Council accepted the 2022 Work Plan, as discussed at the October 8, 2021 strategic planning session, and set overall priorities into three categories or work program areas, with Category I being the most important. Those priorities for 2022 were as follows:

Category I

1. Fiscal Sustainability: *(i.e. maintain Town finances, unfunded OPEB liabilities, protecting reoccurring revenues, controlling costs, explore shared service opportunities)*
2. Land Use: *(i.e. Housing Element)*
3. Climate Hazards: *(i.e. implement adaptation projects, complete PG&E undergrounding study, sea level rise/flooding, wildfire/egress, reducing the Town’s carbon footprint, disaster preparedness, climate action program manager, climate action committee)*

4. Town Operations: *(i.e. move staff/operations to temporary facility, complete reorganization of building department, cybersecurity)*
5. Town Park Restroom Solution: *(i.e. utilize community center bathrooms, explore modular bathroom for Town Park)*
6. Diversity, Equity and Inclusion Report/Program: *(provide council with a DEI report/develop a program, provide all staff and council with DEI training)*

Category II

1. Traffic & Infrastructure: *(i.e. circulation improvements, roadwork, flood control, SD2, Town Hall project)*
2. Community Events: *(i.e. promote and support town-wide events)*
3. Customer Service: *(i.e. digitizing services, town-wide communications)*
4. Fee Schedule Update: *(i.e. update fee schedule, equity/seniors/safety/sustainability)*
5. Economic Development: *(i.e. Parklets, Vision for developing Old Corte Madera Square, fields for sporting events)*

Category III


1. Quality of life issues: *(i.e. short-term rentals)*
2. Sustainable Beautification: *(i.e. restoring ecosystem, planting natives)*
3. Vision for Park Madera Center *(i.e. finance subcommittee to review debt service and bonds, Parks and Recreation Master Planning process)*
4. Everything else





Specific work plan projects and programs were identified during the October 8, 2021 strategic planning session and then placed within the three priority areas described above. On November 16, 2021, the Town Council accepted the below list of projects and programs as the 2022 Work Plan for Town staff.

The below list of projects and programs has been evaluated to determine whether the work plan item was completed, is in progress toward completion, or has not yet started. In addition, at the end of the list, staff has included other work plan items that were not originally included in the 2022 Work Plan, but required significant Town staff resources and time during 2022. This highlights the fact that the work plan typically does not remain static during the course of the calendar year as new work plan projects or programs emerge. Staff will review the below list at the strategic planning session.




LEGEND:  = Complete  = In progress  = Not yet started

Fiscal Sustainability (Category 1)





	1	Protect reserves and develop strategies for economic development and growth.
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	2	Provide analysis on the strengths and vulnerabilities of the Town's sales tax revenues. Work with regional and state partners on protecting sales tax revenues and online sales.
	3	Continue to evaluate and develop programs to support our local businesses and the most vulnerable residents.
	4	Consult with Finance Committee regarding the use of unallocated ending balance in the General Fund as the result of an operating surplus in 2020-2021. Possible uses include funding the OPEB trust, equipment replacement, and infrastructure and technology needs related to the new Town Hall building.
	5	In consultation with the Finance Committee, determine the use of the American Rescue Plan Act fund revenue.

Land Use (Category 1)






	1	Housing Element Update – Continue public outreach program and complete Draft Housing Element in compliance with State law requirements:
		<ul style="list-style-type: none"> Identify adequate sites and propose rezoning ordinances to accommodate 700+ housing units.
		<ul style="list-style-type: none"> Identify actions, programs and policies to address housing needs and to affirmatively furthering fair housing (AFFH).

Climate Hazards (Category I)


	1	Drought Response & Compliance with MMWD Regulations: Continue to comply with MMWD ordinances as long as the emergency drought conditions remain in effect. Primary function involves transporting recycled water from CMSA to perform our regular maintenance functions; flushing sewer mains, street sweeping, and supplemental landscaping irrigation.
	2	Retaining Wall & Flood Control Repairs: Complete urgent retaining wall installations and flood control system repairs during the winter to address slope stability and flooding risks and liabilities.
	3	Storm Drain Master Plan: Initiate the two-year engineering analysis effort to review our flood control network and to identify and prioritize future capital improvement needs, including consideration of future sea level rise.
	4	Community Center & Corporation Yard Solar & Battery Back-up Systems: Complete construction of photovoltaic solar arrays and battery back-up storage devices at the Community Center and Corporation Yard.



	5	20A Redwood Ave. & Edison Ave. Undergrounding District: Continue to coordinate with PG&E and to develop this electrical undergrounding project on lower Christmas Tree Hill.
	6	Adopt new California Building Code and consider increased building standards to address climate action policies and goals.
	7	Formalize Climate Action Committee: Work with Mayor, Town Attorney to formalize committee via resolution and begin a recruitment for committee members.
	8	Climate Action Program Manager: Develop a job description, recruit and hire a Climate Action Program Manager.

Town Operations (Category I)



	1	Temporary Offices at 240 Tamal Vista Blvd. (Hunt Plaza): Perform required ADA and other building code required improvements then establish staff and public facilities to administer Town functions.
	2	New Town Hall Complex: Design, bid and commence construction of a new green and sustainable 10,000 square foot office complex and public service focused facility.
	3	Implement cyber security measures outlined in the Town cyber security risk assessment.
	4	Parks and Recreation Department to consider promoting the part-time Recreation Assistant currently directing the child care operations to a full-time Recreation Coordinator to direct both child care and summer camp programs. This would be adding 3 rd Recreation Coordinator position to support one individual working year-round rather than bringing in separate leadership for summer.
	5	Complete onboarding of new Building Department staff and reorganization of department roles and responsibilities to provide improved and expanded customer service and efficiencies: <ul style="list-style-type: none"> ○ Open and expand public counter hours upon move to 240 Hunt Plaza. ○ Continue to develop permit tracking technology functionality for public users.

Town Park Restroom Solution (Category I)

	1	Increase public access of indoor restrooms at the Community Center.
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	2	Explore modular bathroom options to improve/replace temporary restrooms in park (behind Community Center and adjacent to playground).
	3	Develop plan for additional permanent restrooms to serve park users/visitors.












Diversity, Equity and Inclusion Report/Program (Category I)

	1	D.E.I. Training – Develop a training program that is tied to the Town’s mission values and goals and targets all employees in Town and includes members for the Town Council, Boards, Commissions and Committees.
	2	Handbook for Recruiting, Hiring, and Retaining Employees – Create a handbook that includes information related to bias awareness, information on how to select a proper interview panel, guidelines for interviews, tools for retaining employees, and tools for understanding workplace culture.





Infrastructure Maintenance and Improvements (Category II)

Further develop and/or deliver the following Capital Improvement Projects:


	1	Paradise Drive Complete Streets (Westward to eastern Town limit): Engage the community and continue to further develop and design corridor improvements that optimize the multi-modal and sea level rise goals. Identify and potentially apply for construction grants.
	2	San Clemente Force Main Rehabilitation: Complete the design of the San Clemente force main discharge to develop a long-term repair for this aging infrastructure.
	3	2022 Road Resurfacing Project: Initiate detailed design for roadway resurfacing, ADA curb ramps and minor drainage improvements in Granada Park, Meadowcreek and various other road segments in Town.
	4	Echo to San Clemente Multi-Use Connector Path: Initiate right-of-way discussions with California Dept. of Fish & Wildlife and preliminary engineering to establish a Class I multi-use bike path between Echo Avenue and the San Clemente Drive path.
	5	Hart Street Connector: Advertise a request for proposals to select a design firm to initiate design phase for an improved bike and pedestrian connection from Palm Avenue to the Larkspur-Corte Madera path.

	6	Sidewalk Pilot Program: Continue to implement all four strategies including a “neighborhood project” in Mariner Cove in spring of 2022.
	7	2022 Sewer Rehabilitation: Rehabilitate sewer mains on Casa Buena in anticipation of future Complete Streets project.
	8	Meadowsweet Slip Lining: Slip line the critical Meadowsweet sewer main to address observed deterioration of existing pipeline.
	9	Consider Extending Private Sewer Lateral Pilot Program: Program is set to expire in June of 2022 and will need to be extended or formalized in late spring.
	10	Parks & Recreation: Increase restroom options for visitors to Town Park <ul style="list-style-type: none"> • Increase public access of indoor restrooms at the Community Center. • Explore modular bathroom options to improve/replace temporary restrooms in park (behind Community Center and adjacent to playground). • Develop plan for additional permanent restrooms to serve park users.
		○ Artificial turf project exploration in partnership with the Larkspur Corte Madera School District (Town Park, East Field).
		○ Prioritization of projects resulting from the Parks and Recreation Master Plan Process.
		○ Consider adding pickleball lines to existing tennis courts at Granada Park.
		○ Consider improvements to the playground area at Town Park <ul style="list-style-type: none"> • Adding a movement piece to the school-age playground • Adding seating under the shade structure • Deep clean and possible replacement of worn out/discolored play elements.
	11	Sewer Master Plan: Complete Pipe Condition Assessment to satisfy the initial component of the River Watch settlement and start to develop a list of infrastructure needs and priorities.
	12	2023 Sewer Rehabilitation: Initiate design for lower Christmas Tree Hill roads in anticipation of electrical undergrounding and future paving.




Community Events (Category II)

	1	Promote and support Town-wide community events.
	2	Promotion of the Town’s Community Service Organizations and Encouragement of Community Volunteerism: Town will host a Community Service Fair for our local Community Service groups to promote volunteerism and community engagement, present information to the public regarding their history, their work and the services they provide to the Town and our community, provide a forum to engage with prospective volunteers and provide information to the public on membership and volunteer opportunities within their organizations
	3	Parks and Recreation Department to implement 2 Summer Movie night events at Town Park and research options to include a food element (farmers market, food truck, etc.) and cultural affairs element (plain air art activity/reception and/or live music).
	4	Parks and Recreation Department introduce 2-3 Art Exhibitions in the Community Center.





Customer Service (Category II)

	1	Digitize Town Archives and Increase Public Access to Town Archives: Implement and begin process of digitizing Town archives and evaluating/implementing a software solution that will enhance both staff and public access to the Town’s records and archives in order to better facilitate Town operations and responses to requests for public records.
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Fee Schedule Update (Category II)

	1	Sanitary District Rate Study: As part of the sewer master plan process, long term capital improvement program planning will identify needed improvements along with associated budget scenarios that could result in an increase in District fees, which are at or amongst the lowest in all of Marin.
	2	Parks and Recreation Department to thoroughly evaluate the master fee schedule and provide recommended changes for Commission review and possible adoption by Council.
	3	Update fee schedule for Planning, Building and Public works departments to account for current costs of service delivery (last updated in 2015) and align with policy goals and objectives.

Land Use (Category II)

	1	Update Town’s Inclusionary Housing Ordinance to promote mixed-income housing development and update Town’s in-lieu fee program.
	2	Amend Zoning Ordinance regulations related to Design Review.
	3	Zoning Ordinance “clean-ups”
	4	Follow up Amendments to Objective Design and Development Standards related to SB9.



Economic Development (Category II)

	1	Ascertain whether the Park Madera Center debt is eligible for refinancing and, if so, whether it would be beneficial to the Town to pursue refinancing.
	2	Develop options for permanent parklet/outdoor dining program for Old Corte Madera Square.




Sustainable Beautification (Category III)

	1	Public service/community engagement opportunity to host/promote a FireSafe Gardening and Defensible Space Workshop and coordinate with CMFA, Beautification Committee, the NRGs, FireSafe Marin and the Marin Master Gardeners to host a community forum/Q&A either in conjunction with the Community Service Fair or as a separate event.
	2	Work with MMWD, CMFA and Beautification Committee on opportunities to restore ecosystem and plant natives.




Quality of life issues (Category III)

	1	Parks and Recreation Department to research opportunity to implement a preschool program.
	2	Completion of Parks and Recreation Master Plan Process.

Ordinance/Other (Category III)

	1	Propose regulations for Short-term rentals.
	2	Review and verification of online municipal codes – review to find and correct any discrepancies where ordinances as adopted aren’t reflected correctly in the online municipal code.
	3	Review and update of Town Council Rules and Procedures and review, update and establishment, if necessary, a Rules and Procedures handbook for each of the Town’s Boards, Commissions and Committees to coincide with an anticipated Boards and Commissions Leadership Academy.

In addition to the Work Plan items that were anticipated at the time of developing the 2022 Work Plan, a significant amount of staff time and resources were devoted to the following work plan items.

	1	Tamalpais Overcrossing Project: Coordinate Town response to Caltrans proposed project and pursue preferred Town design alternative
	2	Hold Town elections for Town Council
	3	Town Manager Transition



CORTE MADERA TOWN COUNCIL STAFF REPORT

REPORT DATE: January 20, 2023
MEETING DATE: January 27, 2023

TO: Honorable Mayor and Members of the Town Council

FROM: Rebecca Vaughn, Town Clerk/Asst. Town Manager

SUBJECT: Update and Discussion Regarding the Role of Councilmember Liaison to Town Boards, Commissions and Committees



RECOMMENDED ACTION:

Receive and discuss update from staff regarding the role of Councilmember Liaison to Town Boards, Commissions and Committees and proposed job description for the liaison role.

BACKGROUND:

Members of the Town Council, as well as Town staff and appointed community members, represent the Town on various Joint Powers Authority Boards and various inter-agency bodies. Each year, changes to those appointments are made at the direction of the current Mayor. Appointments were made at the December 20, 2022 Town Council meeting.

At staff's recommendation, Mayor Lee did not appointment Councilmembers to serve as liaisons to the Town's Boards, Commissions and Committees pending review of the role of liaison.

The Town has had a practice of appointing Council members to serve as liaisons to the Council's advisory committees, including the: Bicycle and Pedestrian Advisory Committee, Climate Action Committee, Flood Control Board, Sales Tax Citizens Oversight Committee. Council liaisons can serve as a valuable resource in facilitating the flow of information between the Council and the advisory bodies, however there are currently no formal guidelines or expectations regarding the role and responsibilities of the liaisons, causing confusion and misunderstanding.

At the December 20, 2022 meeting, staff recommended removing these items from the listing of Standing Committee appointments and creating a new section, to be titled, "Town Council Liaisons To Boards, Commissions and Committees".

Along with this move, staff recommended that Council adopt and establish a more defined role, as well as guidelines and responsibilities for the Council Liaisons. Staff will present this item at the annual Strategic Planning Workshop for discussion and direction to staff. Following that discussion, Council Liaison Roles and Responsibilities, as well as appointment of liaisons, would be brought forward for Council review and approval, potentially as early as the February 7, 2023 Town Council meeting.

DISCUSSION:

In order to provide a defined role and scope of responsibilities, staff is presenting a draft document that creates a “job description” for the Councilmember Liaison to Town Boards, Commissions and Committees. The job description will formalize the intention of the liaison role and define the objectives and expectations for Councilmembers who serve in that role, in that the liaison would work to create a constructive relationship between the Council and their assigned advisory body, without implying direction, review, or oversight of the activities of the advisory body.

A Councilmember Liaison would be expected to stay current on the work of their assigned advisory body to maintain an understanding of their body’s discussions, projects and activities in order to help facilitate discussion at the Council level when items from their assigned advisory body are brought before the Council for consideration.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ENVIRONMENTAL IMPACT:

This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS:

1. Draft job description for Councilmember Liaison

Councilmember Liaison Job Description

Definition of Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary).

Duties and Expectations of a Council Liaison

1. A Councilmember acts as a liaison to a Council advisory body (Town Board, Commission or Committee.) is not a member of that body. Rather, the Councilmember is a positive resource to support the advisory body in the completion of its work subject to the rules stated below.
2. A Councilmember liaison represents the Council and, as such, has no individual authority to direct the advisory body. The liaison may communicate to the advisory body any direction or action approved by the Council.
3. A Councilmember shall not take part in the advisory body’s s deliberations or discussions unless it requests the Councilmember’s participation in a particular discussion (in this situation, the Councilmember must expressly state that she or he is speaking for her or himself, not for the entire Council) or (b) the Councilmember determines that he or she must speak up in order to remind the advisory body of Council direction, Town policies, or laws including the Brown Act and the Public Records Act.
4. The Councilmember shall not take part in any votes or decision making of the advisory body.
5. A Councilmember liaison shall work to ensure that the advisory body is only taking actions or doing work that is within the scope of its work as determined or approved by Council. The liaison can do this by, for example, reminding the advisory body as needed of the scope of work that the Council set for it through either the Town’s municipal code or Council resolution.
6. The Councilmember liaison shall bring to the Council any requests from the advisory body, such as the following:
 - (a) questions raised about the advisory body’s scope of work;
 - (b) requests to change the advisory body’s scope of work;
 - (c) requests for expenditures of Town resources to further the advisory body’s work (money, staff time, or other resources); and
 - (d) requests from the advisory body to place an item on a Council meeting agenda.
7. The Councilmember liaison shall provide updates to the Council as needed regarding the work of the advisory body.