TOWN OF TIBURON
Tiburon Town Hall
1505 Tiburon Boulevard
Tiburon, CA 94920

TIBURON TOWN COUNCIL

Regular Meeting - 7:30 p.m
Special Meeting - 6:45 p.m.

CLOSED SESSION (6:45 P.M.)
Public Employee Performance Review:
Government Code Section 54957
Title: Town Manager

Adjourn to regular meeting at 7:30 p.m.

REGULAR MEETING AGENDA

CALL TO ORDER AND ROLL CALL

Councilmember Doyle, Councilmember Fredericks, Councilmember O'Donnell, Vice Mayor Fraser, Mayor Tollini

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on subjects not on the agenda may do so at this time. Please note however, that the Town Council is not able to undertake extended discussion or action on items not on the agenda. Matters requiring action will be referred to the appropriate Commission, Board, Committee or staff for consideration or placed on a future Town Council meeting agenda. Please limit your comments to three (3) minutes.

CONSENT CALENDAR

All items on the Consent Calendar may be approved by one motion of the Town Council unless a request is made by a member of the Town Council, public or staff to remove an item for separate discussion and consideration. If you wish to speak on a Consent Calendar item, please seek recognition by the Mayor and do so at this time.

CC-1. Blackfield Drive Crossing

Approve award of contract for Blackfield Drive Intersection Improvements Project (Director of Public Works/Town Engineer Barnes)

Documents:

CC-1 BLACKFIELD DRIVE CROSSING.PDF

CC-2. The Ranch JPA

Approve amendments to the Joint Powers Agreement between the City of Belvedere and the Town of Tiburon (Town Manager Chanis)

Documents:

CC-2 AMENDED JOINT POWERS AGREEMENT.PDF

CC-3. Grand Jury Reports

Authorize Town response to Grand Jury Reports on a) The 911 First Responder Referral Program; b) Marin's Hidden Human Sex Trafficking Challenge (Town Manager Chanis)

Documents:

CC-3 (A) GRAND JURY REPORT.PDF
CC-3 (B) GRAND JURY REPORT.PDF

ACTION ITEMS

AI-1. Shoreline Park Event

Consider Special Event Permit application by Tiburon Fire Protection District to stage an event at Shoreline Park on Saturday, October 1, 2016, in conjunction with Fire District Diamond Jubliee (Town Manager Chanis)

Documents:

AI-1 FIRE DISTRICT SPECIAL EVENT PERMIT.PDF

AI-2. McKegney Green

Receive report from staff on McKegney Green renovation project; review design proposals; direct staff on next action (Town Manager Chanis/ Director of Public Works/Town Engineer Barnes)

Documents:

AI-2 MCKEGNEY GREEN RENOVATION.PDF

TOWN COUNCIL REPORTS

TOWN MANAGER REPORT

WEEKLY DIGESTS

ADJOURNMENT

GENERAL PUBLIC INFORMATION

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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) 435-7377. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Belvedere-Tiburon Library located adjacent to Town Hall. Agendas and minutes are posted on the Town's website, www.ci.tiburon.ca.us.

Upon request, the Town will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to the Office of the Town Clerk at the above address.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing (s).

TIMING OF ITEMS ON AGENDA

While the Town Council attempts to hear all items in order as stated on the agenda, it reserves the right to take items out of order. No set times are assigned

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 3, 2016
Agenda Item: CC-1

STAFF REPORT

To:	Mayor and Members of the Town Council
From:	Department of Public Works
Subject:	Recommendation to Award the 2016 Blackfield Intersection Crossing Project to Wildcat Engineering
Reviewed By:	**Greg Chanis, Town Manager** GC

BACKGROUND

The 2016 Blackfield Intersection Crossing Project (Project) provides bicycle and pedestrian crossing improvements at the intersection of Blackfield Drive and Tiburon Boulevard. The Project is supported by Safe Routes to School through a grant of $117,000 to design and construct the Project. In the 2015/16 fiscal year, $18,029.68 was spent on design. The Project was included in the 2016/17 Capital Improvement Plan as a Street Improvement Project and funded in the amount of $125,000 for construction, including contingency.

The Project consists of removing an existing median island, installing pavement striping and installing signal loop detectors. Bicycle lanes will be painted and safety signage will be installed along both sides of Blackfield Drive from Pamela Court until Tiburon Boulevard and along a portion of Greenwood Cove Drive.

The Project was designed by Parisi Transportation Consulting. The engineer's construction estimate was $75,450. Bids for the project were opened on July 6, 2016.

The Town received the following three bids:

Wildcat Engineering	$81,078.00
Chrisp Company	$117,978.00
Massa Construction Co.	$142,810.00

ANALYSIS

Staff has reviewed the low bid submitted by Wildcat Engineering, and believes the low bid to be a fair price. The low bid is $5,628 (7.5%) over the engineer's estimate. This is due to the time of year we bid the project and the availability of striping contractors. Two bidders had to go to Hayward and Sacramento to find available stripers. As a result, the cost of the pavement striping was higher than anticipated.

During analysis of the bids, staff discovered the engineer's cost estimate substantially underestimated the amount of asphalt required for the project. This change in quantity does not alter the bid results, but it does require us to provide a larger contingency to account for the additional asphalt that will be required on the project. Using unit bid prices with the actual required asphalt would increase the cost of the low bid from $81,078 to $101,385. However, there is a provision in the contract that requires negotiating the cost when such a large difference occurs, and staff is confident we will negotiate a reasonable change unit cost.

Given the potential variability in the cost, staff is recommending that $109,500 be allocated to the project to cover the unit cost of the increased asphalt and 10% contingency on the bid. This would still be under the $125,000 allocated to the project in the approved 2016-2017 CIP budget.

FINANCIAL IMPACT

The 2016 Blackfield Crossing Improvement Project was included in the 2016/17 Capital Improvement Plan as a Street Improvement Project and funded in the amount of $125,000, including contingency. The recommended award is well within the CIP project budget.

RECOMMENDATION

Staff recommends that the Town Council:

Approve the award of contract for the 2016 Blackfield Intersection Crossing Project to Wildcat Engineering in the amount of $81,078, with total funding, including contingency, of $109,500.

Prepared by: Patrick Barnes, Town Engineer

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 3, 2016
Agenda Item: CC-2

STAFF REPORT

To: Mayor and Members of the Town Council

From: Town Manager

Subject: Consideration of ***Amended Joint Powers Agreement for Belvedere-Tiburon Joint Recreation Committee***

Reviewed By: MC

BACKGROUND

The Town of Tiburon (Town) and City of Belvedere (City) have been parties to the Belvedere-Tiburon Joint Recreation Joint Powers Authority (JPA) since its formation in 1975. The JPA is governed by the Belvedere-Tiburon Joint Recreation Committee (Committee) comprised of members appointed by the Town and City, as well as an "at-large" member from the Reed Unified School District.

The original Joint Powers Agreement ("Agreement") called for the City and Town to share any obligation of the Committee 25% Belvedere, 75% Tiburon. That split was to be revised periodically to reflect the ratio between the populations of the parties. The 2014 population in Belvedere and Tiburon (as reported on the website city-data.com) is as follows:

Belvedere:	2,129	18.75%
Tiburon:	9,224	81.25%
	11,353	

Last year, Belvedere City Councilors Bob McCaskill and Sandy Donnell met with Tiburon council members Jim Fraser and Emmett O'Donnell, and the City and Town Manager, to discuss the issue and review the Agreement. The Committee has also reviewed the amended Agreement.

ANALYSIS

The Agreement has been amended to provide that obligations of the Committee, approved by both City and Town, are to be shared 20% Belvedere and 80% Tiburon.

Other terms and conditions of the Agreement have been updated to clarify procedures and strengthen protections for the City and Town as follows:

- Added a provision requiring the Committee to insure itself from loss, liability or claims arising out of the Agreement. The Committee must also indemnify the City and Town.

- Acknowledges current practice of the Committee appointing the "at-large" member without seeking approval of City and Town.
- Changes term of office of Committee members from two years to four years. (Term of City and Town Council appointees is determined by their respective Councils.)
- Clarifies that debts of the Committee are not debts of the City or Town.
- Eliminates requirement for Treasurer to obtain public official surety bond (liability insurance will suffice).
- Requires annual budget to be presented to City and Town at least 30 days prior to the beginning of the fiscal year, changed from 60 days, to accommodate the Committee's bi-monthly meeting schedule.

FINANCIAL IMPACT

The fiscal impact of these changes is anticipated to be minimal.

RECOMMENDATION

Staff recommends the Town Council consider approval of the Amended and Restated Joint Powers Agreement for Belvedere-Tiburon Joint Recreation Committee.

Exhibits: Amended Joint Powers Agreement – 2016 Draft
2012 Amendment to Joint Powers Agreement
2001 Amended and Restated Joint Powers Agreement

Prepared by: Greg Chanis, Town Manager

AMENDED AND RESTATED JOINT POWERS AGREEMENT
FOR BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

This Agreement made and entered into this July ___, 2016, by and between the City of Belvedere (hereinafter "Belvedere") and the Town of Tiburon (hereinafter "Tiburon") and pursuant to the provisions of Government Code Section 6500, et seq. relating to joint exercise of powers (the "Act").

RECITALS

That in June 23, 1975, Belvedere and Tiburon entered into a Joint Powers Agreement which established the Belvedere/Tiburon Joint Recreation Committee (hereinafter "Committee").

B. Since that time the Committee has functioned pursuant to the original Agreement as amended in April 11, 1983, September 1, 1992, October 4, 1995, October 8, 2001, and June 12, 2012.

C. The parties now wish to again amend and restate the Agreement in its entirety for the Committee.

NOW, THEREFORE, the parties hereto do agree as follows:

1. Purpose of Agreement. This Joint Powers Agreement (hereinafter "Agreement") is entered into for the purpose of establishing a Recreation Committee to formulate, administer and operate recreation and education programs and facilities for the residents of Belvedere and Tiburon.

2. Administering Agency. Pursuant to California Government Code Section 6500 et seq., there is hereby created a public entity to administer and execute this Agreement. This agency shall be known as the Belvedere/Tiburon Joint Recreation Committee (hereinafter the "Committee").

3. Powers of Committee. The Committee shall take all such steps as it deems advisable and appropriate in its discretion to do the following:

(a) Initiate, plan, coordinate, maintain and operate recreation and education programs for the primary benefit of residents of Belvedere and Tiburon.

(b) Administer and operate those recreation facilities designated by the parties, such as tennis courts, playing fields, community center and other-such facilities.

(c) In addition to programs initiated by the Committee, additional programs may be initiated by either of the parties hereto so long as the program satisfies the provisions of this Agreement.

(d) The Committee shall have the power to charge fees for participation in its programs.

(e) The Committee shall insure itself and the parties to this Agreement from loss, liability, and claims arising out of or in any way connected with the performance of this Agreement.

(f) The Committee shall have the power to appoint or employ officers, employees, and agents or to contract for professional services, as may from time to time appear reasonable and appropriate in the exercise of its powers under this Agreement, and shall do all other acts necessary for the exercise of the express common power and for the purpose specified in Section 1 hereof.

The Committee is authorized, in its own name, to do all acts necessary for the exercise of said powers. Notwithstanding the foregoing, the Committee has any additional powers conferred under the Act or under applicable law, insofar as such additional powers may be necessary to accomplish the purposes set forth in Section 1.

4. Membership of Committee. The Committee shall consist of nine (9) members appointed as follows:

(a) The Town Council of the Town of Tiburon shall appoint four (4) members to the Committee, one of whom shall be a member of the Town Council.

(b) The City Council of the City of Belvedere shall appoint four (4) members to the Committee, one of whom shall be a member of the City Council.

(c) A ninth member shall be designated an "at large" member and shall, to the extent possible, be recommended by and a member of the Reed Union School District.

5. Term. The term of office for each member other than Town and City Council members shall be four (4) years. The terms of the members shall be staggered so that no more than four (4) terms expire during any one fiscal year. Members may be reappointed for any number of successive terms at the discretion of the appointing authority.

6. Committee Officers. The Committee shall select a chairperson and vice chairperson whose terms shall run for one (1) year, commencing on the first meeting of the calendar year. The Committee shall hold regular meetings, and special meetings as may be called pursuant to the Bylaws.

7. Bylaws. The Committee shall adopt Bylaws which make provisions for the calling and conduct of meetings, casting of votes, appointment of officers and other matters normally contained in Bylaws, all to be consistent with the Ralph M. Brown Act (Section 54900, et al. of the Government Code) and all other applicable state statutes.

8. Debts, Liabilities and Obligations. No debt, liability or obligation of the Committee shall be a debt, liability or obligation of either Tiburon or Belvedere.

9. Treasurer and Controller. Pursuant to the provisions of Government Code Section 6505.6, the Treasurer of the Committee shall be an officer or an employee of the Committee. The Treasurer shall receive and have custody of all monies of the Committee, shall be

responsible for the safekeeping and disbursement of all such monies and shall pay all sums due when appropriately presented to the Committee. All withdrawals from the Committee's bank accounts shall be made by check, credit card or online bank transfer approved by an officer or an employee approved by the Committee by resolution. Pursuant to this section, the Treasurer shall cause an independent audit to be made by a certified public accountant, or public accountant in compliance with Section 6505.5.

10. Independent Contractors. The Committee may, within its discretion, contract with independent consultants or individuals to perform administrative and/or operational functions of the Committee. Before entering into any contract with such independent consultants or individuals, the Committee shall have the form of contract to be executed approved by Tiburon and Belvedere. The Committee may in its discretion require independent contractors to provide liability insurance in appropriate amounts.

11. Office Space and Service. The Committee shall pay for services rendered to or on behalf of it or for space or facilities provided to it by the parties at the parties' cost or for that compensation which is agreed to by the Committee and the party rendering the service or providing the space, or facility, whichever is less.

12. Budget. The Committee shall prepare an annual budget using a March 1 through February 28 fiscal year, and to the extent practical said budget shall be submitted to the parties for approval at least thirty (30) days prior to the beginning of the fiscal year.

13. Liability of Committee and Committee Members Employees and Independent Contractors. During the term of this Agreement, the Committee will be responsible for the defense and indemnity of any claims arising on account of bodily injury, including death therefrom or property damage suffered or alleged to be suffered by any person or persons whomsoever, resulting directly or indirectly from any act or activity of the Committee, and its members, employees or independent contractors if said act or activities occurs in the course of representing the Committee or performing the duties of the Committee. This protection shall also include the costs of defending any such Committee member, employee, or independent contractor. Notwithstanding the above, the Committee may in its discretion require independent contractors to indemnify, defend and hold harmless the Committee and the parties to this Agreement.

14. Assumption of Liability of Committee. Pursuant to Government Code section 895.4, the parties agree that the Committee shall be solely liable for any damages or liabilities arising out of the performance of this Agreement and shall indemnify, defend and hold harmless Tiburon and Belvedere.

15. Obligations of Committee. Obligations that both Belvedere and Tiburon agree to fund shall be shared as follows (to be periodically revised to reflect the ratio between the populations of the parties hereto):

Belvedere: 20%

Tiburon: 80%,

16. Term: Termination. This Agreement shall be for an indefinite term, and may be terminated only by at least sixty (60) days written notice by either party to the other party.

17. Disposition of Assets Upon Termination. While this Agreement is in effect, all property and monies received by the Committee shall be held by the Committee. If this Agreement is terminated as provided for in paragraph 16, all property, both real and personal, shall be disposed of as agreed upon by the parties. All cash on hand at the termination of this agreement shall be returned to the parties in the following ratio:

Belvedere: 20%

Tiburon: 80%

18. Entire Agreement. This document constitutes the entire agreement between the parties as to the subject matter thereof, and may be altered or amended only by an instrument in writing duly executed by both parties.

19. Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors to the parties hereto.

20. Modification or Suspension. In the event State or Federal laws or regulations, enacted after the effective date of this Agreement, prevent or preclude compliance with one or more provisions herein, such provisions shall be modified or suspended as may be necessary to comply with such laws or regulations.

21. Notice Pursuant to Government Code 66503.5. Within 30 days after the execution of this Agreement, the Committee shall cause a notice of the Agreement to be prepared and filed with the office of the Secretary of State, as required by California Government Code 6503.5.

22. Effective Date: Prior Agreement: Severability. This Agreement shall become effective on the first day of the month immediately following adoption of this Agreement by the governing bodies of Belvedere and Tiburon. Upon the effective date hereof, this Agreement shall supersede and replace the prior Joint Powers Agreements, dated June 23, 1975, April 11, 1983, and September 1, 1992, October 4, 1995, October 8, 2001, and June 12, 2012.

I do hereby certify that the foregoing Amended and Restated Agreement for Joint Exercise of Powers was approved by the Town Council of the Town of Tiburon on July ___, 2016.

_____

MAYOR, Town of Tiburon

_____

TOWN CLERK, Town of Tiburon

(Seal)

I do hereby certify that the foregoing Amended and Restated Joint Powers Agreement was approved by the City Council of the City of Belvedere on July 11, 2016

_____

MAYOR, City of Belvedere

(Seal)

_____

CITY CLERK, City of Belvedere

2012

AMENDMENT TO THE JOINT POWERS AGREEMENT ESTABLISHING THE BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

Executed in counterparts, attached.

AMENDMENT TO THE JOINT POWERS AGREEMENT ESTABLISHING THE BELVDERE-TIBURON JOINT RECREATION COMMITTEE

This Agreement to amend the Joint Powers Agreement that established the Belvedere-Tiburon Joint Recreation Committee ("Agreement") is entered into by the Town of Tiburon (the "Town") and the City of Belvedere (the "City"), together the "Parties", on this 12th day of June, 2012.

Recitals

1. WHEREAS, the Town and the City created the Belvedere-Tiburon Joint Recreation Committee ("BTJR") pursuant to a Joint Powers Agreement ("JPA") executed in June of 1975 and most recently amended on October 8, 2001. The BTJR's governing board is referenced in the JPA as the "Committee."

2. WHEREAS, the JPA provides for the Council of each party to appoint three members to the Committee and the BTJR's bylaws further provide that each Council shall designate one of their respective members to act as a liaison to the Committee.

3. WHEREAS, Town and the City wish to amend the JPA and bylaws to provide that, instead of appointing liaisons pursuant to the bylaws, the Council of each party shall appoint one of its members to the Committee.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the City and the Town agree as herein set forth:

Agreement

1. Section 4 is hereby amended to provide as follows:

> 4. Membership of Committee. The Committee shall consist of nine (9) members appointed as follows:
>
> (a) The Town Council of the Town of Tiburon shall appoint four (4) members to the Committee, one of whom shall be a member of the Town Council.
> (b) The City Council of the City of Belvedere shall appoint four (4) members to the Committee, one of whom shall be a member of the City Council.
> (c) A ninth member shall be designated an "at large" member and shall, to the extent possible, be recommended by and a member of the Reed Union School District. The appointment of the at large member shall be approved by the parties to this Agreement.

2. Except as expressly amended by this Amendment, the JPA shall remain in full force and effect.

TOWN OF TIBURON

James Fraser
Mayor

Dated: 6/12/12

CITY OF BELVEDERE

Gerald Butler
Mayor

Dated: _____

APPROVED AS TO FORM:

By _____
Ann R. Danforth, Esq.
Town Attorney, Town of Tiburon

Dated: 6/12/12

By _____
Robert Epstein, Esq.
City Attorney, City of Belvedere

Dated: _____

ATTEST:

DIANE CRANE IACOPI
TIBURON TOWN CLERK

ATTEST:

_____
LESLIE CARPENTIERS
BELVEDERE CITY CLERK

AMENDMENT TO THE JOINT POWERS AGREEMENT ESTABLISHING THE BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

This Agreement to amend the Joint Powers Agreement that established the Belvedere-Tiburon Joint Recreation Committee ("Agreement") is entered into by the Town of Tiburon (the "Town") and the City of Belvedere (the "City"), together the "Parties", on this 12th day of June, 2012.

Recitals

1. WHEREAS, the Town and the City created the Belvedere-Tiburon Joint Recreation Committee ("BTJR") pursuant to a Joint Powers Agreement ("JPA") executed in June of 1975 and most recently amended on October 8, 2001. The BTJR's governing board is referenced in the JPA as the "Committee."

2. WHEREAS, the JPA provides for the Council of each party to appoint three members to the Committee and the BTJR's bylaws further provide that each Council shall designate one of their respective members to act as a liaison to the Committee.

3. WHEREAS, Town and the City wish to amend the JPA and bylaws to provide that, instead of appointing liaisons pursuant to the bylaws, the Council of each party shall appoint one of its members to the Committee.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the City and the Town agree as herein set forth:

Agreement

1. Section 4 is hereby amended to provide as follows:

> 4. Membership of Committee. The Committee shall consist of nine (9) members appointed as follows:
>
> (a) The Town Council of the Town of Tiburon shall appoint three (4) members to the Committee, one of whom shall be a member of the Town Council.
> (b) The City Council of the City of Belvedere shall appoint three (4) members to the Committee, one of whom shall be a member of the City Council.
> (c) A ninth member shall be designated an "at large" member and shall, to the extent possible, be recommended by and a member of the Reed Union School District. The appointment of the at large member shall be approved by the parties to this Agreement.

2. Except as expressly amended by this Amendment, the JPA shall remain in full force and effect.

TOWN OF TIBURON

_____ Dated: _____

James Fraser
Mayor

CITY OF BELVEDERE

_____ Dated: June 11, 2012

Gerald Butler
Mayor

APPROVED AS TO FORM:

By_____ Dated: _____

Ann R. Danforth, Esq.
Town Attorney, Town of Tiburon

By_____ Dated: June 11, 2012

Robert Epstein, Esq.
City Attorney, City of Belvedere

ATTEST:

_____

Diane Crane Iacopi
Tiburon Town Clerk

ATTEST:

Leslie Carpentiers

Leslie Carpentiers
Belvedere City Clerk

COPY
2001

AMENDED AND RESTATED JOINT POWERS AGREEMENT FOR BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

This Agreement made and entered into this October 8th 2001, by and between the City of Belvedere (hereinafter "Belvedere") and the Town of Tiburon (hereinafter "Tiburon") and pursuant to the provisions of Government Code Section 6500, et seq. relating to joint exercise of powers.

RECITALS

That in June, 1975, Belvedere and Tiburon entered into a Joint Powers Agreement which established the Belvedere/Tiburon Joint Recreation Committee (hereinafter "Committee").

B. Since that time the Committee has functioned pursuant to the original Agreement as amended in April 1983, September 1, 1992, and October 4, 1995.

C. The parties now wish to again amend and restate the Agreement in its entirety **to approve a bi-monthly meeting schedule for the Belvedere-Tiburon Recreation Committee.**

NOW, THEREFORE, the parties hereto do agree as follows:

1. Purpose of Agreement. This Joint Powers Agreement (hereinafter "Agreement") is entered into for the purpose of establishing a Recreation Committee to formulate, administer and operate recreation and education programs and facilities for the residents of Belvedere and Tiburon.

2. Administering Agency. Pursuant to California Government Code Section 6500 et seq., there is hereby created a public entity to administer and execute this Agreement. This agency shall be known as the Belvedere/Tiburon Joint Recreation Committee (hereinafter the "Committee").

3. Powers of Committee. The Committee shall take all such steps as it deems advisable and appropriate in its discretion to do the following:

(a) Initiate, plan, coordinate, maintain and operate recreation and education programs for the primary benefit of residents of Belvedere and Tiburon.

(b) Administer and operate those recreation facilities designated by the parties, such as tennis courts, playing fields, community center and other-such facilities.

(c) In addition to programs initiated by the Committee, additional programs may be initiated by either of the parties hereto so long as the program satisfies the provisions of this Agreement.

(d) The Committee shall have the power to charge fees for participation in its programs.

(e) The Committee shall have the power to appoint or employ officers, employees, and agents or to contract for professional services, as may from time to time appear reasonable and appropriate in the exercise of its powers under this Agreement, and shall do all other acts necessary for the exercise of the express common power and for the purpose specified in Section 1 hereof.

4. Membership of Committee. The Committee shall consist of seven (7) members appointed as follows:

(a) The Town Council of the Town of Tiburon shall appoint three (3) members to the Committee;

(b) The City Council of the City of Belvedere shall appoint three (3) members to the Committee;

(c) A seventh member shall be designated an "at large" member and shall, to the extent possible, be recommended by and be a member of the Reed Union School District; The appointment of the at large member shall be approved by the parties hereto.

(d) Each member shall be subject to removal and replacement at the pleasure of the appointing government body(ies).

5. Term. The term of office for each member shall be two (2) years. The terms of the members shall be staggered so that no more than four (4) terms expire during any one fiscal year. Members may be reappointed for any number of successive terms at the discretion of the appointing authority.

6. Committee Officers. The Committee shall select a chairperson and vice chairperson whose terms shall run for one (1) year, commencing on the first meeting of the calendar year. The Committee shall hold regular meetings, and special meetings as may be called pursuant to the Bylaws.

7. Bylaws. The Committee shall adopt Bylaws which make provisions for the calling and conduct of meetings, casting of votes, appointment of officers and other matters normally contained in Bylaws, all to be consistent with the Ralph M. Brown Act (Section 54900, et ~9. of the Government Code) and all other applicable state statutes.

8. Financial Responsibility. The parties hereto shall be responsible for all obligations incurred by the Committee in the exercise of its powers. The parties shall share the financial responsibility as follows (to be periodically revised to reflect the ratio between the populations between the parties hereto):

Belvedere:	25%
Tiburon:	75%

9. Treasurer and Controller. Pursuant to the provisions of Government Code Section 6505.6, the Treasurer of the Committee shall be an officer or an employee of the Committee. The Treasurer shall receive and have custody of all monies of the Committee, shall be responsible for the safekeeping and disbursement of all such monies and shall pay all sums due when appropriately presented to the Committee. All withdrawals from the Committee's bank accounts shall be made by check approved by an officer or an employee approved by the Committee by resolution. Pursuant to this section, the Treasurer shall cause an independent audit to be made by a certified public accountant, or public accountant in compliance with Section 6505.5. The Treasurer shall obtain a public official surety bond. The premium for this bond shall be paid by the Committee.

10. Independent Contractors The Committee may, within its discretion, contract with independent consultants or individuals to perform administrative and/or operational functions of the Committee. Before entering into any contract with such independent consultants or individuals, the Committee shall have the form of contract to be executed approved by Tiburon and Belvedere. The Committee may in its discretion require independent contractors to provide liability insurance in appropriate amounts.

11. Office Space and Service. The Committee shall pay for services rendered to or on behalf of it or for space or facilities provided to it by the parties at the parties' cost or for that compensation which is agreed to by the Committee and the party rendering the service or providing the space, or facility, whichever is less.

12. Supervision of Committee. Each of the parties hero shall designate one member of its governing body to serve as an advisor and liaison between the Committee and the parties. If emergencies arise which must be dealt with by the parties prior to a scheduled meeting of the governing bodies of the parties, the Committee shall immediately contact the advisors and their decision shall be final.

13 Budget. The Committee shall prepare an annual budget using a March 1 through February 28 fiscal year, and to the extent practical said budget shall be submitted to the parties for approval at least sixty (60) days prior to the beginning of the fiscal year.

14. Liability of Committee and Committee Members. Employees and Independent Contractors. During the term of this Agreement, the parties agree to be liable for damages on account of bodily injury, including death there from or property damage suffered or alleged to be suffered by any person or persons whomsoever, resulting directly or indirectly from any act or activity of the Committee, and its members, employees or independent contractors if said act or activities occurs in the course of representing the Committee or performing the duties of the Committee. This protection shall also include the costs of defending any such Committee member, employee, or independent contractor. Notwithstanding the above, the Committee may in its discretion require independent contractors to indemnify, defend and hold harmless the Committee and the parties to this agreement. Any liability incurred shall be shared as follows (to be periodically revised to reflect the ratio between the populations of the parties hereto):

Belvedere: 25 %
Tiburon: 75%

15. Liability for Obligations of Committee. The parties shall be liable for the debts and obligations of the Committee as follows (to be periodically revised to reflect the ratio between the populations of the parties hereto):

Belvedere: 25 %
Tiburon: 75%

16. Term: Termination. This Agreement shall be for an indefinite term, and may be terminated only by at least sixty (60) days written notice by either party to the other party.

17. Disposition of Assets Upon Termination. While this Agreement is in effect, all property and monies received by the Committee shall be held by the Committee. If this Agreement is terminated as provided for in paragraph 16, all property, both real and personal, shall be disposed of as agreed upon by the parties. All cash on hand at the termination of this agreement shall be returned to the parties in the following ratio:

Belvedere: 25 %
Tiburon: 75%

18. Entire Agreement. This document constitutes the entire agreement between the parties as to the subject matter thereof, and may be altered or amended only by an instrument in writing duly executed by both parties.

19. Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors to the parties hereto.

20. Modification or Suspension. In the event State or Federal laws or regulations, enacted after the effective date of this Agreement, prevent or preclude compliance with one or more provisions herein, such provisions shall be modified or suspended as may be necessary to comply with such laws or regulations.

21. Notice Pursuant to Government Code 66503.5. Within 30 days after the execution of this Agreement, the Committee shall cause a notice of the Agreement to be prepared and filed with the office of the Secretary of State, as required by California Government Code 6503.5.

22. Effective Date: Prior Agreement: Severability. This Agreement shall become effective on the first day of the month immediately following adoption of this Agreement by the governing bodies of Belvedere and Tiburon. Upon the effective date hereof, this Agreement shall supersede and replace the prior Joint Powers Agreements, dated June 23, 1975, April 11, 1983, and September 1, 1992 and October 4, 1995.

I do hereby certify that the foregoing Amended and Restated Agreement for Joint Exercise of Powers was approved by the Town Council of the Town of Tiburon on ~~September 19, 2001.~~ October 3, 2001.

MAYOR, Town of Tiburon
ANDREW THOMPSON

TOWN CLERK, Town of Tiburon
DIANE CRANE IACOPI

(Seal)

I do hereby certify that the foregoing Amended and Restated Joint Powers Agreement was approved by the City Council of the City of Belvedere on October 8, 2001

CITY OF BELVEDERE INCORPORATED DECEMBER 19, 1896 CALIFORNIA

MAYOR, City of Belvedere

(Seal)

TOWN CLERK, City of Belvedere

BYLAWS

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

ARTICLE I

OFFICES

PRINCIPAL OFFICE. The Board shall fix the location of the principal office of the committee at any place within the city or town limits of Belvedere or Tiburon.

ARTICLE II

SECTION 1 - Number of Members

The Committee shall consist of seven (7) members, three of whom shall be appointed by the Town or Tiburon, three of whom shall be appointed by the City of Belvedere, and a seventh member shall be designated an "at large" member and shall, to the extent possible, be recommended by and be a member of the Reed Union School District Board of Trustees. The appointment of the At Large Member shall be approved by the governing bodies of Belvedere and Tiburon.

SECTION 2 - Removal of Members

Each member shall be subject to removal and replacement at the pleasure of the appointing government body(ies).

SECTION 3 - Term

The terms of office for each member shall be two (2) years. The terms of the members shall be staggered so that no more than four (4) terms expire during any one fiscal year. Members may be reappointed for any number of successive terms at the discretion of the appointing authority.

ARTICLE III

MEETINGS

SECTION 1- Place of Meetings

Meetings of the Committee may be held at any place within the County of Marin designated by the Chairman of the Committee. In the absence of any such designation, all Committee meetings shall be held at the principal office of the Committee.

SECTION 2 - Regular Meetings

Regular meetings of the Committee shall be held bi-monthly on the 3rd Monday of the month at 7:30 p.m.

SECTION 3 - Special Meetings

Special meetings of the Committee may be called by the Chairman or by a majority of members of the Committee. Written notice of the time and place of any such special meeting shall be delivered personally or by mail to each member of the Committee and to each local newspaper of general circulation, or radio or television station requesting notice in writing. This written notice must be received at least 24 hours before the specified time of the meeting. The notice shall specify the business to be transacted and no other business shall be considered by the Committee. The notice required by this section may be dispensed with as to any member who files a written waiver of the requirement with the Director.

SECTION 4 - Quorum

A majority of the authorized number of members shall constitute a quorum for the transaction of business, except to adjourn as provided in Section V of this Article. Every act or decision done or made by a majority of the members present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Committee. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members. if any action taken is approved by at least a majority of the required quorum for that meeting.

SECTION 5 - Adjournment

A majority of the members present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

SECTION 6 - Notice or Adjournment

Notice of the time and place of holding of an adjourned meeting need not be given, unless the meeting is adjourned for-more than 24 hours, in which case notice of the time and place shall be given before the time of the adjourned meeting, in the manner specified in Section III of this Article.

SECTION 7 - Compensation of Members

Members of the Committee shall not be compensated for their services, but the Committee in its discretion may reimburse members of actual expenses incurred in carrying out Committee business.

SECTION 8 - Minutes

The Chairman shall arrange to have Minutes taken at all meetings of the Committee. The Minutes for each meeting shall be transcribed and approved by the Committee, with any changes added by members, at its next regular meeting.

ARTICLE IV

SECTION 1- Officers

The officers of the Committee shall be a Chairman and a Vice Chairman, which offices shall be held by members of the Committee. The offices shall not be held by the same person.

SECTION 2 - Election of Officers

The Officers of the Committee shall be chosen by the committee to serve for a term of one (1) year. Elections shall take place at the regular meeting of the Committee held in November and the terms of the Officers shall commence as of the date of the first regular meeting in January. Officers may be re-elected for any number of successive terms.

SECTION 3 - Subordinate Officers

The Committee may appoint, and may empower the Chairman to appoint, such other Officers as the business of the Committee may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in the Bylaws or as the Committee may from time to time determine.

SECTION 4 - Removal and Resignation of Officers

Any officer may be removed, either with or without cause, by the Committee, at any regular or special meeting of the committee, or except in case of an Officer chosen by the Committee, by any Officer upon whom such power of removal may be conferred by the Committee.

Any Officer may resign at any time by giving written notice to the Committee. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the Committee under any contract to which the Officer is a party.

SECTION 5 - Vacancies in Offices

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office.

SECTION- 6 - Chairman of the Committee

The Chairman of the Committee shall preside at meetings of the Committee and exercise and perform such other powers and duties as may from time to time be assigned to him or her by the committee or prescribed by the Bylaws. The Chairman shall be the Chief Executive Officer of the Committee and shall, subject to the control of the Committee, have general supervision, direction, and control of the Committee's activities, staff and the Officers of the Committee.

SECTION- 7 - Vice-Chairman

In the absence or disability of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman, and when so acting shall have all the powers of, and be subject to all of the restrictions upon the Chairman. The Vice-Chairman shall have such other power and perform such other duties as from time to time prescribed for them respectively by the Committee or by the Bylaws, and the Chairman.

SECTION- 8 - Treasurer and Controller

Pursuant to the provisions of Government Code Section 6505.6 the Treasurer of the Committee shall be the Executive Director of the Committee. The Treasurer shall receive and have custody of all monies of the Committee, shall be responsible for the safekeeping and disbursement of all such monies and shall pay all sums due when appropriately presented to the Committee. Pursuant to this section, the Treasurer shall cause an independent audit to be made by a certified public accountant, or public accountant in compliance with Government Code Section 6505.5. All withdrawals from the Committee's bank accounts shall be made by check approved by an officer or an employee approved by the Committee and said check shall be drawn on an account or accounts established in the name of the Committee at a bank or other financial institution designated by the Treasurer of the Committee. The Treasurer shall obtain a public official surety bond. The premium for this bond shall be paid by the Committee.

ARTICLE V

COMMITTEES

SECTION 1- Committees of Members

The Committee may by resolution adopted by a majority of the authorized number of members, designate one or more Sub-Committees, each consisting of two or more members. to serve at the pleasure of the Committee. Sub-Committees shall meet in accordance with the provisions of these Bylaws and the Brown Act.

ARTICLE VI

RECORDS AND REPORTS

SECTION 1- Maintenance and Inspection of Committee Records

The accounting books and records and Minutes of proceedings of the Committee and any Sub-Committee shall be kept at the principal office of the Committee. The Minutes shall be kept in written form and the accounting books and records shall be kept either in written form or any other form capable of being converted into written form. The Minutes and accounting books and records shall be open to inspection upon the written demand of any member at any reasonable time during usual business hours. The inspection may be made in person or by an agent of a member, and shall include the right to copy any such records. Copies of all minutes shall be forwarded to the members and to the City of Belvedere and Town of Tiburon.

SECTION - 2 - Financial Statements

Financial Statements shall be prepared monthly prior to the regular meeting of the Committee. The monthly financial statements shall set forth the financial activity for the time period two months preceding the month in which the regular meeting is held and shall include a summary of financial activity for the fiscal year to date plus a balance sheet setting forth to the extent practicable the financial status of the Committee as of the last day two months prior to the regular meeting. Copies of all financial information shall be forwarded to the members prior to the regular meeting and to the City of Belvedere and Town of Tiburon.

SECTION -3- - Annual Budget

The Committee shall prepare an annual budget using a March 1 - February 28 fiscal year. The budget shall, to the extent practical, be completed and submitted to the City of Belvedere and Town of Tiburon for approval at least sixty (60) days prior to the beginning of each fiscal year.

ARTICLE VII

AMENDMENTS

SECTION 1 - Amendment by Committee

New Bylaws may be adopted or these Bylaws may be amended or repealed by the vote or written consent of a majority of the members of the Committee.

ARTICLE VIII

EMPLOYEES

SECTION 1- Hiring Staff

The Committee may, within it's discretion, hire employees or contract with independent consultants or individuals to perform administrative or operational functions of the Committee. Prior to entering into any contract with an independent consultant or individual, the Committee shall have the form of contract to be executed approved by the City of Belvedere and Town of Tiburon.

SECTION 2 - Executive Director/Treasurer

The Committee shall hire an Executive Director who shall act as Treasurer and be in charge of the day-to-day operation of the Committee's activities and its programs, committee staff, budgeting and planning. The executive Director shall report to the Chairman of the Committee.

SECTION 3 - Review of Performance

The Chairman of the Committee shall review the performance of Committee employees and shall report regularly to the Committee on said performance. Employees' salaries shall be set by the Committee.

ARTICLE IX

CO-ORDINATION WITH BELVEDERE-TIBURON

SECTION 1- City/Town Managers

The Executive Director shall periodically review operations with the Belvedere City Manager and Tiburon Town Manager.

SECTION 2 - Reports to City/Town Councils

At least once annually in the third quarter of the fiscal year), the Chairman and Executive Director shall give an oral report to the Belvedere City Council and the Tiburon Town Council on the status of the Committee.

SECTION 3 - City/Town Council Liaisons

Belvedere and Tiburon will designate a member of each Council as a liaison to the Committee. At the discretion of the Chairman, the Committee may contact the respective liaisons should an issue arise which the Chairman believes should be brought to the attention of the City/Town Councils.

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 3, 2016
Agenda Item: CC-3(a)

STAFF REPORT

To: **Mayor and Members of Town Council**

From: **Town Manager**

Subject: **Consideration to Approve the Town's Response to the Marin County Grand Jury's Report, The 911 First Responder Referral Program**

Reviewed By: LC.

BACKGROUND

On June 9, 2016, the Marin County Grand Jury issued a report called *The 911 First Responder Referral Program: More than a Band-Aid for Seniors*. The report reviews the referral program implemented by the San Rafael Fire Department that empowers emergency first responders to provide a referral to senior citizens with repeated calls to the Aging and Adult Services Information and Assistance Program with the County of Marin. The report seeks the Town to respond to one Recommendation. The response must conform to the format required by Penal Code section 933.05.

The Town drafted a written response to the Grand Jury Report which is attached hereto for the Town Council's review.

RECOMMENDATION

Staff recommends that the Town Council review and approve the attached response to the Marin County Civil Grand Jury Report, *The 911 First Responder Referral Program: More than a Band-Aid for Seniors*.

EXHIBITS

- Draft Response to Grand Jury
- Grand Jury Report

Prepared By: Benjamin Stock, Town Attorney

RESPONSE TO GRAND JURY REPORT FORM
Town of Tiburon

Report Title: The 911 First Responder Referral Program

Report Date: June 9, 2016

Public Release: June 16, 2016

Response By: Greg Chanis

FINDINGS

- We agree with the findings numbered: _____
- We disagree wholly or partially with the findings numbered: _____

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.
- Recommendations numbered R3 have not yet been implemented, but will be implemented prior to December 1, 2016.
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

Date: _____ Signed: _____
GREG CHANIS, TOWN MANAGER

Number of Pages Attached: 1

August 4, 2016

The Honorable Kelly V. Simmons
Judge of the Marin County Superior Court
Post Office Box 4988
San Rafael, CA 94913-4988

Mr. John Mann, Foreperson
Marin County Grand Jury
3501 Civic Center Drive, Room 275
San Rafael, CA 94903

Re: Response to Grand Jury Report
The 911 First Responder Referral Program

Dear Honorable Judge Simmons and Mr. Mann:

This letter explains in detail the Town of Tiburon, including the Tiburon Police Department's, response to the Grand Jury Report dated June 9, 2016. The Report directs the Town to respond to Recommendation No. 3. The Findings involve conclusions of fact that the Town has little or no independent basis to evaluate. In responding to the Recommendation, the Town assumes that the information in the Report is correct and relies on that information.

RECOMMENDATIONS

Recommendation 3: *Marin County police chiefs and Sheriff should have their patrol officers/deputies attend the "911 First Responder Referral Program" training.*

Town's Response to Recommendation 3: This recommendation has not yet been implemented, but will be implemented prior to December 1, 2016.

The Tiburon Town Council reviewed and approved this response on August 3, 2016, at a duly noticed and agendized public meeting. If you have further questions on this matter, please do not hesitate to call.

Very truly yours,

GREG CHANIS
Town Manager

cc: Town Council
Town Attorney

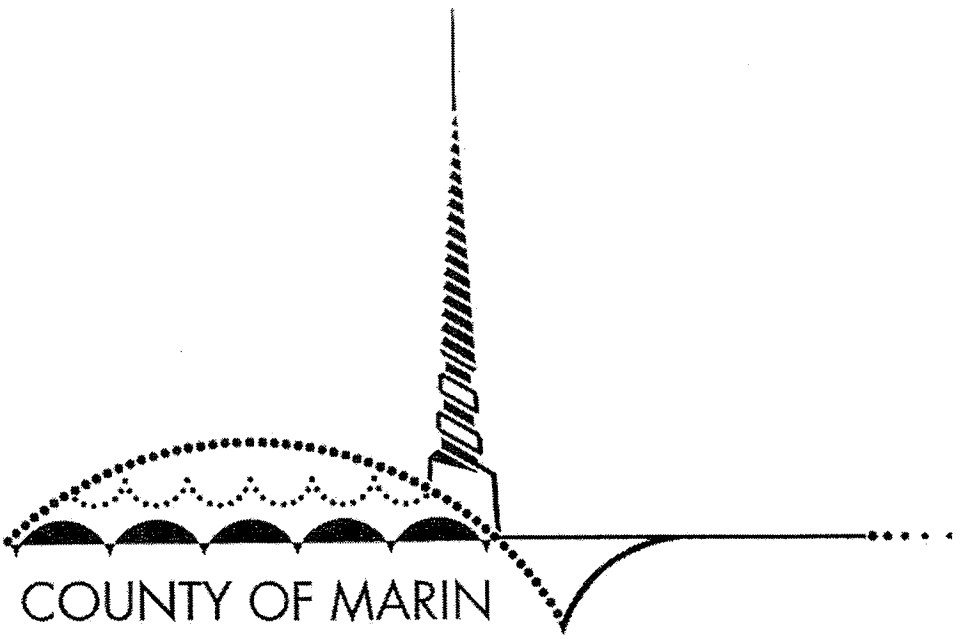
2015/2016 MARIN COUNTY CIVIL GRAND JURY

The 911 First Responder Referral Program

More Than a Band-Aid® For Seniors

Report Date: June 9, 2016

Public Release Date: June 16, 2016



The 911 First Responder Referral Program

More Than a Band-Aid® For Seniors

SUMMARY

9-1-1: … *Okay, tell me exactly what's happened.* [actual call]
Caller: *My mother, who's 81, has fallen and kind of collapsed.*
9-1-1: *Are you with her now?*
Caller: *She's laying on the floor now and I'm walking towards her now.*
9-1-1: *Is she awake and breathing?*
Caller: *Yes, she's awake and breathing.*
9-1-1: *And when did this happen?*
Caller: *Moments ago. Maybe five minutes.*
9-1-1: *And do you know what caused the fall?*
Caller: *We don't. She was leaning against the wall when my father walked in the room.*

Imagine you are a frail senior citizen living alone and finding it difficult to manage your daily chores and stay independent. Suddenly, you find yourself on the floor, a little banged up and unable to get up. What would you do? You would likely call 9-1-1 for help.

Most Marin County citizens have probably never needed to call 9-1-1 to report a medical emergency. But if they did, within a few minutes they would likely see a fire engine and ambulance arriving at their location and know that they would be in good hands.

When an emergency first responder (paramedic, firefighter, or police officer) arrives on scene, after they treat the patient, there are two alternatives: 1) transport the patient to a nearby hospital or 2) leave the patient at the scene. With an aging senior population, responders frequently find themselves returning to the same patients. While they are eager to address the immediate problem, they are unable to address the underlying issue: poor balance, poor diet, dementia, Alzheimer's or other memory-related disease, etc.

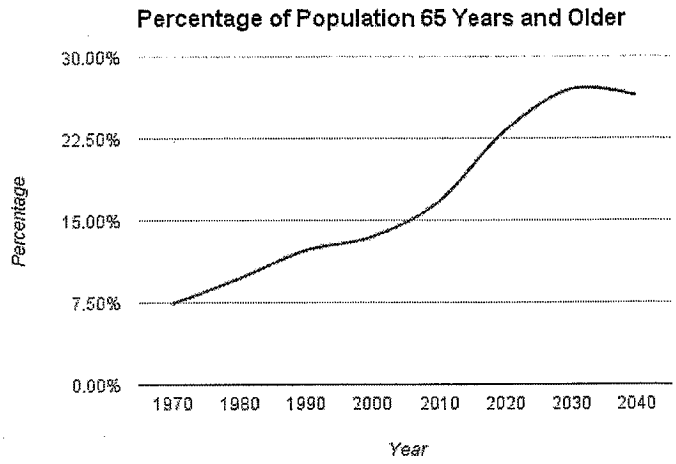
The *911 First Responder Referral Program* was launched by the San Rafael Fire Department in 2014 to empower emergency first responders to provide a referral, with the patient's consent, to Aging and Adult Services *Information and Assistance Program* (part of Marin County's Health & Human Services). If the patient doesn't want the referral at that time, the responder leaves information behind so the patient and caregivers can learn more about available programs and contact *Information and Assistance* when he or she is ready.

This report describes how the *911 First Responder Referral Program* can be a win-win-win for Marin County:

- **Senior citizens**' quality of life may improve by obtaining assistance in helping to manage their long-term issues.
- **Marin County**'s Health & Human Services has an opportunity to intervene earlier to improve the client's health and wellness.
- **Emergency first responders** receive fewer 9-1-1 calls.

BACKGROUND

The percentage of Marin County residents who are at least 65 years old (*senior citizens*) has been growing steadily for decades and is estimated to continue to grow for at least another decade[1]:



Many chronic health issues afflict senior citizens[2]: heart disease, hypertension, stroke, emphysema, asthma, chronic bronchitis, cancer, diabetes and arthritis. Having one or more of these health problems increases the chances of falling[3]. According to the U.S. Centers for Disease Control and Prevention[4]:

- One-third of Americans aged 65+ fall each year.
- Every 13 seconds, an older adult is treated in the emergency room for a fall; every 20 minutes an older adult dies from a fall.
- Falls are the leading cause of fatal injury and the most common cause of nonfatal trauma-related hospital admissions among older adults.
- Falls result in more than 2.5 million injuries treated in emergency departments annually, including over 734,000 hospitalizations and more than 21,700 deaths.
- In 2013, the total cost of fall injuries was $34 billion.
- The financial toll for older adult falls is expected to increase as the population ages and may reach $67.7 billion by 2020.

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[1] http://www.bayareacensus.ca.gov/counties/MarinCounty.htm and California Department of Finance: Report P-1 (Age): State and County Population Projections by Major Age Groups, 2010-2060 (by decade) (http://www.dof.ca.gov/research/demographic/reports/projections/P-1/)

[2] Federal Interagency Forum on Aging-Related Statistics, *Older Americans 2012: Key Indicators of Well-Being* http://agingstats.gov/agingstatsdotnet/Main_Site/Data/2012_Documents/Docs/EntireChartbook.pdf

[3] http://www.healthinaging.org/aging-and-health-a-to-z/topic:falls/info:causes-and-symptoms/

[4] http://www.cdc.gov/homeandrecreationalsafety/falls/adultfalls.html and https://www.ncoa.org/resources/falls-prevention-fact-sheet/

Besides the previously mentioned chronic health issues, senior citizens are increasingly affected by Alzheimer's disease[5]:

- One in nine people age 65 and older has Alzheimer's disease.
- It is the fifth leading cause of death for those age 65 and older.
- In 2015, approximately 473,000 people age 65 or older will develop Alzheimer's disease in the United States.
- Between 2000 and 2013, deaths attributed to Alzheimer's disease increased 71 percent.

With the growth of the elderly population emergency medical providers throughout the United States have developed a number of programs that address their common health challenges:

- In 2002, the City of Berkeley (California) launched *The Senior Injury Prevention Program*[6], a collaboration between Berkeley's Fire Department, Health & Human Services, and the Division of Aging. While Alameda County's *Senior Injury Prevention Project*[7] actively educates people in senior centers, the City of Berkeley wanted to support their fire departments, who could do more with frequent "elderly lift assist" calls. With over 13,000 senior citizens, emergency first responders currently refer 4-5 seniors/month to the Aging Services Division for follow-up case management services.

- In 2003, Hawaii's State Department of Health, Injury Prevention and Control Section started working with community partners to prevent falls among senior citizens[8] and developed a *Hawaii Falls Prevention State Plan*[9]. Concerned that the increasing volume of fall-related injuries being treated by emergency healthcare providers will threaten Hawaii's healthcare system, they have convened a number of Hawaii Fall Prevention Conferences.

- In 2007, Satellite Beach[10] (Florida) started offering fall-prevention fairs and providing 90-minute free in-home risk assessments. After conducting approximately 100 home inspections, emergency first responders have seen a 7% drop in falls with injuries and hip fracture-related incidents were reduced by 37%[11].

- In 2010, San Diego[12] (California) implemented an electronic system for paramedics to provide medical case manager referrals for "vulnerable patients". Using a combination of 9-1-1 and 2-1-1, these patients are able to access (free or low cost) community services to obtain help for finding food, housing and other senior services. As a result, connecting seniors to services within the community reduced the 9-1-1 system call volume. *2-1-1 San*

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[5] https://www.alz.org/facts/downloads/facts_figures_2015.pdf

[6] http://www.ci.berkeley.ca.us/Health_Human_Services/Division_on_Aging/Senior_Companion_Caregiver_and_Injury_Prevention_Programs.aspx

[7] http://stopfalls.org/advocacy/success-stories/alameda-county-senior-injury-prevention-project/

[8] http://health.hawaii.gov/injuryprevention/files/2013/09/HIPP-2012-2017-Falls-Prevention-671KB.pdf

[9] https://www.hawaiiadrc.org/Portals/_AgencySite/2013Falls.pdf

[10] http://www.satellitebeachfire.com/#!fall-prevention/c11m6

[11] Statistics provided by Satellite Beach Fire Rescue (Florida)

[12] http://www.jems.com/articles/print/volume-41/issue-2/features/how-san-diego-ems-integrated-system-wide-conditional-social-referrals-in-epcrs.html

Diego[13] also offers a free *Are You OK?* automated daily phone call as a senior safety check.

- In 2013, Delaware County (Ohio) launched the *First in Response To Seniors*[14] (FIRST) program. Their initial challenge was establishing clear internal communication among the various team members: first responders, service coordinators, directors and legal representatives. A grant from local Area Agency on Aging[15] covers 85% of the cost of the program. Of the 477 referrals in 2015, eight individuals were enrolled in a Community Support Program, and 26 individuals had new services added to their established care plans. Thus, the FIRST program accelerated the establishment and/or addition of much needed services.

- In 2014, Central Mason Fire & EMS[16,17] (Washington State) joined with the Mason County EMS Council to create a *Falls Prevention Program*, which has since expanded to five surrounding Washington counties. Their baseline data showed that senior citizens comprised ⅔ of hospital admissions for falls, and their initial EMS referral program reduced falls by about 10%. They are hoping to reduce falls to a total of 30% using the *Otago Exercise Programme*[18].

- In 2015, police, fire and EMS agencies in Hamburg (New York)[19] began offering free fall prevention safety checks.

The public might not be aware, but most fire departments and fire protection districts in Marin County offer free home safety inspections upon request. In addition to offering inspections to look at all home hazards (structure, vegetation, fall-prevention, etc.), the Novato Fire Protection District offers a *Fall Prevention Program* that addresses several concerns that contribute to elderly falls[20]. Their first responders will soon be distributing a *Tips to Prevent Falls* handout.

Less well known than the emergency 9-1-1 service, the 2-1-1 service offered throughout the United States "connects callers with hundreds of programs to help people find food, housing, health care, senior services, child care, legal aid, volunteer opportunities and much more."[21] Accredited by the Alliance of Information and Referral Systems (AIRS)[22], the United Way of the Bay Area operates the *Bay Area 211* free helpline for five counties[23]. The 2-1-1 service provides resource information from local agencies and it is up to the caller to make contact with any service or agency.

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[13] http://www.211sandiego.org/

[14] http://firehouse-servcoord.org/pages/16

[15] http://www.n4a.org/

[16] Emergency Medical Services (EMS)

[17] http://www.kitsapsun.com/news/local/mason/first-responders-take-new-approach-with-seniors-prone-to-falls-ep-693524697-355196461.html

[18] http://www.acc.co.nz/PRD_EXT_CSMP/groups/external_providers/documents/publications_promotion/prd_ctrb118334.pdf

[19] http://www.twcnews.com/nys/buffalo/news/2015/12/15/fire--police-and-ems-personnel-volunteer-to-offer-fall-prevention-services-to-the-elderly.html

[20] Developed in partnership with Dominican University of California's Department of Occupational Therapy

[21] https://uwba.org/211

[22] http://www.airs.org/i4a/pages/index.cfm?pageID=3376

[23] Service also available at http://211bayarea.org/

METHODOLOGY

In researching this topic, the Grand Jury:

- Investigated similar programs in other states.
- Interviewed Marin fire chiefs to learn how emergency medical services and the *911 First Responder Referral Program* are deployed in their service area.
- Interviewed staff in Marin County Health & Human Services to understand how the County handles these referrals.
- Interviewed United Way of the Bay Area staff who oversee 2-1-1 implementation.

DISCUSSION

In June 2014, the San Rafael Fire Department launched the *911 First Responder Referral Program.* Although emergency first responders observed recurring senior-related issues, they were limited to treating the immediate problem, but could do nothing to prevent its recurrence. The *911 First Responder Referral Program* developed a simple form that is sent to a referral team. The form is provided to the referral team *only if* the senior citizen or adult agrees that such additional aid or assistance is necessary and desired. However, in the early months they were challenged by the limited capacity of the referral team.

In January 2015, Marin County's Aging and Adult Services[24] established the *Information and Assistance Program* (I&A), to provide customized client-centered referral support. Before I&A was launched, people wanting information on County programs would have to navigate a complicated automated phone system. The new program was to provide a higher level of service, a single contact point, and a system for follow through.

Early in 2015, San Rafael Fire Department started working with the *Information and Assistance Program* to streamline the referral process and ensure referral tracking. The resulting collaboration allows first responders to initiate a referral and know that help would be available much sooner.

The *911 First Responder Referral Program* does not change what responders do or how they do it–they simply are given "another tool for their toolbox" to help their patients. The program simplifies the responder's job by using a standardized form and relying on Aging and Adult Services *Information and Assistance Program's* expertise to find the best solutions for the patient. Since Marin County Aging and Adult Services helps both seniors and adults, the *911 First Responder Referral Program* can also refer adults for help, although the majority of medical 9-1-1 callers are senior citizens.

To date, the Fire Department has trained 60 San Rafael Fire Department first responders and 40 San Rafael Police Department patrol officers to recognize elderly patients with age-related problems and connect them with community resources these patients might not be aware of.

[24] http://aging.livelonglivewellmarin.org/

The Process

When someone in San Rafael calls 9-1-1 with a medical emergency:

1. 9-1-1 dispatches appropriate emergency medical services.

2. Emergency first responders (usually a fire engine and ambulance) arrive and begin appropriate treatment.

3. The *911 First Responder Referral Program* can begin after the patient is stable. While treating the patient, first responders are also trained to be aware of their surroundings, looking for obvious indications[25] that the patient has some underlying problems, such as: their home in disarray; they are heating their home with an oven; they are at risk for medication interaction complications; they do not have a local support network; they have insufficient or inedible food; their memory is impaired. While a person may appear fine in public, in private it may be clear to the responder that they are at risk.

4. If the responder determines that their patient already has a social worker assigned to them (in conversation, looking at their Vial of L.I.F.E.[26], or from a relative), which is the case for approximately 10% of the 9-1-1 medical callers, the responder contacts the patient's social worker and shares their observations.

5. Based on the indications, the responder may offer to complete a *Request to Phone Me With Help* Form for services (see Appendices A and B). The fear that many patients express is the possibility of a loss of independence and being forced to leave their home. The responder explains that *Request to Phone Me With Help* simply allows a social worker to contact them with help and refer them to appropriate services. If the patient agrees to the referral, the patient signs the form.

6. The responder faxes the signed form to the *Information and Assistance Program* and also logs their referral into a first responder referral database. Health Insurance Portability and Accountability Act (HIPPA) regulations[27] are followed to ensure that the patient's health information is handled in confidence. If they do not wish to fill out the form, an information sheet (see Appendices C and D) is left behind to educate the patient and their caregivers about County resources.

7. Marin County's Aging and Adult Services *Information and Assistance Program* receives the referral. They are mandated by the Older American's Act[28] to respond and follow-up on 100% of all assistance referrals. Sharing the programs and resources that might be a good match for the client's[29] needs ("resource counseling") and contacting the client's

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[25] In response to a 9-1-1 call, first responders are allowed to enter a dwelling without a warrant to render emergency aid and assistance to a person whom they reasonably believe to be in distress and in need of that assistance. Once inside on that basis, rendering that assistance could include checking for medications, but also might include looking for other health and welfare hazards that are in plain view.

[26] A small plastic vial containing an overview of a patient's medical history stored in the refrigerator. It is available for free from any fire station in Marin County. http://vialoflife.com/

[27] http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/HIPAAGenInfo/downloads/hipaalaw.pdf

[28] http://www.aoa.gov/AoA_Programs/OAA/Index.aspx

[29] Health and Human Services staff refer to first responder *patients* as *clients*.

family caregiver or nearby aide, as appropriate, the social worker helps these people become aware of the client's situation. The social worker can also facilitate program enrollment, including "a soft handoff"— to personally introduce them to an appropriate program representative. At any point the client has the choice to decline service help.

8. First responders follow up with the *Information and Assistance Program* to ensure that patient referrals were contacted, and update the patient's status in the first responder database.

Funding

The San Rafael Fire Department's direct cost to implement the *911 First Responder Referral Program* is under $5,000/year, which the San Rafael Fire Department considers an investment in their strategy to slow the growth rate of their 9-1-1 call volume.

Program Results

The San Rafael Fire Department's first responders enthusiastically endorse the program[30]:

> "It's an incredible tool to use."
>
> "We're hungry to solve problems that have aggravated us and eager to use our skills."
>
> "It feels good to do this."

Marin County's Aging and Adult Services *Information and Assistance Program* (I&A) now has social workers answering calls, doing program intakes and personally helping callers understand available resources to *Live Long Live Well*[31]. Compared to local 2-1-1 service, I&A provides a much more personalized, comprehensive and up-to-date free service, by phone, email, and website.[32] They shared a typical success story:

> "A year ago, I reached out to an elderly couple referred by the *911 First Responder Referral Program*, who were confused and disoriented. After speaking to the wife for a while, she gave me the number for her daughter in Sonoma, and I called her to find out more about her parents' situation. The daughter stated that she visits her parents every weekend and prepares food for them. After assessing the parents' situation, I gave the daughter resources for home caregiver agencies, linked her to telephone equipment for the hard of hearing, and gave her information for home-delivered meals. The daughter was very pleased with our outreach in Aging and Adult Services."

In 2015 there were 41 Aging and Adult Services referrals from the San Rafael Fire Department. That might not sound like many referrals for a service area with an estimated senior population[33] of 10,038 and 5,936 medical 9-1-1 calls. However, in previous years, these 41 people had been

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[30] Interviews conducted with the San Rafael Fire Department

[31] http://aging.livelonglivewellmarin.org/#projects

[32] https://www.marinhhs.org/aging-adult-services

[33] http://factfinder.census.gov/bkmk/cf/1.0/en/place/San Rafael city, California/POPULATION/PEP_EST

responsible for over 375 calls, 90% of which were fall-related, with some people making up to three fall-related calls a day.[34]

Next Steps

The Marin County Fire Chiefs Association, inspired by the results of the San Rafael Fire Department program, is working on identifying next steps towards a County-wide emergency first responder program and protocol. They feel that they have "hit a homerun" for fire prevention and response, and now want to "hit a homerun" for healthcare. Many Association members have already been implementing components of the *911 First Responder Referral Program*. The goal now is to create a better referral tracking database, offer trainings, and to develop a consistent community outreach for the program.

Conclusion

Since the publication of the 2014 Grand Jury Report *Aging in Marin: What's the Plan?*[35], the County of Marin's Aging and Adult Services has streamlined a senior citizen referral strategy with emergency first responders. While the *911 First Responder Referral Program* is still very much in its infancy, the Grand Jury applauds the initiative of the San Rafael Fire Department and Marin County's Aging and Adult Services *Information and Assistance Program*. Based on similar programs in the United States, the Grand Jury expects that this program, when rolled out County-wide, will not only make a significant difference in the lives of senior citizens, it will make better use of existing local social services, and will likely reduce many preventable 9-1-1 medical calls.

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[34] Statistics provided by San Rafael Fire Department

[35] http://www.marincounty.org/~/media/files/departments/gj/reports-responses/2013/aging_in_marin.pdf

FINDINGS

F1. Marin County's Aging and Adult Services *Information and Assistance Program* is a highly proactive team of caring professionals who have a strong desire to provide personalized assistance for improving lives of adults in the County.

F2. The San Rafael Fire Department has done an effective job implementing the *911 First Responder Referral Program* and fostering an efficient relationship with the Aging and Adult Services *Information and Assistance Program.*

F3. The Marin County Fire Chiefs Association has a strong desire to roll out a consistent *911 First Responder Referral Program*, which could be successful in every fire department throughout Marin County.

RECOMMENDATIONS

R1. Marin County fire chiefs should implement the *911 First Responder Referral Program* County-wide.

R2. Marin County fire chiefs should create a community outreach campaign for the *911 First Responder Referral Program.*

R3. Marin County police chiefs and Sheriff should have their patrol officers/deputies attend the *911 First Responder Referral Program* training.

R4. Marin County paramedic agencies should have their emergency first responders attend the *911 First Responder Referral Program* training.

R5. Private ambulance companies serving Marin County should have their emergency first responders attend the *911 First Responder Referral Program* training.

Note: At the time this report was prepared, information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the following governing bodies:

- Bolinas Fire Protection District (R1, R2)
- Central Marin Police Authority (R3)
- City of Belvedere (R3)
- City of Larkspur (R1, R2)
- City of Mill Valley (R1, R2, R3)
- City of Novato (R3)
- City of San Rafael (R1, R2, R3)
- City of Sausalito (R3)
- CSA #28 (West Marin Paramedic) (R4)
- CSA #31 (County Fire) (R1, R2)
- Kentfield Fire Protection District (R1, R2)
- Marinwood Community Service District (R1, R2)
- Novato Fire Protection District (R1, R2)
- Ross Valley Fire Department (R1, R2)
- Southern Marin Emergency Medical-Paramedic System (R4)
- Southern Marin Fire Protection District (R1, R2)
- Stinson Beach Fire Protection District (R1, R2)
- Tiburon Fire Protection District (R1, R2)
- Town of Corte Madera (R1, R2)
- Town of Fairfax (R3)
- Town of Ross (R3)
- Town of Tiburon (R3)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

From the following individuals:

- The Marin County Sheriff (R3)

The following individuals are invited to respond:

- Police Chief, Belvedere Police Department (R3)
- Police Chief, Central Marin Police (R3)
- Fire Chief, Corte Madera Fire Department (R1, R2)
- Police Chief, Fairfax Police Department (R3)
- President, Falcon Critical Care Transport (R5)
- President, Falck/verihealth, Inc. (R5)

- Fire Chief, Larkspur Fire Department (R1, R2)
- President, Marin County Fire Chiefs Association (R1, R2)
- Fire Chief, Marin County Fire Department (R1, R2)
- President, Marin County Police Chiefs Association (R3)
- Fire Chief, Mill Valley Fire Department (R1, R2)
- Police Chief, Mill Valley Police Department (R3)
- Chief Executive Officer, NORCAL Ambulance (R5)
- Police Chief, Novato Police Department (R3)
- Police Chief, Ross Police Department (R3)
- Fire Chief, San Rafael Fire Department (R1, R2)
- Police Chief, San Rafael Police Department (R3)
- Police Chief, Sausalito Police Department (R3)
- President, St. Joseph's Ambulance Service (R5)
- Police Chief, Tiburon Police Department (R3)

APPENDIX A: *Request to Phone Me with Help* Form (English)

Request to Phone Me with Help

First Responder Referral Project

Information and Assistance to Keep You Safe and At Home

Name _____ **Phone** (415) _____

Address _____

Family Caregiver? No ☐ Yes ☐

Name _____ Phone _____

Any other help, such as a neighbor?

Name & relationship _____ Phone _____

Describe Situation _____

_____

_____

_____

By signing below, I invite you to ask Marin County Aging and Adult Services to phone me about my situation, and allow them to contact other help organizations as needed.

I would like help with:

__ Transportation to medical appointments. __ Taking care of my spouse or partner.
__ House cleaning and organizing. __ Food shopping and meals. __ Reducing trip hazards.
__ Having more social activities. Other _____

_____ _____

Signature of Patient or Caregiver **Date**

_____ _____ _____

First Responder Name Station/ Shift Station Phone or Personal Cell

-If this person was transported to Emergency: KP ☐ MGH ☐ NCH ☐

First Responder — please **fax** this completed form to **both:**

1. Marin County Aging & Adult Services: (415) 473-7042 or (415) 473-6465
phone (415) 457-4636, M-F 8:30-5 www.mainhhs.org/aging-adult-services
2. San Rafael Fire Department, Station 51 – (415) 453-1627

The 911 First Responder Referral Project is a cooperative initiative of Senior Access, the City of San Rafael Fire Department and the Marin County Fire Chief's Association.

APPENDIX B: *Request to Phone Me with Help* Form (Spanish)

Solicitud para llamarme con Ayuda
Proyecto de Referencia del Departamento de Bomberos
Información y Asistencia para mantenerse seguro en casa

Nombre _____ **Telefono** (415) _____

Direccion _____

Tiene cuidado familiar? No ☐ Si ☐

Nombre _____ Telefono _____

Recibe otro tipo de ayuda; como de un vecino?

Nombre y Relacion _____ Telefono _____

Describa su Situacion

_____

_____

_____

_____

Al firmar a continuación, les permito pedir a el Servicios para Adultos del Condado de Marin que me llame por mi situación, y les permito ponerse en contacto con otras organizaciones de ayuda, según sea necesario.

Me gustaría ayudar con:

__ Transporte a las citas médicas. __ Cuidado de mi cónyuge o pareja.
__ Limpieza y organización de la Casa. La compra de alimentos. La reducción de riesgos de tropiezos.
Tener más actividades sociales. Otros _____

_____ _____
Firma del Paciente o Cuidador **Fecha**

_____ _____ _____
Nombre del Respondedor Estacion/grupo Tel de la estacion o personal

Si Esta persona fue trasladada a Emergencias: KP ☐ MGH ☐ NCH ☐

Respondedor por favor envíe por fax este formulario completo a ambos:

1. Marin County Aging & Adult Services: (415) 473-7042 o (415) 473-6465
Telefono (415) 457-4636, L-V 8:30-5 www.mainhhs.org/aging-adult-services
2. Departmento de Bomberos de San Rafael, Estacion 51 – (415) 453-1627

El Proyecto de Acceso para Adultos es una iniciativa de cooperación del 911, Departamento de Bomberos de la Ciudad de San Rafael, y la Asociación de Jefes de Bomberos del Condado de Marin.

APPENDIX C: ***Marin County Aging and Adult Services*** **Info Sheet (English)**

Marin County Aging and Adult Services

Information & Assistance,
(415)-457-INFO, (415) 457-4636
457-info@marincounty.org
Monday – Friday, 8:30am – 5pm

Community Resource Guide
MarinHHS.org/Resources
MarinHHS.org/Aging

Do you need equipment or supplies?

ReCARES, provides free gently used health care equipment, such as walkers, wheelchairs, canes and commodes, and unused medical supplies, such as wound dressings and adult diapers, **Wednesdays 11am-2pm**, 3100 Kerner Blvd, San Rafael, **(415) 388-8198**

LIVE Long LIVE Well

www.Livelonglivewellmarin.org

APPENDIX D: ***Marin County Aging and Adult Services*** **Info Sheet (Spanish)**

Servicio para Adultos y Envejecimiemto del Condado de Marin

Informacion y Asistencia
(415)-457-INFO, (415) 457-4636
457-info@marincounty.org
Lunes – Viernes, 8:30am – 5pm

Guia de Recursos y Servicios
MarinHHS.org/Resources
MarinHHS.org/Aging

¿Necesita equipos o suministros?

ReCARES, proporciona equipos de atención gratuitos de salud con poco uso, como andadoras, sillas de ruedas, bastones y cómodas. Suministros médicos no usados, tales como vendajes para heridas y pañales para adultos. Los miércoles de 11 a.m.-2 p.m

3100 Kerner Blvd, San Rafael, **(415) 388-8198**

Vive Mas Vive Bien

www.Livelonglivewellmarin.org

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 3, 2016
Agenda Item: CC-3(b)

STAFF REPORT

To: **Mayor and Members of Town Council**

From: **Town Manager**

Subject: **Consideration to Approve the Town's Response to the Marin County Grand Jury's Report, Marin's Hidden Human Sex Trafficking Challenge: It's Happening In Our Backyard**

Reviewed By: _____

BACKGROUND

On June 16, 2016, the Marin County Grand Jury issued a report called *Marin's Hidden Human Sex Trafficking Challenge: It's Happening In Our Backyard.* The report reviews the prevalence of human sex trafficking in Marin County, law enforcement efforts to curb this activity, and how victims can be assisted with outreach. The report seeks the Town to respond to thirteen Findings and seven Recommendations. The response must conform to the format required by Penal Code section 933.05.

The Town drafted a written response to the Grand Jury Report which is attached hereto for the Town Council's review.

RECOMMENDATION

Staff recommends that the Town Council review and approve the attached response to the Marin County Civil Grand Jury Report, *Marin's Hidden Human Sex Trafficking Challenge: It's Happening In Our Backyard.*

EXHIBITS

- Draft Response to Grand Jury
- Grand Jury Report

Prepared By: Benjamin Stock, Town Attorney

RESPONSE TO GRAND JURY REPORT FORM
Town of Tiburon

Report Title: Marin's Human Sex Trafficking Challenge

Report Date: June 16, 2016

Public Release: June 23, 2016

Response By: Greg Chanis

FINDINGS

- We agree with the findings numbered: F1, F3, F8, F9, F12,
- We disagree wholly or partially with the findings numbered: F2, F4-F7, F10-11, F13.

RECOMMENDATIONS

- Recommendations numbered R1, R2 have been implemented.
- Recommendations numbered R4 have not yet been implemented, but will be implemented in the future.
- Recommendations numbered R3, R5, R6 required further analysis
- Recommendations numbered R7 will not be implemented because they are not warranted or are not reasonable.

Date: _____ Signed: _____
GREG CHANIS, TOWN MANAGER

Number of Pages Attached: 5

August 4, 2016

The Honorable Kelly V. Simmons
Judge of the Marin County Superior Court
Post Office Box 4988
San Rafael, CA 94913-4988

Mr. John Mann, Foreperson
Marin County Grand Jury
3501 Civic Center Drive, Room 275
San Rafael, CA 94903

Re: Response to Grand Jury Report
Marin's Hidden Human Sex Trafficking Challenge

Dear Honorable Judge Simmons and Mr. Mann:

This letter explains in detail the Town of Tiburon, including the Tiburon Police Department's, response to the Grand Jury Report dated June 16, 2016. The Report directs the Town to respond to Findings Nos. 1-13 and Recommendations Nos. 1-7. The Findings involve conclusions of fact that the Town has little or no independent basis to evaluate. In responding to these Findings, the Town assumes that the information in the Report is correct and relies on that information.

FINDINGS

Finding 1: *Human sex trafficking is mostly unrecognized, under-reported, and rarely subject to intervention in Marin.*

Town's Response to Finding 1:

The Town agrees with this finding. The Town believes many crimes are under reported, therefore, it presumes that this is the case with sex trafficking.

Finding 2: *A significant number of human sex trafficking victims are from Marin, not just transients imported from other areas.*

Town's Response to Finding 2:

The Town has no direct knowledge of the number of victims from Marin, thus this statement may or may not be accurate.

Finding 3: *Reports from two Marin County victim advocate organizations show that approximately 30% of the victims they aid are under the age of 18.*

Town's Response to Finding 3:

The Town agrees with this finding, although the Town has no direct knowledge of the reports mentioned or their accuracy.

Finding 4: *Some Marin County law enforcement officers still believe some human trafficking victims are criminals.*

Town's Response to Finding 4:

The Town disagrees partially with this finding. The Town is not familiar with the beliefs of every law enforcement officer in Marin County, but can state that the Town's Police Department recognizes that persons who are being trafficked are victims.

Finding 5: *State law mandates that officers receive two hours of training on human trafficking and some Marin agencies may not be complying with this law.*

Town's Response to Finding 5:

The Town disagrees partially with the finding. The Town is not familiar with operations of every law enforcement agency in Marin County, but can state that the Tiburon Police Department officers are in compliance with the training required under state law.

Finding 6: *Training of Marin County law enforcement on the "Marin County Uniform Law Enforcement Protocol for Human Trafficking" has been inconsistent across agencies.*

Town's Response to Finding 6:

The Town disagrees partially with the finding. The Town cannot speak on behalf of the other Marin County law enforcement organizations, but can state that the Tiburon Police Department Officers have access to the above referenced protocols.

Finding 7: *Law enforcement officers and others who are closest to human trafficking believe the California mandated two-hour POST training video on human trafficking is not sufficient.*

Town's Response to Finding 7:

The Town disagrees partially with this finding. The Town recognizes that any additional training assist law enforcement officers. However, Tiburon also believes the POST training is adequate to the needs of Tiburon officers.

Finding 8: *Marin law enforcement agencies rarely use multidisciplinary training, incorporating collaboration between Children Family Services (CFS), the District Attorney, law enforcement experts, and possibly victims.*

Town's Response to Finding 8:

The Town agrees with this finding.

Finding 9: *Training for firefighters and EMS professionals in recognizing human trafficking victims and reporting the crime is inconsistent in Marin.*

Town's Response to Finding 9:

The Town agrees with this finding, even though the Town has no personal knowledge regarding this finding.

Finding 10: *It is difficult to determine the extent of human trafficking in Marin because of inconsistent classification and definitions of the crime, as well as the lack of a central clearinghouse for this data.*

Town's Response to Finding 10:

The Town disagrees partially with this finding. While the Town agrees that inconsistent classifications and definitions of crimes can make it difficult to determine the extent of human trafficking, the Town disagrees with the characterization that there is no "central clearinghouse" without further understanding of the meaning of that statement.

Finding 11: *The Marin County school districts do not provide education on a systematic basis for students, parents and teachers in recognizing signs of human trafficking.*

Town's Response to Finding 11:

The Town disagrees partially with the finding. The Town has no direct, personal knowledge of the training provided by school districts. The Town agrees that some training should be provided.

Finding 12: *Human trafficking outreach has been fragmented and is currently insufficient in reaching critical audiences.*

Town's Response to Finding 12:

The Town agrees with this finding.

Finding 13: *The Marin County Coalition to End Human Trafficking Coalition needs dedicated resources to make it more effective.*

Town's Response to Finding 13:

The Town disagrees partially with the finding. The Town is unclear what is meant by "dedicated resources".

RECOMMENDATIONS

Recommendation 1: *All law enforcement officers should be consistently trained in the "Marin County Uniform Law Enforcement Protocol for Human Trafficking."*

Recommendation 2: *All Marin law enforcement agency heads should ensure their officers receive the California mandated two hour human trafficking training.*

Recommendation 3: *The Board of Supervisors should convene a local group of human trafficking experts (including CFS, law enforcement subject experts, FBI, victim advocates, DA's, and perhaps a victim) to create a multidisciplinary training presentation. This training should include the unique roles of all County personnel, resources, and processes in addressing human trafficking. Additional resources will be needed to support this training as none are devoted to this task now. This training should include information on the trafficking of females and males, as well as LGBTQ.*

Recommendation 4: *Once this multi-disciplinary training package is completed, Marin County law enforcement agencies should ensure that all Marin law enforcement officers be trained.*

Recommendation 5: *Marin County fire departments should ensure that all EMS personnel are trained in recognizing human trafficking and how to report it, and incorporate this in their annual training.*

Recommendation 6: *The Board of Supervisors should fund the creation of a database that systematically tracks adult and minor victims, using consistent classification and shared definitions to properly identify the victim and the crime, as well as document its prevalence. Data should be gathered from any organization dealing with trafficking victims, including law enforcement agencies, government agencies (e.g. Marin County Health & Human Services), civil organizations, and victim advocate organizations.*

Recommendation 7: *Marin County Office of Education should work with the Marin County School/Law Enforcement Partnership to develop educational programs to ensure that students, parents, and teachers are trained in recognizing the signs of human trafficking and where they can find help.*

Town's Response to Recommendations:

Recommendation 1: This recommendation has been implemented by the Town.

Recommendation 2: This recommendation has been implemented by the Town.

Recommendation 3: This recommendation requires further analysis by the County. Should the County decide to create this training, Tiburon will participate if the training is available to the Town.

Recommendation 4: This recommendation has not yet been implemented, but will be implemented if the training is created.

Recommendation 5: This recommendation requires further analysis. Fire protection in Tiburon is provided by the Tiburon Fire Protection District and is governed by its own board that has responsibility for establishing training priorities.

Recommendation 6: This recommendation requires further analysis by the County. The Town would like to see changes into existing records management systems operated by local law enforcement agencies to ensure consistency.

Recommendation 7: This recommendation will not be implemented by the Town. The Town does not have the ability to implement this recommendation on two independent governing agencies. The Town agrees that any training would be beneficial.

The Tiburon Town Council reviewed and approved this response on August 3, 2016, at a duly noticed and agendized public meeting. If you have further questions on this matter, please do not hesitate to call.

Very truly yours,

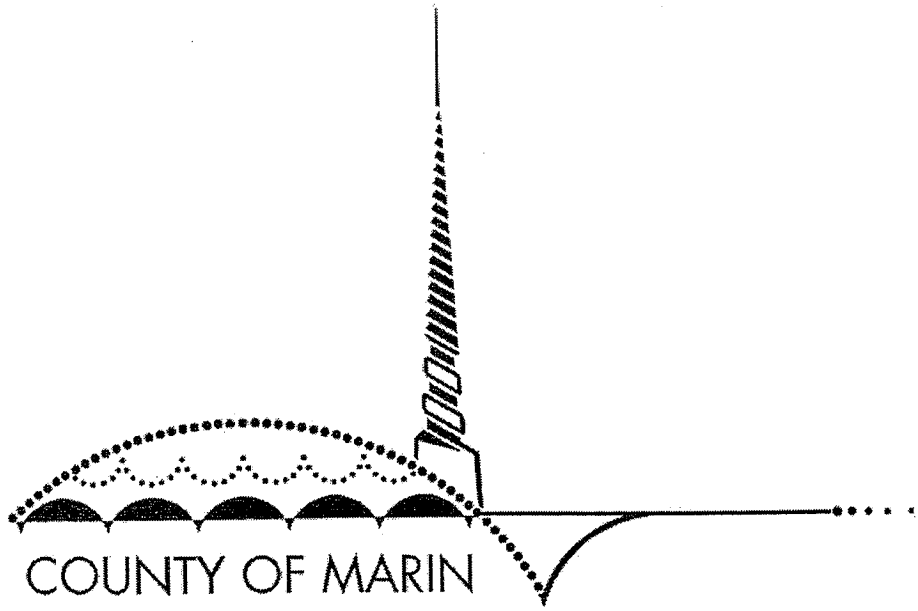
GREG CHANIS
Town Manager

cc: Town Council
Town Attorney

2015/2016 MARIN COUNTY CIVIL GRAND JURY

Marin's Hidden Human Sex Trafficking Challenge
It's Happening In Our Backyard

Report Date: June 16, 2016
Public Release Date: June 23, 2016



Marin's Hidden Human Sex Trafficking Challenge

It's Happening In Our Backyard

SUMMARY

"Reading text messages from their 16-year-old daughter as she begged for help, the parents of the young girl could only imagine the nightmare she was living. She was being used as a sex slave and threatened with violence. This wasn't some Third-World nation. It was happening in Marin."[1]

"Armed with a photo of the victim and copies of the text messages provided by the FBI, San Rafael police scoured the Canal Neighborhood, the victim's last known location. Officers eventually found the victim and a female suspect at the San Rafael Transit Center. Police officers arrested Samantha Johns, a 19-year old Vallejo resident, for human trafficking. A second suspect, the male, was not in the area."[2]

Federal law defines human sex trafficking as "trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age".[3] It occurs both internationally and domestically. The Grand Jury's investigation into human sex trafficking examined its prevalence in Marin, how effectively law enforcement pursues it, what resources are devoted to it, how victims are helped, and the level of outreach. Based on our investigation, the Grand Jury concluded:

- *Human sex trafficking is thought to be prevalent in Marin,* but mostly unrecognized, under-reported, and rarely subject to intervention. Statistics are hard to come by because of the hidden nature of the crime, the lack of resources to pursue cases, the highly labor intensive investigations required, and the absence of a county-wide database to track it. **The Board of Supervisors should fund the creation of a database that systematically tracks victims using consistent classifications and shared definitions, to properly identify the victim and the crime, as well as document its prevalence. Data should be collected from government agencies, law enforcement agencies, and civic organizations that deal with sex trafficking victims.**

- *Some law enforcement officers have not been effectively trained* in the *Marin County Uniform Law Enforcement Protocol for Human Trafficking*. **Law enforcement agencies should ensure that all officers are consistently trained in these protocols.**

- *State law mandates two hours of training on human trafficking and some Marin law enforcement agencies may not be complying with this law*, as not all agency heads could

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[1] Derek Wilson, "Authorities Hit Brakes on Human Trafficking", January 14, 2015, Marinscope Newspapers, http://www.marinscope.com/news_pointer/news/authorities-hit-brakes-on-human-trafficking/article_fa439662-9c32-11e4-a6da-2f35f8589b41.html

[2] Ibid

[3] Kamala Harris, Attorney General, "The State of Human Trafficking in California", 2012

confirm that their officers received this training. **All Marin law enforcement agency heads should make sure their officers receive this state mandated training.**

- *An effective consistent training package for law enforcement that incorporates the roles of all County resources/processes in addressing human trafficking does not exist.* **The Board of Supervisors should provide resources for and convene a local multidisciplinary team to create supplemental training on human trafficking to all law enforcement agencies. This training might also include that mandated by the state, as well as the Marin County Uniform Law Enforcement Protocol for Human Trafficking to provide a seamless experience.**

- *Human trafficking training for medical and fire department EMS professionals is inconsistent* - some have been trained, some have not, and some who have been trained have not been trained recently. Healthcare providers and EMS professionals are in a unique position to recognize the signs of human trafficking since 88% of domestic victims have contact with these workers while being trafficked.[4] **Marin County fire departments should ensure that all EMS personnel are trained in recognizing human trafficking and where victims can find help.**

- *Human trafficking training of students, teachers, and parents by Marin school districts is inconsistent,* although the Marin County Office of Education has hosted several educational efforts for some educators and the public. This training is particularly important as the average age of solicitation is 12-14 years of age.[5] According to Marin County District Attorney Nicole Panteleo, half of the victims with whom she works are from Marin County.[6] Students must recognize the signs of a peer being recruited, parents must understand how to monitor their child's activities, and teachers need to report suspicious activities. **The Marin County School/Law Enforcement Partnership should develop and implement programs to educate students, parents, and teachers to recognize the signs of human trafficking and where to find help.**

- *Public outreach campaigns are insufficient* and do not reach all critical audiences. A number of well-regarded groups are conducting outreach, but budgets are small, resources scarce and communications fragmented. **The Board of Supervisors should provide the Marin County Coalition to End Human Trafficking with the resources needed to support the organization and expand its community outreach.**

[4] Dan Gorenstein, "Healthcare Takes on the Fight Against Trafficking", March 2, 2016, http://www.marketplace.org

[5] Heather Clausen, et al, "Human Trafficking Into and within the United States", 2009

[6] Danielle Chemtob, "Marin's Hidden Trafficking Industry", October 20, 2015, http://www.redwoodbark.org

BACKGROUND

Marin's informal Human Trafficking Task Force received a tip that a juvenile was offering sex through a website for escorts in December 2014. Investigators arranged a sting to meet the minor at a motel and determined that she was an 18 year-old runaway who was being trafficked by Shawn Buckley of Novato and his fiancé, Jazmin Moniq Khayami of San Anselmo. The couple took the victim's money and gave her only what was necessary to keep her working for sex clients, such as food and clothing.[7] Both have accepted a plea deal, with Shawn Buckley receiving a prison sentence of nine years, four months in March 2016.[8]

This 18-year-old girl was one of the lucky ones. Many other victims don't escape and are trafficked until they are no longer of value to their traffickers. Identifying these victims, assisting them in leaving their traffickers and finding on-going help has proved to be a challenge for communities and governments alike.

Human sex trafficking has become a widespread scourge of our time with around 4.5 million victims worldwide.[9] Two million are children with 100,000 minors in the commercial sex trade in the US alone.[10] And California has three of the FBI's 13 highest human sex trafficking areas in the nation: Los Angeles, San Francisco, and San Diego.[11]

Because of our proximity to San Francisco, the Marin County Civil Grand Jury initiated this investigation about human trafficking in Marin to answer the following questions:

- Do we know how pervasive it is?
- Does Marin law enforcement have enough resources and training to effectively pursue traffickers and are they doing so?
- Once victims are identified, are they receiving the social services necessary to survive and turn their lives around?
- Are we taking steps to educate the public and professionals on how to identify and help victims?

Definition of Human Trafficking

Under California Penal Code 236.1 PC, the crime of "human trafficking" in California is defined as:

1. Depriving someone of their personal liberty with the intent to obtain forced labor or services from them,
2. Depriving someone of their personal liberty with the intent to violate California's pimping and pandering laws, California's child pornography laws, California laws against extortion and blackmail, or certain other California laws concerning commercial sexual activity and the sexual exploitation of children, or

[7] Gary Klein, "Trial Ordered for Couple in Pimping Case", August 25, 2015, Marin IJ
[8] Gary Klein, "Novato Man Sentenced to Prison for Pimping Runaway", March 18, 2016, Marin IJ
[9] Kamala Harris, Attorney General, "The State of Human Trafficking in California", 2012
[10] Polaris Project, "Human Trafficking Statistics", 2010
[11] California Against Slavery. "What is Human Trafficking?", February 25, 2014

3. Persuading or trying to persuade a minor to engage in a commercial sex act, with the intent to violate one of those same laws.[12]

The International Labor Organization estimates that for every one victim of sex trafficking there are nine victims of labor trafficking worldwide. However, sexual exploitation is by far the most *commonly identified* form of trafficking in persons:

- Identified sex trafficking victims: 79%
- Identified labor trafficking victims: 18%
- Identified other trafficking victims: 3%[13]

100%

Thus, this investigation will focus primarily on human sex trafficking.

Any individual under the age of 18 induced into commercial sex is automatically a victim of sex trafficking. For juveniles, the law does not require force, fraud, or coercion. Under CA law, a minor cannot consent to sex with an adult. These children are not prostitutes, but rather, victims of rape.[14]

Many people believe human trafficking is the smuggling of victims from other countries, but according to the 2012 California Attorney General report, 72% of California's victims are American.[15] Human trafficking is about modern day slavery without regard to country of origin. Domestic women and girls – even girls from Marin – are trafficked and coerced into the sex industry.[16]

Not all sex workers are trafficking victims in the sense that they have been explicitly coerced into prostitution. However, a huge percentage of prostituted women and girls are subject to constant physical and psychological abuse.

Scope of the Human Sex Trafficking Problem

Human sex trafficking is widespread in America – victims are sold in all 50 states. Yet there is limited public awareness of its scope. According to the US Department of Health and Human Services, human trafficking is the fastest growing criminal enterprise in the world, making it second only to drug trafficking.[17] Yet, it is difficult to estimate the total number of victims in the US due to the hidden nature and control the exploiter has over the victims. Experts indicated in 2010 that there were at least 100,000 child victims of sex trafficking in the US, while upwards of 325,000 remain at risk.[18] Adding in adult victims makes this number even greater.

Prostitution is so profitable that urban gangs are switching from drug trafficking to sex trafficking. Drugs can be sold only once, while a sex trafficking victim can be "used" over and

[12] California Penal Code 236.1 PC: See Appendix for full description

[13] International Labour Office, "ILO Global Estimate of Forced Labor: Results and Methodologies, 2012

[14] California Penal Code 236.1 PC: See Appendix for full description

[15] Kamala Harris, "The State of Human Trafficking in California", 2012

[16] Grand Jury interviews with Marin County law enforcement agencies

[17] http://www.socialworkers.org/diversity/affirmative_action/humanTraffic1206.PDF

[18] Kotrla, K., "Domestic Minor Sex Trafficking in The United States", 2010

over again. Trafficking sex victims can be less risky than selling drugs. When caught with drugs, there is an obvious commitment of a crime. When caught with a victim, the secrecy and psychological abuse of the victim can make conviction of the pimp far less probable.
A pimp can make $150,000-200,000 per child each year and exploits an average of 4-6 girls per year.[19] And according to the 2014 Urban Institute study on the commercial sex economy in eight US cities, pimps in one city studied earned an average of $32,822 per week.[20]

Who are the victims?

Sex trafficking victims come from rural, urban, and suburban communities throughout the US. They have diverse socioeconomic backgrounds and varied levels of education. Victims can even come from stable, two-parent upper income homes. She can even be the girl next door. With access to the Internet, where recruitment is rampant, a naive child can easily become seduced by the slick, enticing trafficker's postings. The average age of solicitation is 12-14 years of age and the vast majority (70-90%) were sexually abused prior to being trafficked.[21]

Despite the fact that all children can be targets, among the most vulnerable victims are:

- Victims of abuse and neglect[22]
- Homeless youth[23]
- Undocumented migrants[24]
- Children from impoverished and broken homes[25]
- Runaways[26]
- Drug users[27]
- Lack of stability in home[28]
- Mentally-challenged individuals[29]

According to one study, 30% of shelter minors and 70% of street minors are victims of commercial sexual exploitation.[30]

Lesbian, bisexual, gay, transgender, questioning (LBGTQ) children are particularly vulnerable to becoming sex trafficking victims. According to the Family and Youth Services Bureau within the Administration of Children and Families at US Health and Human Services, LGBTQ youth

[19] NPR, "Trafficked Teen Girls Describe Life in the Game", 2010
[20] Meredith Dank, et al, "Estimating the Size and Structure of the Underground Commercial Sex Economy in Eight Major US Cities", March, 2014.
[21] Heather Clausen, et al, "Human Trafficking Into and within the United States", 2009
[22] Kamala Harris, "The State of Human Trafficking in California", 2012
[23] Ibid.
[24] Ibid.
[25] Heather J. Clawson, Ph.D. and Nicole Dutch, B.A., "Identifying Victims of Human Trafficking", January 20, 2008, part of study for US. Department of Health & Human Services
[26] National Human Trafficking Resource Center, https://traffickingresourcecenter.org/what-human-trafficking/human-trafficking/victims
[27] H.E.A.T. Watch, Alameda District Attorney's Office, http://www.heatwatch.org/human_trafficking
[28] Ibid.
[29] Ibid.
[30] Estes and Weiner, "Commercial Sexual Exploitation of Children in the US, Canada, and Mexico", 2001, University of Pennsylvania.

account for up to 40 percent of the runaway and homeless youth population.[31] Once living on the street, the vulnerability to sex trafficking increases significantly and the National Center for Missing & Exploited Children reports that most runaways in the US will be approached by sex traffickers within 48 hours.[32]

Methods of Recruitment

Carl Orlando Washington was arrested for pimping a San Rafael girl at a San Jose gambling event, reported police on May 29, 2016. The suspect met the girl at a bus stop in Richmond and showed romantic interest in her. According to the Marin IJ, "Then he began cultivating her as a prostitute, buying her provocative clothing, furnishing her with drugs, and taking her to watch other prostitutes at work, said San Rafael police Sgt. Scott Eberle."[33]

Washington then "took her to the San Jose gambling event to sell sex to men there, telling her what services to offer and how much to charge. When she failed to earn enough money, the man had the girl beaten, Eberle said."[34]

Romancing potential victims is just one way pimps recruit their quarry.

Traffickers often identify and play on their victims' vulnerabilities, thus creating a dependent relationship between victim and trafficker. They utilize a number of ways to recruit their victims. Traffickers may:

- Pretend to romance victims, then force or manipulate them into prostitution ("Romeo pimps").[35]
- Kidnap and beat them into submission until they agree to have sex with strangers. These "Gorilla pimps" are the most violent and brutal traffickers.[36]
- Lure victims with false promises of a job, such as modeling or dancing.[37]
- Befriend victims, introducing them to drugs and/or alcohol, then force them into prostitution.[38]
- Send another trafficking victim to recruit others.[39]

Romeo pimps are by far the most common. They offer love and support to gain their victim's trust. Many victims are trafficked out of foster homes. Imagine how easy this must be when a

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[31] Lonnie James Bean, "LGBTQ Youth at High Risk of Becoming Human Trafficking Victims", June 26, 2013, http://www.acf.hhs.gov/blog/2013/06/lgbtq-youth-at-high-risk-of-becoming-human-trafficking-victims

[32] The National Runaway Switchboard

[33] Gary Klien, "Suspect Accused of Pimping Underage Girl", May 30, 2016, Marin IJ

[34] Ibid.

[35] Michelle Lillie, "How Street Traffickers Recruit Young Girls, Human Trafficking Search, March 17, 2014, http://humantraffickingsearch.net/wp/how-street-traffickers-recruit-young-girls

[36] Ibid.

[37] Polaris, Sex Trafficking in the U.S.: A Closer Look at U.S. Citizen Victims, May 2015, http://polarisproject.org/resources/sex-trafficking-us-closer-look-us-citizen-victims

[38] Michelle Lillie, "How Street Traffickers Recruit Young Girls, Human Trafficking Search, March 17, 2014, http://humantraffickingsearch.net/wp/how-street-traffickers-recruit-young-girls

[39] Ibid.

foster child is unloved by parents, bounced from foster home to foster home and meets a pimp who shows them the first love and respect they have ever received.

How Exploiters Control Their Victims

Pimps break their victims down psychologically and develop control over them through a combination of feigned affection, intense manipulation, withholding addictive substances, cruel violence, and emotional abuse. As a result, victims become *trauma-bonded* to their traffickers. They become robbed of free choice. These victims may fear leaving for a number of reasons, including[40]:

- Emotional attachment to the pimp
- Fear of physical violence to self and/or children from the pimp
- Shame
- Feelings of isolation and low self esteem
- Drug addiction
- Psychological trauma as a result of chronic abuse and manipulation.
- Traffickers often convince victims that they are outside the law and can never seek protection from the police

Victims are treated as property, with some pimps claiming their ownership by branding them with tattoos or symbols of the pimp's name. In fact, one hospital discovered an RFID[41] chip embedded in a victim – like she was somebody's pet.[42]

Pimps often move their victims from town to town on a circuit. This constant movement through a region helps them control their victims, while keeping "fresh inventory" available to "johns".[43]

Role of the Internet in Sex Trafficking

The Internet plays a significant role in both the recruitment of victims and "johns". Traffickers use online classifieds, social media, and dating websites to contact both. They also may use postings on social media sites, such as Facebook, to monitor their victims' locations and activities.

Pimps advertise the sexual services of victims anonymously and cost effectively on websites such as Backpage.com. In fact, 75% of underage sex trafficking victims said they had been advertised or sold online.[44] Even "johns" make use of the Internet, employing online forums to review their experiences and provide information about how to avoid law enforcement detection.

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[40] Grand jury interviews with law enforcement and social agencies

[41] RFID (radio frequency identification) is a technology that incorporates the use of electromagnetic or electrostatic coupling in the radio frequency (RF) portion of the electromagnetic spectrum to uniquely identify an object, animal, or person.

[42] Dan Gorestein, "Healthcare Takes on the Fight Against Trafficking", http://www.marketplace.org/2016/03/02/health-care/health-care-takes-fight-against-trafficking

[43] Grand Jury interviews with law enforcement.

[44] Thorn, Report on the Use of Technology to Recruit, Groom, and Sell domestic Minor Sex Trafficking Victims", 2015.

Helping the Victim Escape

The nature of human sex trafficking presents significant obstacles to those who seek to protect and assist the victims. As law enforcement receives more training on human sex trafficking and recognizes that they are victims rather than criminals, many agencies have stopped arresting them. Instead, law enforcement seeks to identify them, help them, and refer them to social services, as well as arrest their exploiters.

However, often these victims don't cooperate. They may:

- Be experiencing an emotional attachment to a captor formed as a result of continuous stress, dependence, and a need to cooperate for survival.
- Be afraid and intimidated by the traffickers
- Be unaware of their rights and might not consider themselves victims
- Have language barriers
- Fear deportation
- Distrust outsiders, particularly law enforcement
- Be isolated due to repeated moves from location to location and kept away from others - repeatedly moved to different locations

Thus, the job of helping victims and gaining testimony against the trafficker is very difficult. Police especially need to be aware of the link between human sex trafficking and domestic violence. A call to a domestic violence situation may be represented as a fight between intimates, when, in fact a pimp is beating his victim.

Treating the Victim

Once victims have escaped their exploiters, victims often require comprehensive services, starting with immediate safety, health and shelter needs. Physical medical needs may include treatment for injuries from beatings, STDs, or substance abuse. Victims' mental health needs may include specialized counseling and recovery services. Additional help can include legal services, witness protection, interpreters, education, and life skills training.

Finding shelter for minor victims is more complex than for adults. Since many jurisdictions no longer arrest minors for prostitution, emergency shelter may not be available during police detention and minors are released, having no place to go except to their exploiters. For longer-term victim shelters, foster homes are deemed far more effective than most group homes. In group homes, girls are at risk of being recruited back into prostitution by other girls in the facility. Ideally, foster parents should be certified in dealing with a traumatized child and some experts believe only one child should reside in a foster home if that child is a victim.[45]

Victim advocates and Health and Human Services professionals say foster homes should be culturally competent – African-Americans should be placed with African-Americans, Native Americans with Native Americans, where possible. LBGTQ children need specially tailored services.[46]

Importantly, human sex trafficking victims, both minors and adults, are often severely traumatized and require both immediate and long-term intensive trauma-informed treatment. These services are often in short supply, especially bi-lingual ones.

[45] Interviews with victim advocates and Marin Health & Human Services.

[46] Interviews with victim advocates and Marin Health & Human Services.

METHODOLOGY

The Grand Jury interviewed representatives from the following entities:

- Alameda District Attorney's office
- Belvedere Police Department
- Center for Domestic Peace
- Central Marin Police Authority
- Community Violence Solutions
- Fairfax Police Department
- FBI
- Marin County Children & Family Services
- Marin County Coalition to End Human Trafficking
- Marin County District Attorney's office
- Marin County Probation Department
- Marin County Public Defender's office
- Marin County Sheriff's Office
- Mill Valley Police Department
- Novato Police Department
- Oakland Vice Squad Unit
- Ross Police Department
- San Anselmo Police Department
- San Rafael Police Department
- Sausalito Police Department
- Tiburon Police Department
- West Marin Advocacy

The Grand Jury conducted a survey with the following Marin fire departments:

- Bolinas Fire Department
- Corte Madera Fire Department
- CSA #31 (Marin County Fire Department)
- Kentfield Fire Department
- Larkspur Fire Department
- Marinwood Fire Department
- Mill Valley Fire Department
- Novato Fire Department
- Ross Valley Fire Department
- San Rafael Fire Department
- Southern Marin Fire Department
- Tiburon Fire Department

The Grand Jury attended the following presentations on Human Trafficking:

- First 5 Marin Children & Families Commission workshop on "Youth Safety: Human Trafficking in Marin", November 9, 2015
- Marin Child Abuse Prevention Council Presentation by Shared Hope International, January 21, 2016

The Grand Jury conducted online research and reviewed documents listed in the Bibliography.

DISCUSSION

The Prevalence of Human Sex Trafficking in Marin

DeAnna Schlau from Community Violence Solutions, a nonprofit organization that helps victims of trafficking is reported to have stated that "Marin has had an attitude for a long time that it doesn't really happen here and we're just getting on board with the fact that it really does happen here."[47]

Human sex trafficking is hidden, but thriving in Marin because it is:[48]

- Next door to San Francisco, one of the nation's top hubs for human sex trafficking, making it an easy stop on the "circuit" of victims transported around the Bay area and region.
- Home to many wealthy "johns" able to pay with cash, thus enabling traffickers to charge more.
- Geographically desirable to traffickers since it is near a major highway (101).

Some Marin gangs have incorporated sex trafficking in their criminal repertoire, though, according to Marin law enforcement, not to the same degree as in San Francisco and the East Bay where gang involvement in sex trafficking is rampant.

Traffickers move their victims on a circuit around the Bay Area and the region. Pimps, including those from Oakland, Vallejo, Sacramento, and San Francisco, bring victims to Marin because of demand. According to the Marin IJ, "Around the bay, there's a quiet group of captives – mostly 12- to 17-year old girls – who are living a revolving-door existence. They're swapped to a handful of Bay Area brothels every few weeks as the victims of human trafficking, Marin officials say."[49]

"These girls stay about two weeks in every brothel, and then they're changed to a different city", said Rosie Alvarez, deputy probation officer.[50]

Comprehensive statistics on human trafficking in Marin are hard to come by, just as they are nationally. First, the hidden nature of the crime makes it difficult to pursue cases.

Second, the crime itself is under-reported because Marin has no comprehensive database for human trafficking. Common categories and shared definitions do not exist. Potential cases of human trafficking are often investigated and prosecuted under related offenses such as pimping, pandering, and prostitution, rather than trafficking, as specified under the California Penal Code §236.1.[51]

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[47] Danielle Chemtob, "Marin's Hidden Trafficking Industry", October 20, 2015, http://redwoodbark.org/2015/04/isolation-fear-manipulation-marins-hidden-human-trafficking-industry/

[48] Grand Jury interviews with law enforcement

[49] Stephanie Weldy, "San Rafael Forum Highlights Wide Devastation of Human Trafficking, Marin IJ, November 11, 2015.

[50] Stephanie Weldy, "San Rafael Forum Highlights Wide Devastation of Human Trafficking, Marin IJ, November 11, 2015.

[51] Kamala Harris, "The State of Human Trafficking in California", 2012

San Francisco has a robust system for collecting human trafficking data.[52] Not only have they created a common definition for all organizations to use, but they compile data from 19 organizations that deal with human trafficking: law enforcement agencies, other government agencies (e.g. Health & Human Services), and victim advocate and other community-based organizations.

The Board of Supervisors should consider providing resources to the Marin County Coalition to End Human Trafficking to collect and analyze this data. Another option might be using the newly approved health clinic data hub to compile this information once it's launched.[53] Pimps, "johns", and locations should be included.

Lastly, Marin County lacks the resources needed to pursue more cases. Investigations into human trafficking cases are labor intensive as they involve highly detailed forensics around social media, the Internet, and cell phones. Thousands of messages and postings must be reviewed and code words deciphered. This hard evidence is particularly important as many potential victim witnesses fail to testify because they fear for their lives.

Unlike San Francisco and Alameda County, Marin does not have a formal law enforcement human trafficking task force and has limited resources devoted to human trafficking. Without the means to fully pursue traffickers and conduct forensics, the number of prosecution cases is low.

Despite the lack of firm statistics, two major Marin County anti-trafficking efforts address the scope of the problem:

- The Marin County Uniform Law Enforcement Protocol for Human Trafficking: On April 9, 2015, the Marin District Attorney's office released protocols to ensure that Marin County law enforcement agencies consistently identify the unique dynamics of human trafficking to serve victims and effectively respond to and investigate cases based on the best recommended practices. Police chiefs of all Marin cities and towns approved the protocols.[54]

- Marin County Coalition to End Human Trafficking: A partnership was formed in 2014 by various agencies, nonprofits, civic groups, county government and law enforcement with a goal to educate the community and stop human trafficking in Marin County. This coalition is co-chaired by the Marin District Attorney and a victim advocate from Community Violence Solutions.[55]

The Grand Jury lauds the Marin District Attorney's Office for both creating the protocols and its major role in creating the coalition. Officers working on sex trafficking cases report that the protocols seem to be complete and that the DA's office is very responsive.

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[52] Mayor's Task Force On Anti-Human Trafficking, "Human Trafficking Report in San Francisco in 2015", August 2015.

[53] Richard Halstead, "Marin Supervisors Authorize Funds for Health Clinic Data Hub", May 29, 2016, Marin IJ

[54] The Marin County Uniform Law Enforcement Protocol for Human Trafficking, April 9, 2015

[55] Grand Jury interviews

Who Are the Victims in Marin?

Marin law enforcement notes that sex trafficking victims in Marin represent all socioeconomic groups; include domestic and international victims; are comprised of Marin residents and non-residents; and include minor victims.

Wide socioeconomic spectrum: According to the Marin IJ, deputy probation officer Rosie Alvarez said, "We've seen cases in Novato and in affluent communities in San Rafael – it's across the board."[56] Children in higher income bracket families are vulnerable as they often spend more time alone and generally live in households with fewer family members. As a result, access to unmonitored computer use often increases, bringing with it the risk of unsafe communications.[57]

Domestic and international victims: Sex trafficking victims range from refugees smuggled into the country to US or local girls from highly educated two parent families. According to the Marin IJ, "Refugees often from Mexico, Honduras, El Salvador, and Guatemala are seeking more opportunity in the country are also often preyed upon," said Tom Wilson, Executive Director of Canal Alliance.

Marin residents and non-residents: According to (former) Marin County Deputy District Attorney Chuck Cacciatore, "Generally we are seeing Marin residents who are human trafficking victims, but we also see victims from out of the area. Pimps have sex workers on a circuit."[58] Marin County Deputy District Attorney Nicole Pantaleo points out about half of the victims with whom she works are from Marin County.[59]

Minor and adult victims: According to a report from Community Violence Solutions, a victim advocate nonprofit, approximately one third of the victims it aided in Marin between March 2015 and March 2016 were under the age of 18.[60] An article in The Redwood Bark pointed out that in 2014 West Marin Advocacy, another victim advocate nonprofit, worked with 30 survivors of sex or labor trafficking. Again, one third were under the age of 18 and some were high school students from Tam High and Novato.[61]

Where Are The Victims in Marin?

According to County law enforcement interviewed, human sex trafficking is most often found in San Rafael, Novato and Marin City. It takes place in almost all, if not all Marin hotels, including some of the more respected chains. Hotels and motels are the most common venues since they

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[56] Stephanie Weldy, "San Rafael Forum Highlights Wide Devastation of Human Trafficking, Marin IJ, November 11, 2015.

[57] Emily Dominique Sims, "Law Enforcement and Social Service Responses To Human Trafficking in Marin County, October 17, 2014, Sonoma State University

[58] Derek Wilson, "Authorities Hit Brakes on Human Trafficking", January 14, 2015, Marinscope Newspapers, http://www.marinscope.com/news_pointer/news/authorities-hit-brakes-on-human-trafficking/article_fa439662-9c32-11e4-a6da-2f35f8589b41.html

[59] Danielle Chemtob, "Marin's Hidden Trafficking Industry", October 20, 2015, www.redwoodbark.org

[60] Report to Soroptimist International of Marin from Community Violence Solutions outlining results of Soroptimist's grant of $25,000 to aid victims of human trafficking.

[61] Danielle Chemtob, "Marin's Hidden Trafficking Industry", October 20, 2015, www.redwoodbark.org

provide confidentiality for the "john". "Johns" can enter and exit these buildings without it being obvious they are there seeking sex. Sex trafficking victims can also be found in Marin massage parlors.

Within San Rafael's Canal district, human sex trafficking is common, and few residents of San Rafael are aware of it. The Canal has a large population of migratory and often seasonal workers who have cash on hand. The availability of cash, paired with a large male population, has lured traffickers to set up apartments in the Canal where young girls are trafficked.[62]

One law enforcement official told the Grand Jury that prostitutes in the hotels make $200 per encounter and the ones in the Canal area make $40-$60. He said both types make the same amount of money in a night – it's just that the Canal prostitutes must work harder.

How Marin Law Enforcement Finds and Prosecutes Traffickers

Unlike some large metropolitan areas, Marin does not have a law enforcement task force focusing full-time on human trafficking. Instead, an informal part-time Human Trafficking Task Force has coalesced, consisting of a Street Crimes Unit officer from San Rafael, two County Sheriff's deputies, and a probation officer. Members of this ad hoc task force, passionate about human trafficking, conduct investigations as a "collateral" assignment to regular duty and sometimes volunteer their time while off duty. When regular patrols happen upon a potential human trafficking case, they refer the case to the task force for investigation.

Marin's Human Trafficking Task Force often works with other law enforcement agencies, such as the FBI, and multiple county police departments in conducting stings. "Operation Cross Country", an on-going series of stings led by the FBI and Marin's task force, is frequently conducted in our county in concert with Central Marin and Novato police departments, as well as the Sheriff's Office and Probation Department. The goal of these stings is to help victims escape their captors and arrest traffickers and "johns".[63]

Several Marin agencies are also members of a regional task force, which consists of the FBI, Homeland Security, the California Department of Justice, as well as sheriff's offices, district attorneys, probation departments, and police departments of over 25 jurisdictions within the Bay Area.[64] Collaboration among these agencies is critical due to the nature of the circulation of human sex trafficking victims around the region. The task force meets once a month to share information.

Investigating and prosecuting cases can be difficult. According to Marin County Deputy District Attorney Chuck Caccatiatore, "We find people who are victims and don't even realize it. I once investigated what was reported as a domestic violence case, but was really sex trafficking."[65]

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[62] Sierra Marie Tomsky, "Human Trafficking and Sexual Slavery: A Local Epidemic", May 2014, Dominican University of California http://scholar.dominican.edu/cgi/viewcontent.cgi?article=1017&context=senior-theses

[63] Grand Jury interviews with law enforcement.

[64] San Rafael Police Department, Marin Sheriff's Office, Novato Police Department, Marin District Attorney's Office, Marin Probation,

[65] Derek Wilson, "Authorities Hit Brakes on Human Trafficking", January 14, 2015, Marinscope Newspapers, http://www.marinscope.com/news_pointer/news/authorities-hit-brakes-on-human-trafficking/article_fa439662-9c32-11e4-a6da-2f35f8589b41.html

"Almost 100 percent of the time, they are always going to say that they are independent, they're not victims, they're doing this out of their own free will," Eberle said. "These girls have been brainwashed."[66] He also told the Redwood Bark, "Another major challenge in prosecuting trafficking cases is getting victims to testify against traffickers. Once you even get past that hump of convincing the victim that we are there to help them out, it's scary to testify in court, to give a statement, to know that you are 'snitching' on someone who has a gun."[67]

Hence, there's a need for dedicated resources to conduct time intensive investigations to prove exploitation with or without the victim's cooperation. Law enforcement must review thousands of messages on cell phones, in social media, and other modes of communication. Bank statements must be analyzed and code words must be deciphered.

Though the Grand Jury lauds the work of Marin's informal *Human Trafficking Task Force*, the task force currently does not have adequate means to pursue more than just a few cases. It's a chicken and egg dilemma...the number of documented cases is not high due to lack of a dedicated resources; but, support for providing more resources is not shared by all Marin law enforcement because of the lower numbers of cases.[68]

Although quantifiable results are not available for established task forces in other jurisdictions, the Grand Jury believes one solution to documenting more cases and increasing prosecutions would be the creation of a dedicated full-time human trafficking task force. This would enable law enforcement to conduct the time intensive forensics necessary to get more convictions; document the extent of the problem in Marin; and provide the focus that is currently lacking to a very important problem – both publicly and among Marin law enforcement.

A task force might also enable Marin to gain government grants for combating human trafficking. Such a task force might be partially financed from asset forfeitures of real estate, automobiles, cash, and jewelry, just as Marin's Major Crimes Task Force is currently supported.

However, there is widespread disagreement about the need for this task force in Marin. The Grand Jury interviewed over 35 key law enforcement officers, victim advocates, DAs, and other key players in combating human trafficking. About half agreed Marin should devote specialized resources to this crime and half disagreed.

Those who believed a dedicated human trafficking task force should not be created cited a number of reasons:

1. All Marin law enforcement agencies would need to form a Joint Powers Agreement (JPA) to provide the funds or manpower needed for the task force. A JPA can be difficult to maintain as resources for agencies, especially small town police forces, can be scarce. In fact, the Marin County Major Crimes Task Force, created as a JPA in 1977, has experienced periodic withdrawals and additions of various towns and cities in the partnership. A number of Marin's towns believe human trafficking is not a problem for their jurisdictions and, hence, may not choose to devote resources to the crime. They

[66] Danielle Chemtob, "Marin's Hidden Trafficking Industry", October 20, 2015, www.redwoodbark.org
[67] Ibid
[68] Grand Jury interviews with law enforcement agencies and district attorneys

believe it's a problem for San Rafael and Novato to solve. Creating and maintaining a JPA may prove challenging.

2. Should such a JPA be feasible, some pointed out that this would reduce manpower devoted to other tasks and crimes, such as patrolling for burglaries and they could not support this trade-off.

3. Some will not support a task force unless they can see clear documentation of cases. As mentioned previously, this is not possible without dedicated resources.

4. A few felt that there was no need for local anti-human trafficking efforts as the crime is transient. They believe a regional approach to be more prudent as victims are constantly being cycled through various Bay Area locales, including Marin.

The Grand Jury considered recommending the creation of a dedicated human trafficking task force and believes the number of documented cases would increase dramatically should such a team be formed. Other counties in the Bay Area, such as Alameda and San Francisco, have had such success with their task forces. However, we are not recommending this step at this time as citizen awareness is low and, hence, the political will to fund a task force is low.

As Marin citizen awareness of the prevalence and horror of human trafficking increases and more precise data is captured, Marin should consider creating a formal dedicated full-time or part-time human trafficking task force.

In conclusion, human sex trafficking may be most prevalent in San Rafael, Novato and Marin City, but "johns" come from all parts of Marin.[69] It exists everywhere. Marin should come together to see human sex trafficking as a problem for the entire county to solve.

Training Law Enforcement in Human Trafficking

In November 2012, voters passed Proposition 35, that requires a minimum of two hours of training in handling complaints of human trafficking for every law enforcement officer assigned to field or investigative duties. This training is often delivered via a two-hour Police Officer Standards and Training (POST) video. Training among Marin agencies at this time seems inconsistent and possibly not conforming with the law as not all law enforcement agency heads could confirm this training of their officers and/or which officers had received it.

In April 2015 the Marin District Attorney released the Marin County Uniform Law Enforcement Protocol for Human Trafficking, which was signed by each Marin police chief. All law enforcement should be trained in using these protocols. The Grand Jury interviewed representatives from all Marin County law enforcement agencies, including every police chief and the County Sheriff, and found that their officers have not been consistently trained in these protocols.

[69] Grand Jury interviews with law enforcement.

According to the protocols[70], the goals of the training are to inform officers of:

- Human trafficking laws
- Marin County trafficking protocols
- The department's human trafficking policy and procedures
- The signs and dynamics of human trafficking and its effects on victims
- Therapeutically appropriate investigative techniques
- District Attorney policies
- Victim advocacy organizations working in their jurisdictions and resources available
- Policy and procedures of other state and federal organizations collaborating with the department
- Human trafficking issues specific to various cultures and lifestyles
- Civil and immigration remedies and community resources
- Protection of victims

Unfortunately, our interviews revealed that some officers still believe that human sex trafficking victims are criminals and act accordingly. Additionally, many of our respondents pointed out that awareness of the victimhood and dynamics of human sex trafficking among law enforcement is similar to that of domestic violence situations thirty years ago, when it was not taken seriously nor prosecuted vigorously, and victim blaming was rampant.

Most of our law enforcement and victim advocate respondents who work frequently with Marin sex trafficking cases feel that more training is needed among the rank and file. Some Marin law enforcement officers not working with human trafficking cases feel the current state of training is adequate.[71]

The Grand Jury recommends a multidisciplinary group to train law enforcement. This group might consist of Child and Family Services, a DA, victim's advocate, law enforcement human trafficking specialists, etc. This approach enables the group to better understand each other's roles and facilitate a seamless approach to trafficking.

How Marin Aids Its Victims

Before the county started recognizing that "prostitutes" were very often "victims" of trafficking, almost all sex trafficking victims were arrested for prostitution. Today, Marin officers do not arrest individuals they perceive to be trafficking victims. After stings occur in Marin, young victims are detained and offered a number of resources to help them get their lives back on track, including shelter and counseling. However, they often choose to go back to their life with their exploiter out of fear for their lives.

According to Marin law enforcement and victim advocates, it takes a number of contacts with the trafficking victim to move her (it is usually, but not always a she) on to recovery. Once the victim makes that move, she likely needs therapy immediately (and in the long-term) because most are found to be severely traumatized. Ideally, everyone in relevant social service agencies and law enforcement should be trained in a trauma-informed approach to deal with victims. In Marin some have received this training and others have not.

[70] Marin County Uniform Law Enforcement Protocol for Human Trafficking, April 2015

[71] Grand Jury interviews with all police chiefs and some officers, the County Sheriff's office, and victim advocates.

In addition, Marin County and victim advocate groups do not fund enough therapists to meet victim needs. And few, if any, are bilingual. And, at the "Youth Safety/Human Trafficking in Marin" workshop, November 2015, Laurel Freeman from the Center for Domestic Peace, pointed out that these victims often receive the services of the least experienced therapists – interns.

Marin County's Children & Family Services (CFS) take charge of minor victims, providing emergency care for all victims and long-term care for Marin residents. Foster homes are the shelter of choice, but unfortunately, Marin has a severe shortage of foster care and victims are often placed outside of Marin. This shortage will only grow worse as an administrative bill, California AB 403: "Foster Youth: Continuum of Care Reform", is proposing the elimination of many long-term group homes, shifting more children to foster homes.[72] Counties will be charged with recruiting a large number of foster homes quickly and some fear the quality of homes recruited may decline to meet their goals. Compounding the shortage of foster homes for sex trafficking victims is the fact that many foster parents fear serving this population.[73]

Marin County's CFS received a grant from the state and recently developed comprehensive interagency protocols for helping Commercially Sexually Exploited Children (CSEC), providing a seamless multi-disciplinary approach helping to eliminate duplication and fragmentation of services. These protocols were completed in February 2016 and CFS is currently in the process of implementing them.

Several nonprofits aid adult victims in Marin, including:

- Community Violence Solutions (CVS): a crisis intervention agency, providing victims of sexual or labor exploitation support, referral, and services in Contra Costa and Marin. Marin law enforcement, the FBI and social agencies often work with CVS, referring victims to the organization.[74]

- West Marin Advocacy: Serves San Geronimo Valley, Nicasio and Coastal Marin, providing assistance to sexual trafficking victims. Programs include court accompaniment, referrals to social service and legal service organizations, and expert training to nonprofit, governmental, and law enforcement.[75]

- Center for Domestic Peace: provides holistic services to sex trafficking victims, including shelter, life skills, counseling, safety planning, legal services and more.[76]

[72] https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB403
[73] Grand jury interviews
[74] http://www.cvsolutions.org
[75] http://westmarinadvocacy.org
[76] http://www.centerfordomesticpeace.org

Outreach to Victims and the Public

Two populations must be reached via communications campaigns:

- *Victims of human sex trafficking,* who need information on how to get help.
- *The public,* which needs to understand the problem and be educated in how to identity trafficking and whom they should contact.

A number of organizations are conducting or have conducted outreach to both victims and the public, including:

- Center for Domestic Peace
- Community Violence Solutions
- League of Women Voters
- Marin Organizing Committee
- Shared Hope International
- Soroptomist International of Marin
- West Marin Advocacy

Communication media typically include presentations to groups, billboards, posters, leaflets, websites, and bus advertising, depending on who is being targeted to receive the information. Some of the aforementioned groups pay particular attention to high-risk areas such as Canal Street because of the trafficking activity there. Spanish language communications are critical in this area.

Despite the number of enthusiastic and well-regarded groups conducting outreach, their budgets are small and resources are too scarce to create the awareness and education needed, particularly in educating the public. Additionally, with seven or more organizations trying to get the word out, communications can be fragmented and possibly contradictory.

The Grand Jury believes customized education campaigns on recognizing the signs of trafficking and reporting it should be provided to a number of different groups, including, but not limited to:

- *Students* who need to recognize trafficking when it happens to a friend and understand how anyone can be recruited and endangered in social media.
- *Parents and teachers* who can monitor and help youth.
- *Healthcare professionals* who have special access to patients.
- *EMT and other emergency services* who have access to environments closed to law enforcement.
- *Hospitality industry* staff at lodgings who are exposed to trafficking as much of this crime takes place at hotels and motels in Marin.
- *Golden Gate transit and Marin Transit staff,* especially bus drivers, who come in contact with victims.

Education is particularly important for students, parents, and teachers. With the average age of recruitment being 12-14 (middle school age), a student who has received education can perhaps keep a friend from falling for a false pitch from a Romeo pimp, a parent can monitor their child's social media activities, and teachers can report suspicious activities.

The Marin County Office of Education (MCOE) has hosted a number of educational efforts for various school officials and the public, sponsored by community partners such as the Center for Missing and Exploited Children, the FBI, Voces de Marin, the Center for Domestic Peace, the Marin Organizing Committee, the Marin Child Abuse Prevention Council and more. Some efforts at the local middle school and high school levels have been implemented, though there is no evidence of a consistent systemic county-wide program to ensure education of students, teachers, and parents.

The most effective way to provide this school training might be through the Marin County School/Law Enforcement Partnership, a collaboration of schools, law enforcement and community agencies. Their goal is to encourage and support a countywide effort to keep Marin schools and communities as safe and healthy environments for all students and families.

Outreach to these audiences is critical and free resources are available online. For example, the National Human Trafficking Resource Center (NHTRC) has a number of tools for training and public outreach campaigns. According to this group, when a public outreach campaign is launched, NHTRC hotline sees a 30-60% increase in calls.[77]

Neighboring Alameda County has produced a number of campaigns and the Grand Jury recommends that the Marin County Coalition to End Human Trafficking use them where possible. In fact, the Alameda DA's office held Oakland focus groups with victims to learn to speak their language and craft the most effective appeals in their campaigns.

The Role of The Marin County Coalition to End Human Trafficking

The Marin County Coalition to End Human Trafficking (The Coalition) is a partnership of numerous social agencies, county government, civic groups, nonprofits and law enforcement agencies, with the goal of ending human trafficking via education, outreach, and advocacy. This coalition resides under the auspices of the Marin County DA office, co-chaired by the Marin District Attorney and a victim advocate from Community Violence Solutions.

The Coalition was formed in 2014 to create a forum and to harness the resources of numerous agencies to achieve the group's goals. The coalition is not meant to replace the activities of its members, but to provide a platform for synergies around each organization's work. Outreach is one of the major functions of the organization and its objective is to reach the following audiences:

- *Potential and actual victims* to warn them and tell them how to get help.
- Potential and actual victim's family and friends to alert them on how to recognize the signs of trafficking and what to do.
- *General public* to increase awareness of the crime and its victims.

The Grand Jury applauds the DA office and others who founded this coalition.

The group meets approximately every three months and most participants are essentially volunteers, having full-time jobs – so most of the work is performed outside their normal jobs. There is no dedicated staff. Little funding is provided, although recently The Coalition received

[77] http://www.traffickingresourecenter.org

$5,000 from the Board of Supervisors Community Fund (~0.001% of County budget) to create a website.

While many coalition members believe the organization is making strong progress, some members feel the group is moving too slowly, is too fragmented, is too unwieldy, and committees aren't communicating well. Although the Grand Jury believes that The Coalition is moving as quickly as it can, it believes that much better progress can be made with dedicated resources, such as a full or part-time position handling outreach and coordination. The Coalition might be able to qualify for a grant for a dedicated position, as did the South Bay Coalition to End Human Trafficking.[78]

Additionally, our Marin coalition might consider filing for nonprofit status so that they can conduct fundraising to strengthen their resources.

Training for Healthcare Professionals and EMS First Responders

According to a 2014 Loyola University Chicago School of Law Report, 88% of domestic human trafficking victims reported having contact with a healthcare professional while being trafficked, and these professionals are often the only ones to interact with them while in captivity.[79] These interactions were especially common for survivors who caught STD's, became pregnant while in their trafficking situation, or were hospitalized after physical and sexual assault.

In 2012, the California Attorney General's comprehensive report, "The State of Human Trafficking in California", recommended that First Responders and healthcare professionals be trained in identifying victims, determining their medical and mental health needs, and providing access to available resources.[80]

A number of hospitals and health systems around the country have launched training programs for their staff. Some states, including Florida and Michigan, require healthcare workers to receive some type of human trafficking training as part of their regular licensing process.[81]

But according to Dr. Jeff Barrows, director of US training at the anti-trafficking group Hope for Justice, "...most healthcare providers know little to nothing about trafficking and receive no training on how to identify and help victims. The vast majority is absolutely clueless. Only a handful is looking at it seriously."[82]

All health systems, large and small, need the tools and education to help thwart trafficking. Though the Grand Jury has no authority to make recommendations to non-governmental Marin County health systems, it encourages all healthcare venues in Marin to train staff on recognizing the signs of human trafficking and connecting victims with available services. There are a

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[78] Grand Jury interviews

[79] Laura J Lederer and Christopher A. Wetzel, "The Health Consequences of Sex Trafficking and Their Implications for Identifying Victims in Healthcare Facilities", 2014, http://www.luc.edu/law/centers/healthlaw/annals/archive/volume232014

[80] Kamala Harris, "The State of Human Trafficking in California", 2012

[81] Maureen McKinney, "Hospitals Train Staff to Spot Victims of Human Trafficking, Modern Healthcare, June 20, 2015

[82] Ibid

number of free online courses tailored specifically for healthcare professionals, especially ER workers, available from various universities and the National Human Trafficking Resource Center (NHTRC).[83]

Correspondingly, firefighters and EMS professionals are in a unique position to encounter, identify, and report victims of human trafficking. In emergencies, first responders may be given access to victims and locations inaccessible to law enforcement. It is critical that these professionals be trained to recognize and report human trafficking. Training these first responders in scanning the emergency environment for signs of human trafficking and how to report it could result in more victim rescues and trafficker apprehensions. Training and tools are available for free online.[84]

Although some Marin fire departments have had training in human trafficking, many have not, and some who have been trained, have not been trained recently. Several departments use Blue Campaign training provided by the Department of Homeland Security.

Also Learned: Labor Trafficking is Happening in Marin

Marin Law enforcement has focused on sex trafficking because it is the more commonly identifiable form of human trafficking. However, the Grand Jury found that many law enforcement officers and victim advocates believe labor trafficking is taking place in Marin as well. Representatives from two victim advocate organizations interviewed said that they had received reports of labor trafficking for nursing homes, ranching, and farming, with one citing a victim rescued from forced labor as a nanny. Both organizations have come to the aid of labor trafficking victims. However, there are no recent arrests for labor trafficking, likely due to:

- The far more under-investigated and under-reported nature of labor trafficking (versus sex trafficking),
- The higher visibility of sex trafficking,
- A lack of law enforcement resources to pursue it.

CONCLUSION

Despite the fact that the Bay Area is one of the largest human trafficking markets in the US, many Marin County citizens have little or no awareness that it exists in our community. Though trafficking victims bear the brunt of the human costs of being trafficked, the community must bear immense social costs, such as truancy, homelessness, the rising need for medical and mental health services, and expanding law enforcement efforts.

It is time for Marin to wake up and recognize the prevalence of human trafficking in our communities. The Grand Jury urges the County and its cities and towns to devote more resources to combating this scourge, rescuing its victims, and helping these victims return to society.

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[83] National Human Trafficking Resources Center: https://traffickingresourcecenter.org/material-type/online-trainings

[84] www.dhs.gov/blue-campaign/awareness-training

FINDINGS

F1. Human sex trafficking is mostly unrecognized, under-reported, and rarely subject to intervention in Marin.

F2. A significant number of human sex trafficking victims are from Marin, not just transients imported from other areas.

F3. Reports from two Marin County victim advocate organizations show that approximately 30% of the victims they aid are under the age of 18.

F4. Some Marin County law enforcement officers still believe some human trafficking victims are criminals.

F5. State law mandates that officers receive two hours of training on human trafficking and some Marin agencies may not be complying with this law.

F6. Training of Marin County law enforcement on the *Marin County Uniform Law Enforcement Protocol for Human Trafficking* has been inconsistent across agencies.

F7. Law enforcement officers and others who are closest to human trafficking believe the California mandated two-hour POST training video on human trafficking is not sufficient.

F8. Marin law enforcement agencies rarely use multidisciplinary training, incorporating collaboration between Children Family Services (CFS), the District Attorney, law enforcement experts, and possibly victims.

F9. Training for firefighters and EMS professionals in recognizing human trafficking victims and reporting the crime is inconsistent in Marin.

F10. It is difficult to determine the extent of human trafficking in Marin because of inconsistent classification and definitions of the crime, as well as the lack of a central clearinghouse for this data.

F11. The Marin County school districts do not provide education on a systematic basis for students, parents and teachers in recognizing signs of human trafficking.

F12. Human trafficking outreach has been fragmented and is currently insufficient in reaching critical audiences.

F13. The Marin County Coalition to End Human Trafficking Coalition needs dedicated resources to make it more effective.

RECOMMENDATIONS

R1. All law enforcement officers should be consistently trained in the *Marin County Uniform Law Enforcement Protocol for Human Trafficking.*

R2. All Marin law enforcement agency heads should ensure their officers receive the California mandated two hour human trafficking training.

R3. The Board of Supervisors should convene a local group of human trafficking experts (including CFS, law enforcement subject experts, FBI, victim advocates, DA's, and perhaps a victim) to create a multidisciplinary training presentation. This training should include the unique roles of all County personnel, resources, and processes in addressing human trafficking. Additional resources will be needed to support this training as none are devoted to this task now. This training should include information on the trafficking of females and males, as well as LGBTQ.

R4. Once this multi-disciplinary training package is completed, Marin County law enforcement agencies should ensure that all Marin law enforcement officers be trained.

R5. Marin County fire departments should ensure that all EMS personnel are trained in recognizing human trafficking and how to report it, and incorporate this in their annual training.

R6. The Board of Supervisors should fund the creation of a database that systematically tracks adult and minor victims, using consistent classification and shared definitions to properly identify the victim and the crime, as well as document its prevalence. Data should be gathered from any organization dealing with trafficking victims, including law enforcement agencies, government agencies (e.g. Marin County Health & Human Services), civic organizations, and victim advocate organizations.

R7. Marin County Office of Education should work with the Marin County School/Law Enforcement Partnership to develop educational programs to ensure that students, parents, and teachers are trained in recognizing the signs of human trafficking and where they can find help.

R8. The Board of Supervisors should provide the Marin County Human Trafficking Coalition resources necessary to expand community outreach to schools, faith communities and the public. The Coalition should explore a grant for a dedicated position that supports coalition logistics and outreach campaigns.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

- Bolinas Fire Protection District: F1-F13, R5
- Bolinas-Stinson Union School District: F1-F13, R7
- Central Marin Police Authority: F1-F13, R1-R7
- City of Belvedere: F1-F13, R1-R7
- City of Larkspur: F1-F13, R1-R7
- City of Mill Valley: F1-F13, R1-R7
- City of Novato: F1-F13, R1-R7
- City of San Rafael: F1-F13, R1-R7
- City of Sausalito: F1-F13, R1-R7
- CSA #28 (West Marin Paramedic): F1-F13, R5
- CSA #31 (County Fire): F1-F13, R5
- Dixie School District: F1-F13, R7
- Kentfield Fire Protection District: F1-F13, R5
- Kentfield School District: F1-F13, R7
- Lagunitas School District: F1-F13, R7
- Larkspur-Corte Madera School District: F1-F13, R7
- Marin County Board of Supervisors: F1-F13, R1- R8
- Marin County Office of Education: F1-F13, R7
- Marinwood Community Service District: F1-F13, R5
- Mill Valley School District: F1-F13, R7
- Nicasio School District: F1-F13, R7
- Novato Fire Protection District: F1-F13, R5
- Novato Unified School District: F1-F13, R7
- Reed Union School District: F1-F13, R7
- Ross School District: F1-F13, R7
- Ross Valley Fire Department: F1-F13, R5
- Ross Valley School District: F1-F13, R7
- San Rafael School District: F1-F13, R7
- Sausalito Marin City School District: F1-F13, R7
- Shoreline Unified School District: F1-F13, R7
- Southern Marin Emergency Medical-Paramedic System: F1-F13, R5
- Southern Marin Fire Protection District: F1-F13, R5
- Stinson Beach Fire Protection District: F1-F13, R5
- Tamalpais Union High School District: F2-F23, R7
- Tiburon Fire Protection District: F1-F13, R5
- Town of Corte Madera: F1-F13, R1-R7
- Town of Fairfax: F1-F13, R1-R7
- Town of Ross: F1-F13, R1-R7
- Town of San Anselmo: F1-F13, R1-R7
- Town of Tiburon: F1-F13, R1-R7

The governing bodies indicated above should be aware the comment or response of the governing body must be conducted in accordance with Penal Code section 933(c) and subject to the notice, agenda, and open meeting requirements of the Brown Act.

From the following individuals:

- The Marin County Sheriff: F1-F13, R1-R4, R6-R7
- The District Attorney: F1-F13, R1-R4, R6, R8
- Marin County Superintendent of Schools: F1-F13, R7

The Grand Jury invites the following individuals to respond:

- Police Chief, Belvedere Police Department: F1-F13, R1-R4, R6-R7
- Police Chief, Central Marin Police: F1-F13, R1-R4, R6-R7
- Fire Chief, Corte Madera Fire Department: F1-F13, R5
- Police Chief, Fairfax Police Department: F1-F13, R1-R4, R6-R7
- President, Falcon Critical Care Transport: F1-F13, R5
- President, Falck/verihealth, Inc.: F1-F13, R5
- Fire Chief, Larkspur Fire Department: F1-F13, R5
- President, Marin County Fire Chiefs Association: F1-F13, R5
- President, Marin County Police Chiefs Association: F1-F13, R1-R4, R6-R7
- Fire Chief, Mill Valley Fire Department: F1-F13, R5
- Police Chief, Mill Valley Police Department: F1-F13, R1-R4, R6-R7
- Chief Executive Officer, NORCAL Ambulance: F1-F13, R5
- Police Chief, Novato Police Department: F1-F13, R1-R4, R6-R7
- Police Chief, Ross Police Department: F1-F13, R1-R4, R6-R7
- Fire Chief, San Rafael Fire Department: F1-F13, R5
- Police Chief, San Rafael Police Department: F1-F13, R1-R4, R6-R7
- Police Chief, Sausalito Police Department: F1-F13, R1-R4, R6-R7
- President, St. Joseph's Ambulance Service: F1-F13, R5
- Police Chief, Tiburon Police Department: F1-F13, R1-R4, R6-R7

At the time of publication of this report all website information was accurate as published.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

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Sierra Marie Tomsky, "Human Trafficking and Sexual Slavery: A Local Epidemic", May 2014, Dominican University of California.
http://scholar.dominican.edu/cgi/viewcontent.cgi?article=1017&context=senior-theses

Emily Dominique Sims, "Law Enforcement and Social Service Responses To Human Trafficking in Marin County, October 17, 2014, Sonoma State University.

Appendix A: Penal Code Section 236.1 PC

236.1. (a) Any person who deprives or violates the personal liberty of another with the intent to obtain forced labor or services, is guilty of human trafficking and shall be punished by imprisonment in the state prison for 5, 8, or 12 years and a fine of not more than five hundred thousand dollars ($500,000).

(b) Any person who deprives or violates the personal liberty of another with the intent to effect or maintain a violation of Section 266, 266h, 266i, 266j, 267, 311.1, 311.2, 311.3, 311.4, 311.5, 311.6, or 518 is guilty of human trafficking and shall be punished by imprisonment in the state prison for 8, 14, or 20 years and a fine of not more than five hundred thousand dollars ($500,000).

(c) Any person who causes, induces, or persuades, or attempts to cause, induce, or persuade, a person who is a minor at the time of commission of the offense to engage in a commercial sex act, with the intent to effect or maintain a violation of Section 266, 266h, 266i, 266j, 267, 311.1, 311.2, 311.3, 311.4, 311.5, 311.6, or 518 is guilty of human trafficking. A violation of this subdivision is punishable by imprisonment in the state prison as follows:

(1) Five, 8, or 12 years and a fine of not more than five hundred thousand dollars ($500,000).

(2) Fifteen years to life and a fine of not more than five hundred thousand dollars ($500,000) when the offense involves force, fear, fraud, deceit, coercion, violence, duress, menace, or threat of unlawful injury to the victim or to another person.

(d) In determining whether a minor was caused, induced, or persuaded to engage in a commercial sex act, the totality of the circumstances, including the age of the victim, his or her relationship to the trafficker or agents of the trafficker, and any handicap or disability of the victim, shall be considered.

(e) Consent by a victim of human trafficking who is a minor at the time of the commission of the offense is not a defense to a criminal prosecution under this section.

(f) Mistake of fact as to the age of a victim of human trafficking who is a minor at the time of the commission of the offense is not a defense to a criminal prosecution under this section.

(g) The Legislature finds that the definition of human trafficking in this section is equivalent to the federal definition of a severe form of trafficking found in Section 7102(8) of Title 22 of the United States Code.

(h) For purposes of this chapter, the following definitions apply:

(1) "Coercion" includes any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; the abuse or threatened abuse of the legal process; debt bondage; or providing and facilitating the possession of any controlled substance to a person with the intent to impair the person's judgment.

(2) "Commercial sex act" means sexual conduct on account of which anything of value is given or received by any person.

(3) "Deprivation or violation of the personal liberty of another" includes substantial and sustained restriction of another's liberty accomplished through force, fear, fraud, deceit, coercion, violence, duress, menace, or threat of unlawful injury to the victim or to another person, under circumstances where the person receiving or apprehending the threat reasonably believes that it is likely that the person making the threat would carry it out.

(4) "Duress" includes a direct or implied threat of force, violence, danger, hardship, or retribution sufficient to cause a reasonable person to acquiesce in or perform an act which he or she would otherwise not have submitted to or performed; a direct or implied threat to destroy, conceal, remove, confiscate, or possess any actual or purported passport or immigration

document of the victim; or knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or immigration document of the victim.

(5) "Forced labor or services" means labor or services that are performed or provided by a person and are obtained or maintained through force, fraud, duress, or coercion, or equivalent conduct that would reasonably overbear the will of the person.

(6) "Great bodily injury" means a significant or substantial physical injury.

(7) "Minor" means a person less than 18 years of age.

(8) "Serious harm" includes any harm, whether physical or nonphysical, including psychological, financial, or reputational harm, that is sufficiently serious, under all the surrounding circumstances, to compel a reasonable person of the same background and in the same circumstances to perform or to continue performing labor, services, or commercial sexual acts in order to avoid incurring that harm.

(i) The total circumstances, including the age of the victim, the relationship between the victim and the trafficker or agents of the trafficker, and any handicap or disability of the victim, shall be factors to consider in determining the presence of "deprivation or violation of the personal liberty of another," "duress," and "coercion" as described in this section.

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 3, 2016
Agenda Item: AI-1

STAFF REPORT

To: Mayor and Members of the Town Council

From: Office of the Town Manager

Subject: Special Event Permit Application by Tiburon Fire Protection District – Shoreline Park

Reviewed By: _____

BACKGROUND

The Tiburon Fire Protection District (the District) has submitted a special event permit application to stage an event in Shoreline Park on October 1, 2016 in conjunction with the District's Diamond Jubilee weekend. The evening before, September 30, the District is hosting the Friday Nights on Main Celebration, marking the culmination of FNOM for the year.

The District event is a new event and is governed by the Town's Shoreline Park Policy. If approved, it will be the fifth event in the Park this year (five events are allowed per year, under the policy). The other events are 1) the Classic Car Show; 2) the RCP Tiburon Mile; 3) Tiburon Taps Beer Festival, and 4) the Tiburon Half Marathon (which includes Shoreline Park in its route).

The District proposes a parade of antique fire trucks that will start in Belvedere and wind its way to Shoreline Park. Once there, the trucks will be parked (similar to the Classic Car Show), which will allow people to view and admire them. Although all of the details associated with the proposed event have not been finalized, it is anticipated the event will have other activities including: amplified music, food and alcohol sales, and a demonstration of the recently-acquired District fireboat.

ANALYSIS

Special events in Tiburon are governed by the Town's Special Event Permit Policy which states that …"events to be held on public property shall be limited in scope to activities which do not detrimentally impact the community." Under the policy, The Town Manager is responsible for evaluating the potential impacts of a proposed event. Factors shall include, without limitation, the following:

1. Impacts on Noise
2. Impacts on Traffic
3. Impacts on Parking
4. Impacts on the "General Environment"

Noise
Chapter 25-1 of the Town Code requires that any amplified music and/or voice amplification in a non-residential zone be approved in writing by the Town Manager. The Shoreline Park Policy further states that "any voice or music amplification in Shoreline Park should be kept to a reasonable volume." If approved by Council, staff will work with the District to ensure any amplified music complies with this requirement.

Traffic
As noted, the permit requests the closure of Paradise Drive from Tiburon Boulevard to Mar West. A detour is requested starting at Beach Road, and will direct traffic to travel along Mar West Street to bypass the event. Staff anticipates utilizing the Town's mobile electronic sign to notify residents of the upcoming detour.

Parking
The public would be required to find their own parking, possibly at the Lyford Drive lot, and other parking lots downtown (CVS, Bank of America, etc.). Attendees will no doubt include many residents of Tiburon or Belvedere, who may be able to walk or bike to the event.

General Environment
Although Staff does not anticipate any other environmental impacts from the event, it is important to note the Tiburon half Marathon is scheduled for Sunday October 2, which is the day after the proposed District event.

OTHER CONSIDERATIONS

Event Hours
The proposed event would occur between the hours of 10:00 a.m. and 5:00 p.m. (Including set up and breakdown time). The Shoreline Park Policy limits the hours of operation of an event to the hours of 8 a.m. to 10 p.m. on Fridays and Saturdays, although it allows the discretion of the Town Manager to accommodate logistical needs that vary from this under certain circumstances. The proposed event complies with this requirement.

Open to the Public
The Town does not allow use of public spaces for private groups or organizations wishing to stage events that are not open to the public. The proposed event will be open to the public with no admission fee.

Financial Impact
In its permit application, The District has requested assistance from the Town's Public Works Department that includes delivery and pick-up of barricades before and after the event, use and placement of the Town's electronic sign board, and provision of garbage cans and liners. Staff is also working with the District to determine what, if any, level of Police presence is appropriate.

Chief Pearce will be available at the Council meeting to answer questions about the event.

RECOMMENDATION

Staff recommends that the Town Council:

1. Review the Special Event Permit application and ask questions of staff and the applicant;
2. Hear any public testimony about the proposed events; and
3. Indicate its approval of the permit as submitted, or modify or deny the permit.

Exhibits:
Special Event Permit Application
Use of Shoreline Park – Special Events Policy
Special Event Permits Policy

Prepared By: Diane Crane Iacopi, Tiburon Town Clerk

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JUL 14 2016
TOWN CLERK
TOWN OF TIBURON

2016

SPECIAL EVENT PERMIT APPLICATION FOR USE OF PUBLIC PROPERTY

Name of Event: TIBURON FIRE DISTRICT - DIAMOND JUBILEE - 75TH

Date of Event: SEPTEMBER 30TH / OCTOBER 1ST 2016

Name of Organization: TIBURON FIRE PROTECTION DISTRICT / TIBURON VOLUNTEER FIRE DEPT.

Type of Organization (IRS 501(C) or for profit): 501 C

Mailing Address 1679 TIBURON BLVD City TIBURON Zip 94920

Business Phone Number: (415) 435-7200 Evening Phone Number: (415) 435-7200

Cellular Phone Number: (___) _____ FAX Number: (415) 435-7205

Contact Person "ON SITE" day of event: TBD
(**Note:** This person must be in attendance for the duration of the event and immediately available to Town Officials.)

Cellular Phone Number: (___) _____

Alternate Contact Person "ON SITE" day of event: CHIEF PEARCE

Cellular Phone Number: (415) 328-1323

TYPE OF EVENT:

- ☒ Block Party
- ☐ Carnival
- ☐ Street Festival
- ☐ Wedding
- ☒ Parade
- ☐ Race/Walk/Run
- ☒ Fundraising Event
- ☐ _____

EVENT ACTIVITIES:

- ☒ Food Service
- ☒ Fireworks
- ☐ Lights/Laser
- ☐ Motion Picture
- ☒ Live Animals
- ☐ Drawing/Raffle
- ☒ Amplified Music
- ☐ _____

Location of Event: TIBURON BLVD / SHORELINE PARK

(Attach Map to illustrate area) SHORELINE PARK

Date and hours of operation: (Indicate actual set-up and close down dates)

Date: 10/1 Start time: 10:00 (AM)/PM – Finish time: 5:00 AM/(PM)

Actual "open to the public" or "advertised" event hours:

Date: 10/1 Start time: 12 (AM)/PM – Finish time: 4:00 AM/(PM)

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Estimated attendance: 1000 Admission fee (If applicable): N/A

Will items or services be sold at the event? ☒ Yes ☐ No
If yes, please describe: EVENT / MEMORABILIA / SHIRTS / HATS

ENTERTAINMENT: FROM SHORELINE PARK

Yes	No	
☒	☐	Are there any musical entertainment features related to your event?
☒	☐	Will sound amplification be used? Start time: _____ AM/PM – Finish time: _____ AM/PM
☒	☐	Will **sound checks** be conducted prior to the event? Start time: _____ AM/PM – Finish time: _____ AM/PM

Amplification is subject to approval by the Town Manager pursuant to Chapter 25-1 of the Town Code.

ALCOHOL:

Yes	No	
☒	☐	Does the event involve the **sale** or **use** of alcoholic beverages?
☒	☐	Does the event require an ABC permit?
☒	☐	If yes, the **Town must have a copy of the permit prior to approval of the event.**

STREET OR SIDEWALK CLOSURE:

Yes	No	
☒	☐	Does this event involve a moving route of any kind along streets, sidewalks or highways? **If yes, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route and its impact.**
☒	☐	Is street closure sought?

If yes, who will place and pick up the barricades?
FIRE DISTRICT PERSONNEL

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PUBLIC WORKS DEPARTMENT:

Describe request for Public Works Department assistance, if any:

TBD / BARRICADES / CONES

Public Works Department assistance will be provided based upon availability of staff time and materials. Applicant will be billed for staff time at rates established by the Town.

Do you have a cost recovery agreement on file? ☐ Yes ☒ No

ACCESSIBILITY, SANITATION, RECYLING:

The event sponsors shall maintain safe and accessible paths of travel in the public right of way, as required by the Americans with Disabilities Act (ADA) and state law. Accessible paths of travel must be at least four feet wide and free from debris and other obstructions. For further details, see the ADA Checklist provided by Town staff. Applicants are also encouraged to hire their own ADA consultant to ensure compliance.

☒ Portable and/or Permanent Toilet Facilities:

- Number of portable toilets: 4 **REQUIRED** → One for every 250 people
- Number of ADA Accessible toilets: 1 **REQUIRED** → 10% of total portable toilets.

- **Note:** Unless the applicant can substantiate the availability of adequate accessible and non-accessible toilet facilities in the immediate area of the event site, the above is required.

☒ Trash Containers and Dumpsters
- Number of Trash Cans: ____

- Number of Dumpsters w/lids: 2 **REQUIRED** → One for every 400 people

- Recycling Containers: 2

Describe the plan for clean-up and removal of waste and garbage during and after the event:

COORDINATED BY FD.

Note: IMMEDIATELY UPON CONCLUSION OF THE EVENT, THE VENUE MUST BE RETURNED TO A CLEAN CONDITION.

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It is the Event Organizers' responsibility to dispose of waste and garbage throughout the event. The Town does not provide clean up services for special events. If clean-up during or after the event is required, the Tiburon Department of Public Works will bill the applicant for staff time and overtime at rates established by the Town.

SECURITY

Yes ☐ No ☒

Is there a **Professional Security** organization hired to handle security arrangements for this event? **If yes**, please list:

Security Company: _____

Security Organization Address: _____

Security Director (Name): _____

Phone: _____

POLICE ON SCENE:
Number of uniformed officers requested: _____

Does this event have a cost recovery agreement on file? ☐ Yes ☒ No

Police primary duties/responsibilities:

Parking lot patrol:	☐ Yes	☐ No
Interior venue patrol:	☐ Yes	☐ No
Stationary entrance security:	☐ Yes	☐ No

Exterior: _____

Other: _____

Dates & Hours: TBD

PARKING PLAN · SHUTTLE PLAN · MITIGATION OF IMPACT

Note: Parking, traffic congestion, and environment pollution are all factors for concern with events. Consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when in the planning stage of the event. If the ratio of total attendance to available parking spaces exceeds three (3) people per parking space, off-site parking and shuttle service shall be provided to avoid illegal parking and to ensure emergency access for emergency vehicles is available at all times.

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Parking and **Shuttle** plans (**provide a detailed description of locations and parking lots to be used**):

N/A

Impact to surrounding areas--residents, businesses, etc. (Describe impact and plan to notify those impacted):

CLOSURE OF PARADISE DR. TO MARKET

INSURANCE REQUIREMENTS:

Insurance information must accompany the application materials. Liability insurance can be purchased through the Recreation Department, at 435-4355, or your own carrier. The Town of Tiburon must be named as an additional insured. The insurance information should include an endorsement providing the Town, its agents, officials and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit.

Is the insurance endorsement attached? ☐ Yes ☒ No

To be completed by Applicant:

I have read, understood and accepted the foregoing conditions and the following:

1. The Town reserves the right to deny any special event permit, impose any conditions it deems appropriate, and require payment for costs associated with an event, such as police and public works services. (Gatherings for the purpose of espousing views as permitted by the First Amendment do not require a permit.) Permission for an event in one year does not imply permission in future years.

2. Owner shall indemnify, defend and hold harmless the Town and its officials, employees, agents and contractors, from any claims, losses, damages or other liabilities that may arise from this event. The obligation to defend is separate and distinct from the obligation to indemnify and hold harmless and shall apply even if neither the Town nor owner is found liable for the aforesaid claims, losses, damages or other liabilities.

[signature] - TIBURON FIRE DIST
Signature of Applicant

Richard S Pearce
Printed Name of Applicant

7/12/16
Date of Application

Town of Tiburon
1505 Tiburon Boulevard · Tiburon CA 94920
415-435-7373

To be completed by Town:

Approved by:

_____ Date: _____
Chief of Police

_____ Date: _____
Director of Public Works

_____ Date: _____
Director of Community Development

_____ Date: _____
Town Manager

Additional conditions or requirements:

"**After Action Reports**" will be prepared by Town staff and filed with Town Manager and Chief of Police.

2016 form was last revised in 2014 by ARD.

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Accessible Public Event – Information & Checklist

This checklist has been developed in order to assist private parties applying for a Special Event Permit for an event open to the public that will be held on Town property or right-of-way to comply with Federal and State laws regarding accessibility of the event to persons with disabilities. These laws are found in Title 24 of the California Building Code and in the federal Americans with Disabilities Act (ADA). Event organizers working on events that will require extensive accessibility accommodations are advised to retain professional accessibility consulting services to assist with design of an accessibility plan and the proper implementation of it.

Public Event Name/Description:

TIBURON FIRE DISTRICT - DIAMOND JUBILEE

Event Location/Address: TIBURON BLVD / SHORELINE PARK

Public Event Application Contact Person:

RICHARD PEARCE / NICOLE CHARUT

phone: 415-435-7200 **e-mail:** RPEARCE@TIBURONFIRE.ORG
NCHARUT@TIBURONFIRE.ORG

Date & Time of Event:

SEPTEMBER 30TH / OCTOBER 1ST - 2016

Public Event On-Site Contact Person (if known at this time):

TBD.

phone: _____ **e-mail:** _____

This checklist is designed to assess compliance with "programmatic" accessibility standards, to ensure that events will be accessible not only to persons with physical disabilities, but to people with sensory, cognitive, and other disabilities, as well. It is also intended to ensure that potential event locations and facilities comply with "physical" accessibility standards. Words or phrases that are underlined are technical terms defined in the Accessible Public Event Definitions section of this document.

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A. Notice:	YES	NO	N/A
1. All notices and announcements for the event, if open to the general public, shall include accessibility information, including but not limited to how to ensure availability of assistive listening devices (ALD's).	☐	☐	☑
2. All notices and announcements for the event or meeting provide a name and phone number of the person to contact to request disability-related accommodations.	☐	☐	☑

B. Communication Access:	YES	NO	N/A
1. If a microphone is provided for public participation, the microphone cable is long enough to serve accessible seating areas or a wireless microphone unit is provided.	☐	☐	☑
2. Film or video materials presented at the event are captioned.	☐	☐	☑
3. Event-wide printed materials (e.g. programs, site maps) in alternative formats are available upon request. This generally requires an electronic version of any materials on the sponsor's website. Large print paper copies (18 point) are recommended for availability upon request at the event entrance.	☐	☐	☑

C. Getting to the Event:	YES	NO	N/A
1. At least one accessible parking space is provided for every 25 spaces of parking for the vent up to 100 spaces. For parking areas or lots with more than 100 spaces, consult with the Building Official for the correct number of required accessible parking spaces to provide. Ensure that the first space provided is a van-accessible space.	☐	☐	☑
2. An accessible route on an accessible surface exists from the accessible parking and/or the street to the event and all event activities.	☐	☐	☑
3. All public events should have directional signage identifying accessible routes of travel throughout the event that directs the public to the accessible entrances, accessible restrooms, accessible parking, and participation areas.	☑	☐	☐

D. Transportation:	YES	NO	N/A
If the event sponsor provides transportation, wheelchair-accessible vehicles must also be available and advertised as available to the public.	☐	☐	☑

E. Amenities:	YES	NO	N/A
1. Accessible restrooms are available within 200 feet of the event location. If permanent accessible restrooms are not available within this distance, then accessible portable toilets and sinks shall be provided at the event.	☑	☐	☐
2. Accessible drinking fountains are available (if drinking fountains provided).	☐	☐	☑
3. Accessible telephones are available (if telephones are provided).	☐	☐	☑

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4. Accessible exhibit materials, such as art displays or other exhibits, are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities.	☑	☐	☐
5. If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms.	☑	☐	☐

F. Seating:	**YES**	**NO**	**N/A**
1. If seating is provided, wheelchair and companion seating is provided in the required seating location and at the required seating ratio.	☐	☐	☑
2. If tables are to be used as part of the participatory process at the event, accessible tables are required to accommodate the required seating ratio.	☐	☐	☑
3. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see an interpreter/captioner or lip read.	☐	☐	☑

G. Event Set-up:	**YES**	**NO**	**N/A**
1. If a stage or raised dais is provided for use by other than paid entertainers, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.	☐	☐	☑
2. If a dais is provided for the public, an accessible dais is also provided.	☐	☐	☑
3. Fencing or other crowd control barriers are placed so as to provide an accessible route.	☑	☐	☐
4. Events held on grass-covered surfaces or other non-hardscaped surfaces must have accessible matting or other suitable materials along all accessible routes of travel.	☐	☐	☑

NOTES:

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Accessible Public Event Definitions (in alphabetical order)

Accessibility information – *Meeting or Event Notice shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and contact information to make accommodation requests.*

Accessible dais – A fixed or mobile public speaking location that includes a table or podium that is no higher than 34" on which a microphone can be placed.

Accessible drinking fountains – *Drinking fountain with the bubbler no higher than 36" with knee clearance underneath that is 27" high x 18" minimum deep.*

Accessible exhibit materials – *Alternatives that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include but are not limited to:*

1. *Titles of work and narrative using large 14 point san serif fonts on a high-contrast background*
2. *Taped audio descriptions of photographs/artwork*
3. *Tactile replicas of art objects*
4. *Captioning of video or film presentations*
5. *Trained staff available to provide descriptions or tours*

Accessible parking – *parking which is set aside for exclusive use by people with disabilities, located near the accessible entrance to the facility. Note: temporary accessible spaces can be created using temporary signs and cones, provided that dimensional requirements are met.*

Accessible portable toilets and sinks – *Toilets and sinks that meet state and federal requirements for accessibility. If only one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of one-unit with 10% of the total units provided shall be accessible. Accessible toilets and sinks shall be disbursed among the various locations and located on a level area, along an accessible route with an accessible surface. At each location there should be at least one accessible toilet and sink available.* ***Please note: this information is provided for situations in which the general public will be using portable toilets. A portable, accessible toilet is NEVER equivalent access if the general public is using indoor toilets.***

Accessible restrooms – *Restrooms that are located on an accessible route and contain accessible features including grab bars in bathroom stalls, wide bathroom stalls, etc.*

Accessible route – *A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.*

Accessible surface – *Firm, stable and slip resistant surfaces, such as concrete, asphalt, wood, carpet, etc. Grass, wood chips and sand are not accessible surfaces.*

Accessible tables – *A table providing knee space that is a minimum of 27" high, 30" wide and 19" deep knee space with the tabletop no higher than 34".*

Accessible Telephones – *Telephones that are located on an accessible route, mounted at 48" from the floor to the coin slot and have volume controls.*

Assistive Listening Device – *A device that takes a signal from a microphone or public address system and sends it to a personal amplification system. Assistive Listening Devices (ALD's) can be procured through companies who provide public address systems.*

Directional Signage – *Include the International Symbol of Accessibility (ISA) with the directional signage.*

Hazards to blind or visually impaired participants – *Pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80" from the floor surface, or wall, and post mounted or freestanding objects that protrude 4" or more between 27" and 80" above the floor or ground.*

Participation Areas – *Those areas of a building, facility, or event where people participate in activities, such as individual and team sporting events, swimming, carnival games, hiking, bird watching, and other similar activities.*

Portable wheelchair lift – *A lift that is not built into the structure but can be available for a specific event.*

Seating location - *Accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for persons who are deaf must be provided in a location near the stage/presentation area with direct view to the stage/presentation location of sign language interpreters.*

Seating ratio – *The number of accessible seats in relation to the number of seats provided as follows:*

1 to 25=1 seat
26 to 50=2 seats
51 to 300=4 seats
301 to 500=6 seats
over 500=6 plus one additional space for each increase of 100 seats

Van-accessible Space – *A parking space*

Wheelchair-accessible vehicle – *A private- or public-use passenger vehicle that has been modified to accommodate one or more wheelchair users.*

Wheelchair and companion seating – *Seating for wheelchair users and adjacent seating for individuals accompanying wheelchair users.*

TOWN OF TIBURON
Town Council Policy & Procedure

Number: 8
Effective: March, 17, 2004 (Revised 07/15/2015)
Authority: Town Council / Town Manager

USE OF SHORELINE PARK – SPECIAL EVENTS

PURPOSE AND INTENT

The Town Council establishes this "Use of Shoreline Park – Special Events" policy (hereinafter "Policy") for the Town of Tiburon in accordance with the provisions of the Tiburon Municipal Code and State Law.

This Policy defines special events and specifies requirements and procedures for their approval in Shoreline Park. Shoreline Park was dedicated to the Town for "public, scenic, open space and public access" purposes and is customarily used as a visual and primarily passive recreational amenity for Town residents and visitors. A majority of the Park's land area is under water; the dry land portion consists of a narrow strip of bay front property with a paved walking path terminating at Ferry Plaza (see attached graphic). It lies directly in the San Francisco Bay view corridor of nearby residences and adjoining Paradise Drive, and is therefore highly sensitive from a visual and view blockage standpoint; the dedication to the Town is subject to conditions protecting the views from the Bayside units at Point Tiburon. The Park is popular with both residents and visitors for walking, viewing, picnicking and jogging. The Ferry Plaza portion of the Park also provides important public access to the Main Street waterfront and ferry services.

The Town Council establishes these requirements and procedures for occasional special events in Shoreline Park to protect the visual and recreational qualities of the Park and to preserve it primarily for its customary use. This Policy is intended to ensure that the temporary operation of each permitted special event at Shoreline Park is compatible with the adjacent neighborhood, downtown business district, residents, and visitors.

POLICY

The Town receives periodic requests to allow events, activities, and occasional temporary structures in Shoreline Park. The Town has an interest in occasionally allowing certain types of conditionally allowable events or activities in the Park on a short-term basis, which may temporarily deviate from the customary use of the Park. However, the frequency and nature of these events must be limited to protect the primary purposes, appearance, and on-going popular use of the Park.

SPECIAL EVENTS AT SHORELINE PARK

For the purpose of this Policy, "special event" means a short-term activity use or limited duration art exhibition use of the Park other than its customary use. The Town Manager shall have the discretion to determine whether an event of a limited amount of time qualifies as a "special event" that is subject to the *Special Events Permit Policy* referenced below.

All special events on Town property are subject to the Town's *Special Events Permit Policy*, which enables the Town, consistent with the Park's dedicating documents, to establish the parameters for each special event and the obligations of the permit holder. To ensure reasonable compatibility with the surrounding area and avoid disruption of the customary use of the Park, any special event in Shoreline Park must comply with the following additional requirements:

1. The Town anticipates limiting the number of events to five (5) permitted special events per calendar year.

2. Special events are limited to Fridays, Saturdays, Sundays and legal Town Holidays. Legal Town Holidays are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; excepting art exhibition events that may, with Town Council permission, have a maximum 45-day duration including set-up and take-down.

3. The activities of the special event are restricted to the hours of 8:00 a.m. to one hour after sunset Sunday through Thursday and 8:00 a.m. to 10:00 p.m. on Fridays and Saturdays. At no more than three (3) Friday or Saturday events per year shall amplification of sound be allowed until 10 p.m.

EXCEPTIONS

The Town Manager may allow some latitude with respect to provisions of the *Special Events Permit Policy* and this Policy in order to facilitate activities such as set up, the staging of equipment and the hours of operation. The discretion allowed by this Policy shall be confined to logistical and other considerations necessary to further the following critical purposes:

1. Protect the Park and improvements therein.
2. Ensure public safety and access.
3. Avoid unauthorized or extended obstruction of views of the bay.
4. Avoid noise disruption of nearby residential neighborhoods after 8 pm on Sunday through Thursday or after 10 p.m. on Friday and Saturday.

The Town Council, at a public meeting, may grant Exceptions to this Policy as it deems warranted.

TEMPORARY STRUCTURES

Temporary structures (excluding art exhibition pieces) may be in place no longer than seventy-two (72) consecutive hours. The Town Engineer/Director of Public Works shall ensure that temporary structures shall be located, installed and secured in a manner that will not damage Park improvements, and will not create a public hazard or public nuisance. No automobiles or trucks will be allowed to park on Ferry Plaza, other than for the purposes of loading or unloading items pertaining to the event and subject to the approval of the Superintendent of Public Works, Director of Public Works, or Town Manager.

ART EXHIBIT PLACEMENT

Exhibits of art that will be on display for more than seventy-two (72) consecutive hours shall generally be limited to the western third of Shoreline Park.

MUSIC AND VOICE AMPLIFICATION

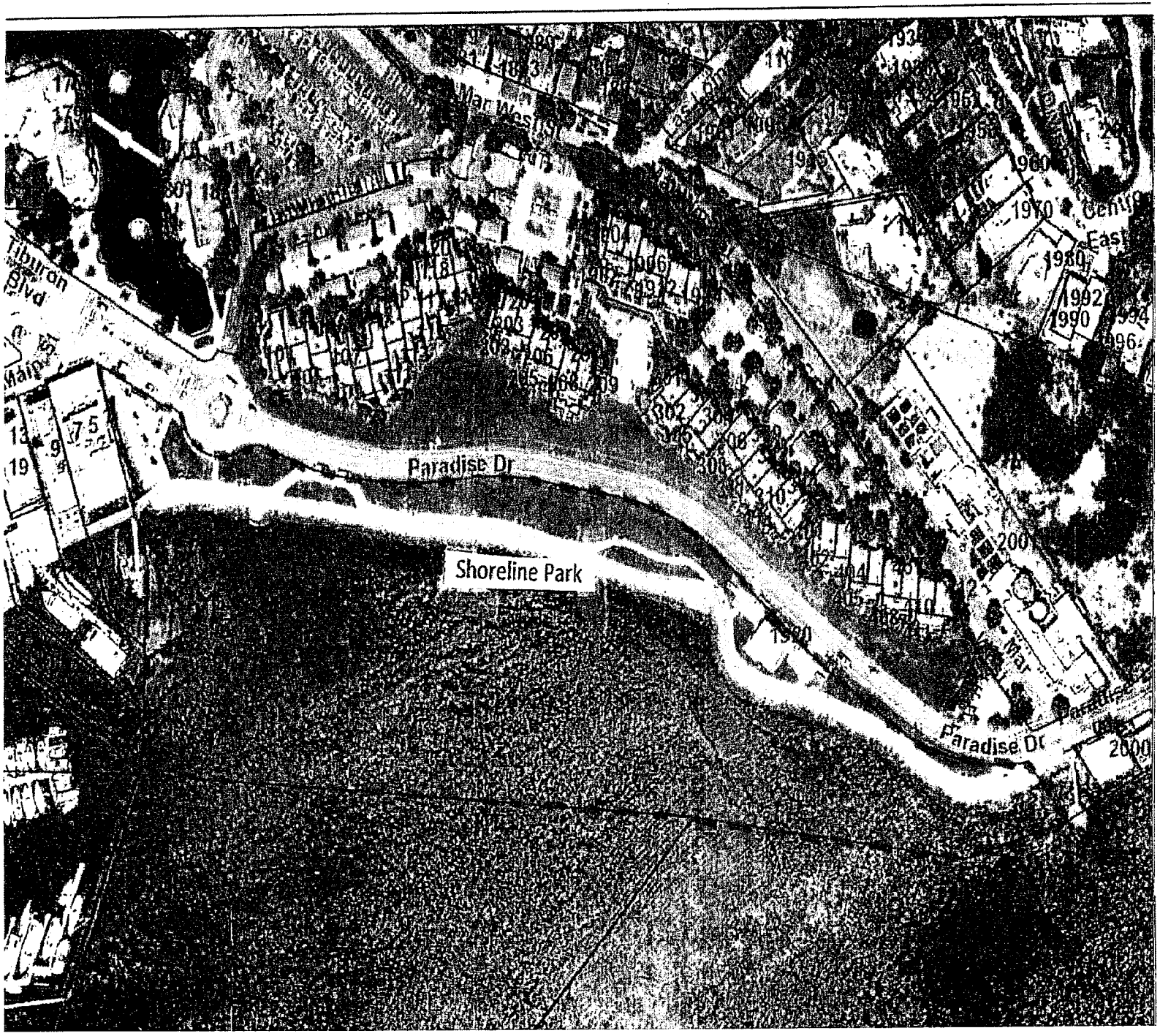
Chapter 25-1 of the Municipal Code requires that any amplified music and/or voice amplification in a non-residential zone be approved in writing by the Town Manager. Any voice or music amplification in Shoreline Park should be kept to a reasonable volume.

ROADWAY CLOSURE

No roadway closures will be permitted in this area without prior approval from the Town Manager.

Attachment: Graphic of Shoreline Park

SHORELINE PARK



TOWN OF TIBURON

Town Council Policy & Procedure

Number: 7
Effective: April 17, 2002
Authority: Town Council/Town Manager

SPECIAL EVENTS PERMIT POLICY

PURPOSE AND INTENT:

This Town Council policy establishes the "Special Events Permit Policy" for the Town of Tiburon in accordance with the provisions of the Tiburon Municipal Code and State Law.

This policy defines special events and specifies requirements and procedures for their approval. The Council has established these requirements and procedures for special events to ensure the general safety, health, and welfare of the community and to ensure that the temporary operation of each special event will be compatible with the neighborhood or area in which it is located.

POLICY:

State and Town law regulate the use of real property in the Town. Generally, these laws establish both the structures that may be constructed on land and the activities that may be conducted thereon. The Town receives numerous requests to allow activities, and occasionally structures, on a "short term" basis. The Town has an interest in allowing certain types of conditionally allowed uses on a short term basis. Some of these types of uses may allow private individuals, businesses, or not-for-profit organizations to hold special events which may temporarily alter the character of a particular area.

Permit Requirement

No person shall conduct a special event on public unless such person first obtains, and continues to maintain in full force and effect, a special event permit for such special event.

For purposes of this policy, "special event" means a short-term activity or other use of public property other than the customary use of the property. Special events may include weddings, carnivals, live music concerts, outdoor dining, street fairs, and athletic activities such as marathons, swimming events, and organized "walk-a-thons."

Also, for purposes of this policy, the term "short term" shall mean either of the following:

- Events on public property, up to, but not exceeding 48 hours

Events to be held on public property shall be limited in scope to activities which do not detrimentally impact the community. The Town Manager will evaluate the potential impacts of a proposed event. Factors shall include, without limitation, the following:

1. Impacts on Noise
2. Impacts on Traffic
3. Impacts on Parking
4. Impacts on the General Environment

The Town Manager will not consider as a factor the content of any constitutionally protected speech at the event, unless there is a threat of immediate harm to persons or property.

Events held in Town parks or open space

The Town has, in the past, adopted policies governing the use by the general public of its parks and open space. A list of Town parks and open space areas and policies are incorporated herein as Exhibit "A." These policies are in effect for the regular, non-"special event" use of the affected areas. Such uses do not require a special event permit under this Town Council policy.

NOTE: Since the adoption of this policy in 2002, a separate, Town Council policy has been adopted governing special events in Shoreline Park. Please request a copy of this policy from Town Staff.

Permit Procedure

A person or persons wishing to hold a special event must file a Special Event Permit application with the Town Manager at least sixty (60) days prior to the date of the proposed event. Notwithstanding the preceding, the Town Manager may accept a special event permit application less than 60 days in advance if the Town Manager determines (in his or her sole discretion) that there is adequate time for review of the application.

A Special Event Permit application shall be on a form provided by the Town (see attachment). At a minimum, the application shall contain the following information:

1. The name of the special event organizer and the organizer's contact person (if different);
2. A list of the special event permits requested by the organizer in the previous 12 months;
3. A detailed description of the proposed special event (including the hours it is to be conducted);
4. The location of the proposed special event;
5. A precise diagram of the venue area and floor plan (if applicable) for the proposed special event;
6. A description of any special equipment or temporary buildings and structures, including tents, stages, "bounce machines," and vendor's booths, and their estimated delivery and set-up times;
7. The anticipated number of workers, participants and spectators at the proposed special event;
8. A traffic control plan (including any necessary directional devices and street closures) for the proposed special event.
9. Water facilities and sanitary measures (including toilets and trash containers) for the proposed special event;
10. A collection, recycling and disposal plan for garbage generated by the event;
11. A description of an arrangement to provide adequate parking for the people attending the event;
12. Security measures for the special event.

The Town Manager may waive any of the above items if he or she finds them inapplicable to the proposed event.

Insurance Requirements

The requirements of this paragraph shall be a condition of approval for any special event permit for a special event on Town-owned property. As a condition of permit approval, the special event permit holder shall obtain insurance, as required by the Town Attorney as set forth in this paragraph. The permit holder shall provide the Town Attorney with an endorsement showing that the Town has been added as an additional insured to the required insurance. The permit holder shall also sign an indemnification clause agreeing to defend and hold the Town of Tiburon, its officers, agents, employees, and volunteers, harmless from

any claims, liabilities, losses or expenses arising from the special event. The permit holder shall submit the documents required by this paragraph no later than 10 business days prior to the special event.

Alcoholic Beverages

In the case where an "alcoholic beverage," as that term is defined by the Alcoholic Beverage Control Act of California, will be served and/or sold at the special event, the Town Manager shall be satisfied that appropriate security measures are being taken and the special event permit holder shall obtain a daily license from the State of California Alcohol and Beverage Control Board.

Procedure for Review

The Town Manager, upon receiving an application for a special event, shall do the following prior to issuance of the permit:

- Consult with Town Department heads on the request and solicit their input;
- Request any additional information from the applicant and impose any restrictions that he or she considers necessary or appropriate to evaluate the event's potential impacts on the community.

For events anticipating 200 or more participants, or for events in areas of high density or potentially substantial impacts on the community, the Town Manager may:

- Notify business owners and/or residents of properties within the proximity to the proposed venue of the proposed request in order to solicit written or oral comments on the proposed event; and/or
- Agendize the permit application for Town Council review and comment at a public hearing.

Decision on Application and Appeal of Decision

Within 15 days of receipt of an application, the Town Manager shall advise the applicant in writing of the decision that either approves the request, conditionally approves the request, seeks additional information, or denies the request with the reasons for denial stated.

The Town Manager's decision shall be final unless the applicant files a written appeal, with payment of applicable fees, within 10 days of the decision.

In the case of an appeal, the Town Council shall conduct a duly noticed public hearing within 30 days following the receipt of the written appeal. The Town Council shall consider the

applications under the standards set forth in this chapter and sustain or overrule the decision of the Town Manager. The decision of the Town Council shall be final.

Suspension of Permit

The Town Manager or the Chief of Police shall have the power to suspend, and shall suspend, any special event permit if the applicant has done any of the following:

1. Violated any provision or requirement of approval imposed upon the permit;
2. Violated any provisions of the law;
3. With the actual conduct of the activity, threatened the preservation of the public peace, safety or general welfare, or unreasonably interfered with the use and enjoyment of other property in the immediate vicinity of the activity.

Other

The Town Manager may delegate any or all of his authority under this Policy to his or her selected designee.

APPROVED:

_____ _____

Margaret A. Curran, Town Manager Date

EXHIBIT "A"

TIBURON PARK & SPECIAL EVENT FACILITIES

1. McKegney Green - large, rectangular, grass covered playing field next to the Richardson Bay shoreline. Located 1/10 of a mile from the parking area at Blackie's Pasture. No vehicle access. Walk-in only. No barbecues or open fires permitted. No alcohol. No bottles. No cleats (except by Tiburon Peninsula Soccer League youth use). Dogs must be on leash. A permit is required for organized sporting events (call Tiburon Public Works, 435-7399). Other uses (other than as a public park) are limited. Contact Town Clerk Diane Crane Iacopi, 435-7377 for more information. Like all of the Town's parks, the area is for public use primarily on a first-come, first served basis.

   1a. Little Lady Lori Gazebo at McKegney Green is situated next to the water in a quiet spot with a beautiful view. The donor of this gazebo hopes it will be used for quiet reflection, possibly small weddings or other meaningful ceremonies. The gazebo holds about 4 people with space around it outside for 10 or so to stand. No bathroom, water or phone nearby. No vehicle access.

2. South-of-the-Knoll Park - just past McKegney Green along the bike path going toward downtown. Use of park is on first-come, first-served basis, but special events can be staged for larger groups subject to the Town's Special Event Permit application process. Area has two sets of children's play structures; one for tots and one for older children. There are two picnic benches located near the playgrounds. Rolling, grass-covered field adjacent. A portable toilet is located on the bike path at the edge of this park. Dogs must be on leash.

3. Belvedere Park – located next to the Belvedere City Hall on Community Road in Belvedere. Use of park is on a first-come, first-served basis. Basketball standard. Children's play structures in an enclosed area. Benches. No picnic tables. Gazebo. Grass field area adjacent. However, if you wish to have anything else such as a bounce machine or pony rides, please contact Art Gibney, Belvedere Public Works, at 435-3838 to discuss this type of activity.

   3a. Rooms at the Belvedere Community Center are also available for functions. Call Jt. Recreation (435-4355) for more information.

4. Paradise Park - Paradise Drive - Rolling green fields along the hillside. This is a County Park, which is open to all groups, generally on a first come-first served basis. Public bathrooms and telephone. 46 + picnic benches, most with adjacent barbeque grills. Pier for fishing. Small beach and fresh-water shower at shoreline for removing sand and salt water. Two parking areas and paved paths leading down into the park. If you want to reserve a specific area, you must call the Marin County Open Space District to discuss details for reservation. Park fees are: $5.00 per car (Nov. – Mar.); $7.00 per car (April – Oct.); Walkers, Bicyclists and Boaters - $2.00 per person. No motorized launches allowed to come ashore. (If you will be a frequent user of any of the County Parks, you can buy a Year Pass for $50 which entitles you to entry to any of their other park facilities including 2 boat launching ramps.) Call 499-6387.

5. Shoreline Park - Strip of grass running along the Tiburon shoreline between the corner of Tiburon Boulevard and Paradise Drive and the corner of Paradise Drive and Mar West Street. This is a public park. No barbeques. No bottles. Dogs must be on leash. $5.00 parking lot across the street at Pt. Tiburon Plaza.

6. The Cypress Garden Park ("pocket park") is located at the corner of Tiburon Boulevard and San Rafael Avenue just off the bike path under the cypress trees. There is a tiny landscaped area with a bench and a beautiful view of Richardson Bay and Sausalito. Excellent for a small ceremony with no more than about 8 people. No parking.

7. Zelinsky Park (behind the Library and Town Hall) is the newest addition to the Town's parks system. It is named after the family who donated the land for the Library and Town Hall. The park contains a paved path and several benches, along with a grassy area, and is appropriate for passive use by individuals or small groups. Large groups (of 50 -100 people) can contact the Town for rental information subject to the Town's Special Event Permit application process. Contact 435-7377 for more information.

8. Angel Island State Park - reached from Tiburon by the Angel Island Ferry (435-2131) or from San Francisco (546-2815). This is a wonderful natural and historical resource with structures dating back to Civil War days. It has unparalleled views of the San Francisco Bay. There are beaches, picnic facilities, hiking trails and roads for bicycling. Historical structures have been restored by the Angel Island Association. Docents at the facilities give the history. Call 435-1915 for Park Information.

Additional "nature-related" information:

A. Richardson Bay Audubon Center, bird sanctuary offering education and advocacy. Located on grounds of Lyford House at 376 Greenwood Beach Rd., in Tiburon. For information on classes and activities, call 388-2524.
The historic Lyford House is also used for special events, such as weddings.

B. Tiburon Romberg Center - Marine and estuarine research center and educational facility. Conference center available for environmentally-related organizations. Call 338-6063 for Marine Center info and 338-3543 for information on conference center.

C. Ring Mountain Preserve Nature Conservancy - offers pamphlets for self-guided hikes of the Ring Mountain Preserve where plant species native only to Ring Mountain can be found as well as prehistoric petroglyphs. Call 435-6465 for information.

D. St. Hilary's Open Space Preserve. Open space area with fire road and trails. Maintained by County of Marin Open Space District. No fires or vehicle access. Also features historic Old St. Hilary's Church. Contact the Landmarks Society (435-1853) to rent church or for information on other Landmarks' properties.

E. Town Hall has free copies of the Tiburon Ridge Trail Map. Call 435-7373 or come in to Town Hall at 1505 Tiburon Boulevard.

S:/Parklist2.JP.doc – October 2003

TOWN OF TIBURON
SPECIAL EVENT PERMIT

DATE OF EVENT: _____ **TIME:**(Start to Finish) _____

TYPE OF EVENT: _____

Number of People anticipated: _____

LOCATION: _____

Name & Address of Individual of Sponsoring Organization:

_____

_____

Home Phone: _____ **Work Phone:** _____

Fax Number: _____

Please describe YOUR PLAN for the following: *(Attach separate sheets if necessary)*
PARKING:

Street Blockage or Closure:

Will alcohol be served?

CLEAN-UP & RECYCLING - A recycling plan is REQUIRED BY TOWN OF TIBURON.
(Contact Matthew Swalberg at 435-7354 for details.)

FIRST AID:

Do you anticipate using sound amplification equipment?
If so, please describe:

Your Permit will be approved only after receipt of documentation showing that the Town of Tiburon has been added as an additional named insured to your insurance policy for this event. This normally requires an endorsement. A certificate showing only that you have insurance is not sufficient. Special Event Insurance can be purchased through the Jt. Recreation Department at 435-4355.

Fax or mail your completed form to Town Hall at 435-2438, 1505 Tiburon Blvd. 94920. Thank you.

Date:_____ _____
Applicant

APPROVED BY:

_____ Date _____
Chief of Police

_____ Date _____
Deputy Director of Public Works

_____ Date _____
Director of Comm. Development

_____ Date _____
Town Manager

Form is located in S:Administration/Staff Folders/dcrane/totevent.per.doc

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 3, 2016

Agenda Item: AI-2

STAFF REPORT

To: Mayor and Members of the Town Council

From: Department of Public Works
Office of the Town Manager

Subject: Staff update and review of design proposals for McKegney Green Renovation Project

Reviewed By: TC.

BACKGROUND

Since Spring 2015, staff has been meeting with representatives of the Tiburon Peninsula Soccer Club (TPSC), outside consultants, interested residents and Town Council regarding the condition of McKegney Green and a potential project to upgrade the field.

The playing field at McKegney Green was constructed in 1975. The existing field is about 200,000 SF (4.6 acres) of natural turf. This 200,000 SF includes a sand-based field that is 330 feet by 225 feet or about 75,000 SF (1.8 acres). This portion of the field includes a 10" layer of sand beneath it for improved drainage. The entire field is crowned to drain to both sides at 2 - 3%. The field is currently irrigated with recycled water treated to a secondary level. This water is supplied by Richardson Bay Sanitation District (RBSD), under a permit granted to the RBSD by the San Francisco Bay Regional Water Quality Control Board (RWQCB). The current permit, granted to RBSD in the 1980's, contains numerous conditions including limitations on the amount of water that can be used, and the time of year the water can be utilized. In addition, the use of recycled water is subject to regulations established by the California Department of Public Health. Although allowed under DPH regulations when the RBSD permit was issued, irrigating playing fields with recycled water treated to a secondary level would not be permitted under current DPH regulations.

Since its construction, the McKegney Green playing field has received minimal maintenance including reseeding, limited resodding, and repairs to irrigation as needed. The playing field is currently in poor condition, with the field surface exhibiting significant inconsistency in the areas of turf growth, wear resistance and drainage. In addition, the irrigation system is aged and operating beyond its expected useful life, resulting in some areas that are too dry for proper growth and other areas that are muddy and tear up easily under the stress of play.

Council discussed the playing field at the March 2, 2016 meeting, and authorized a pre–design scoping study to determine the project requirements, and potential options for a renovation of McKegney Field. Staff engaged Abey-Arnold Associates for that study on March 4, 2016.

Prior to the completion of the pre-design scoping study, the McKegney Green project was discussed again with Council at the April 1st retreat. These discussions focused on the elevated salt content present in both the recycled water currently used for irrigation as well as the soil at McKegney Field. Council requested that we investigate alternative turf grasses that may better tolerate these conditions.

The pre-design scoping study was presented to Council on May 4, 2016. At that meeting, staff also presented a spreadsheet that included preliminary cost estimates for a wide variety of project options (**Exhibit 1**). After receiving the Staff Report, accepting public comment, and discussing the issue at some length, Council directed staff to solicit design proposals for a renovation of McKegney Green based on the following criteria:

1) A 110,000-square foot playing field
2) Reduce the crown slope of the field
3) Sand based turf
4) Upgraded drainage

Council also asked for an updated cost estimate based on the above criteria, and a clearer analysis of the potential use of Paspalum turf with the existing recycled water supply.

On June 3rd, Staff distributed a memo providing Council a clearer analysis of the options for turf, as well as updated cost estimates for the 110,000 square foot field (**Exhibit 2**). The turf analysis concluded the use of Paspalum would be experimental at best, and was not recommended. Regarding estimated project costs, the cost for a 110,000 square foot sand based field with a reduced crown, improved drainage and potable water was estimated at approximately $2M. Moreover, even though the consultant recommended against using Paspalum turf with the current source of irrigation water, we did ask the consultant to provide an estimate for that scenario, which is approximately $1.6M.

In response to Councils direction to solicit design proposals, staff received proposals from Verde Design (**Exhibit 3**), and Abey-Arnold Associates (**Exhibit 4**). Both firms are highly qualified and have proven experience in the design and construction of numerous quality athletic fields.

Their summarized fee proposals are as follows:

Abey-Arnold Associates	
Design Phase:	$68,280
Bidding and Construction Phase:	$23,850
Total:	**$92,130**

Verde Design:	
Design Phase:	$115,400
Bidding and Construction Phase:	$49,800
Total:	**$165,200**

Based on references, past local work and value, when Council is prepared to move forward with the design phase of the project, staff recommends Abey-Arnold Associates be selected for the field design.

ANALYSIS

Staff looks forward to continue working with Council in determining the scope of a project to renovate McKegney Green. However, regardless of the direction Council chooses in terms of turf type and source of irrigation water, reconstructing McKegney Green based on the criteria established by Council will be costly. Staff would not recommend proceeding with the design phase of the project until a funding plan is in place that will ensure completion of the project. This will reduce the possibility of the design potentially getting 'stale', or incurring costly fees for redesigning any portion of the plan if conditions or desired elements change between the time the design is complete and when it goes out to bid.

FINANCIAL IMPACT

The cost of the design portion of the recommended consultant's proposal is $68,280, with a total cost of $92,130 for work through the construction phase. The 2016/17 CIP budget includes $200,000 for design of McKegney Green. The proposed costs are well within the CIP budget.

The total cost of the proposed McKegney Green project is approximately $2M. There is no funding for construction included in the 2016-2017 CIP. Although Council has had preliminary discussions about the possibility of forming a partnership with local soccer proponents to finance the project, Council has not yet reached consensus on the details of that plan. If Council were to award a contract for construction, the Town's financial contribution would likely come from General Fund Unallocated Reserves. Staff currently estimates those reserves at approximately $3.2M.

Ongoing maintenance costs for the renovated field are expected to be about $45,000 per year. In addition, we should anticipate resodding of the field every ten years.

RECOMMENDATION

Staff recommends the Town Council:

1. Receive staff report on status of McKegney Green Project.
2. Either, authorize the Town Manger to execute a contract with Abey-Arnold Associates for the design of the McKegney Green renovation or, table the decision on award of the design contract and direct staff to continue working with Council on developing a plan to finance the total estimated project cost before proceeding with design.

Prepared by: Patrick Barnes, Director of Public Works
Greg Chanis, Town Manager

Exhibits:

1. McKegney Green Project Options spreadsheet from May 4, 2016 Council meeting
2. June 3, 2016 memo from Town Manger Chanis and Public Works Director Barnes
3. Verde Design McKegney Green design proposal
4. Abey-Arnold McKegney Green design proposal

McKegney Green Project Options

	Plan 1	Plan 1 + Potable Water Irrigation	Plan 1A	Plan 1A + Potable Water Irrigation	Plan 2	Plan 2 + Potable Water Irrigation	Plan 3	Plan 4
Project Description	Renovate only existing sand based field area	Renovate only existing sand based field area, convert irrigation to potable water	Same as Plan 1, but improve drainage as well	Same as Plan 1, but improve drainage as well, convert irrigation to potable water	Same as Plan IA, but in addition, repair and resod 75,000SQ.ft. soil based turf area	Same as Plan 2, but in addition, Convert irrigation to potable water	Regrade all available area and install all sand-based turf	Regrade all available area and install artificial turf
Turf Type	Natural	Natural	Natural	Natural	Natural	Natural	Natural	Artificial
Renovated Sand Based Area Available for play (sq.ft.)	75,000	75,000	75,000	75,000	75,000	75,000	200,000	180,000
Renovated soil-based area available for play	0	0	0	0	75,000	75,000	0	0
Drainage improved	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Potable Water Irrigation System	No	Yes	No	Yes	No	Yes	Yes	Yes
Est. Annual Hrs. Play	470	600	550	700	600	800	1200	2250
Estimated Cost	684,900	994,900	864,900	1,174,900	1,102,500	1,412,500	2,562,500	3,148,925
Annual Costs								
Irrigation Water Cost	16,000	18,000	16,000	18,000	16,000	18,000	18,000	2,500
Miscallaneous Maintenance	45,000	45,000	45,000	45,000	55,000	55,000	60,000	7,500
Capital Replacement	10,000	10,000	10,000	10,000	15,000	15,000	25,000	100,000
Est. Total annual costs	**71,000**	**73,000**	**71,000**	**73,000**	**86,000**	**88,000**	**103,000**	**110,000**
Estimated Annual Revenue								
75% of available hours x$50.00/hr	17,625	22,500	20,625	26,250	22,500	30,000	45,000	84,375
Cost per hour over 10 years	259.29	249.98	248.85	234.63	289.58	249.06	261.88	125.28
Total 10 Year life cycle cost	1,218,650.00	1,499,900.00	1,368,650.00	1,642,400.00	1,737,500.00	1,992,500.00	3,142,500.00	3,405,175.00

Note- Executing Plan 2 would result in a field that most resembles the existing field when it was constructed

Printed on May 2, 2016

Exhibit 1

TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: June 3, 2016

To: Mayor and Town Council

From: Patrick Barnes, Director of Public Works
Greg Chanis, Town Manager

Subject: McKegney Green Update

Staff presented a pre-design study for McKegney Green field at the May 4, 2016 Town Council meeting. At that meeting Council directed staff to solicit proposals for the design of a 110,000 ft^2 sand based field. Council also asked for a clearer analysis of the potential use of Paspalum grass for use with the exiting recycled water. This memo provides an update on these issues and includes the following attachments:

- Follow up letter from Abey Arnold Associates
- Cost estimates for various scenarios. These estimates were developed by staff using information provided by our consultatnt

Alternative Turf

As reported in the May 4, 2016 Council meeting, Paspalum is the one grass species that has a demonstrated ability to tolerate the high level of salts present in the current recycled water. Paspalum is a warm weather turf grass. It goes dormant in the cold and only renews itself in warm weather. It is used for athletic fields in Florida, Georgia, Texas and Southern California; in the Bay Area it has only been used golf courses which receive less wear and stress.

Paspalum was considered by the consultant for an earlier project in Brentwood but rejected it as the soil temperatures were too low for it to recover from the wear and tear of play. Based on this he did not initially consider it for use in Tiburon. He was specifically asked to look at the grass used in golf courses in the Bay Area after the Council Retreat. In response he noted in the original report that Paspalum could work but that it would be experimental and a gamble.

Exhibit 2

Council then requested a clearer recommendation. Our consultant has done further research and concluded that he cannot recommend the Paspalum grass (See attached follow up letter from Consultant).

Project Options

The consultant also provided updated cost estimates for the desired 110,000 ft^2 field. Council and the project proponents expressed an interest in removing the crown from the field. The existing crown, at approximately 3-4% is not conductive to good play and the Consultant recommends a crown of approximately 1-1.5%. However, reducing the existing crown disrupts a lot of extra land area for conforms, requiring additional excavation/grading, turf replacement and irrigation outside the field area to conform to the new slope. The estimated cost for this work is $321,500.

This results in 2 basic scenarios, with an option to address the crown issue for each scenario:

Scenario 1: 110,000 ft^2 sand based field with Paspalum and recycled water. Estimated cost: $1.3M.

- **Option** to address crown issue: Add $321,500 for a total of $1.62M

Scenario 2: 110,000 ft^2 sand based field with Bermuda grass and potable MMWD water. Estimated cost: $1.7M

- **Option** to address crown issue: Add $321,500 for a total of $2.0M

Staff notes that in the attached cost estimates for Scenario 1 and 2, 120,000 ft^2 of new turf is included (as opposed to the 110,000 ft^2 figure shown above). This is due to the fact that to end up with 110,000 ft^2 of sand based field, additional area of existing turf will likely be damaged during construction and will need to be replaced as part of the project.

Alternative Approach

Given the amount of area that would be disturbed by flattening the crown, the consultant developed a 3rd scenario. This option grades out the entire existing turf area (both sand and soil based), but replaces areas outside the new sand based turf area with non-turf plants that require less irrigation. This saves on planting costs, MMWD connection costs, and annual irrigation costs. Because of the amount of grading being done, the sand based turf field could be expanded to 130,000 ft^2. Since the remainder of the area (approximately 70,000 ft^2) will not be covered in turf, the additional 20,000 square feet of sand based turf could provide areas for persons not playing in a game, as well as additional area for moving goal areas to

help better maintain the field. The estimated cost of this work is estimated at $2.0M, essentially the same as Scenario 2 above, and as a result of an overall reduction in total turf area, will save an estimated $10,000 per year in annual irrigation costs.

Recommended Option

Based on the Consultant's opinion that Paspalum grass is not viable, and both Council and project proponents have stated a desire to reduce the crown and cross slope on the playing fields, staff has issued a request for proposals to design a 110,000 ft^2 sand based field with Bermuda grass and potable MMWD water with the crown reduced from 3% to 1- 1.5%. This is Scenario 2 above (including the option to reduce the crown). The estimated cost for this field is about $2 million.

As described above, Abey Arnold Associates may include in their proposal an alternative to design a 130,000 ft^2 sand based field and convert the remaining turf area to non-turf landscape.

Staff plans to return to Council in July for further consideration of this information.

PRELIMINARY OPINION OF PROBABLE COSTS
Date: 6/3/2016
Project: McKegney Green Athletic Field Study, Tiburon CA

Scenario 1

Expand and renovate Exist. Sand Field , Upgrade Drainage, Current Water , (salt issues remain)
(Crown on Field stays as is)

Item #	Description	Quantity	Unit	Price	Total
1	Mobilization/SWPPP/Staking	1	LS	$35,000.00	$35,000.00
2	Demolition, Turf Removal to 6" depth	75,000	SF	$1.00	$75,000.00
3	Demolition, Soil Removal for expanded sand area	1,700	CY	$50.00	$85,000.00
4	Rough Grading	4,000	CY	$10.00	$40,000.00
5	Fine Grading	120,000	SF	$0.15	$18,000.00
6	Irrigation	120,000	SF	$2.00	$240,000.00
7	New Sand Section (75,000 sf/ 6"D, 45,000/ 12" D)	3,000	CY	$65.00	$195,000.00
8	New Drainage Lines w/ deep trenches	3,600	LF	$35.00	$126,000.00
9	Sod Turf (Paspalum)	120,000	SF	$1.00	$120,000.00
10	Storm Drainage Treatment Areas	0.20	acre	$250,000.00	$50,000.00
11	SWPPP-Monitoring	1	lump	$12,000.00	$12,000.00
12	Maint Equip, (Aerator, Verticutter, Reel Mower)	1	lump	$75,000.00	$75,000.00
				Sub Total	**$1,071,000.00**
				10% Contingency	**$107,100.00**
				10% Softcosts	**$107,100.00**
				Grand Total	**$1,285,200.00**
				Add for Removing Crown	**$321,500.00**
				Revised Grand Total	**$1,606,700.00**

PRELIMINARY OPINION OF PROBABLE COSTS
Date: 6/3/2016
Project: McKegney Green Athletic Field Study, Tiburon CA

Scenario 2

Expand and renovate Exist. Sand Field , Upgrade Drainage, use MMWD water source
(Crown on Field stays as is)

Item #	Description	Quantity	Unit	Price	Total
1	Mobilization/SWPPP/Staking	1	LS	$40,000.00	$40,000.00
2	Demolition, Turf Removal to 6" depth	75,000	SF	$1.00	$75,000.00
3	Demolition, Soil Removal for expanded sand area	1,700	CY	$50.00	$85,000.00
4	Rough Grading	4,000	CY	$10.00	$40,000.00
5	Fine Grading	120,000	SF	$0.15	$18,000.00
6	Irrigation- (rotors on turf)	120,000	SF	$2.00	$240,000.00
7	Irrigation-new POC, BFP, Mainline	1	lump	$15,000.00	$15,000.00
8	MMWD Allotment, Meter, Fees	1	lump	$310,000.00	$310,000.00
9	New Sand Section (75,000 sf/ 6"D, 45,000/ 12" D)	3,000	CY	$65.00	$195,000.00
10	New Drainage Lines w/ deep trenches	3,600	LF	$35.00	$126,000.00
11	Sod Turf, (bermuda / perennial rye)	120,000	SF	$1.00	$120,000.00
12	Storm Drainage Treatment Areas	0.20	acre	$250,000.00	$50,000.00
13	SWPPP-Monitoring	1	lump	$12,000.00	$12,000.00
14	Maint Equip, (Aerator, Verticutter, Reel Mower)	1	lump	$75,000.00	$75,000.00
				Sub Total	**$1,401,000.00**
				10% Contingency	**$140,100.00**
				10% Softcosts	**$140,100.00**
				Grand Total	**$1,681,200.00**
				Add for Removing Crown	**$321,500.00**
				Revised Grand Total	**$2,002,700.00**

PRELIMINARY OPINION OF PROBABLE COSTS
Date: 6/3/2016
Project: McKegney Green Athletic Field Study, Tiburon CA

Alternative Scenario

Expand and renovate Exist. Sand Field , Upgrade Drainage, using MMWD water source

Reduce total turf area, create alternate planting and park uses.

Item #	Description	Quantity	Unit	Price	Total
1	Mobilization/SWPPP/Staking	1	LS	$40,000.00	$40,000.00
2	Demolition, Turf Removal to 3" depth	200,000	SF	$0.75	$150,000.00
3	Rough Grading	8,000	CY	$10.00	$80,000.00
4	Fine Grading	200,000	SF	$0.15	$30,000.00
5	Irrigation- (drip at perimeter plantings)	70,000	SF	$1.00	$70,000.00
6	Irrigation- (rotors on turf)	130,000	SF	$1.75	$227,500.00
7	MMWD Allotment, Meter, Fees	1	lump	$240,000.00	$240,000.00
8	Irrigation-new POC, (BFP, Mainline)	1	lump	$15,000.00	$15,000.00
9	Sand Section	4,500	CY	$65.00	$292,500.00
10	New Drainage Lines w/ deep trenches	4,000	LF	$35.00	$140,000.00
11	Sod Turf	130,000	SF	$1.00	$130,000.00
12	Planting- perimter low water use plantings	60,000	SF	$0.75	$45,000.00
13	Park Improvements- perimter area	10,000	SF	$7.00	$70,000.00
14	Storm Drainage Treatment Areas	0.15	acre	$250,000.00	$37,500.00
15	SWPPP-Monitoring	1	lump	$15,000.00	$15,000.00
16	Maint Equip, (Aerator, Verticutter, Reel Mower)	1	lump	$75,000.00	$75,000.00
				Sub Total	**$1,657,500.00**
				10% Contingency	**$165,750.00**
				12% Softcosts	**$198,900.00**
				Grand Total	**$2,022,150.00**

(Cost of reducing crown is included in cost estimate)

PRELIMINARY OPINION OF PROBABLE COSTS
Date: 6/3/2016
Project: McKegney Green Athletic Field Study, Tiburon CA

MMWD Water Usgae Estimates			
200,000 sf turf			
Allotment 10 AF- 4,452 CCF	CCF	$/ccf	
Tier 1- -3,785 CCF	3,785	3.80	$14,383.00
Tier 2- 3,785 - 6,678 CCF	2,115	9.75	$20,621.25
Assumed use- 5,900 CCF	5,900		$35,004.25
125,000 sf turf w/ 75,000 sf LW Plants			
Allotment 8 AF- 3,500 CCF	CCF	$/ccf	
Tier 1- -2,975 CCF	2,975	3.80	$11,305.00
Tier 2- 2,975- 4,462 CCF	1,325	9.75	$12,918.75
Assumed use- 4,300 CCF	4,300		$24,223.75

Costs associated with removal of steep crown		**$321,500.00**	
		sand	**offhaul**
CY of addl' sand section	CY addl' removal	**$ @$65/CY**	**$ @$50/CY**
1100	5,000	$ 71,500.00	$ 250,000.00
			total
			$ 321,500.00

Costs associated with reregrading of steep crown (Included in Option C)		**$206,500.00**	
		sand	**grading**
CY of addl' sand section	CY addl' grading	**$ @$65/CY**	**$ @$15/CY**
1100	5,000	$ 71,500.00	$ 75,000.00
	addl' drainage		
	600	$ 45,000.00	
	addl' turf		
	15,000	$ 15,000.00	
			total
			$ 206,500.00

abey arnold
ASSOCIATES
LANDSCAPE ARCHITECTS

May 20, 2016

Patrick Barnes
Public Works Director
Town of Tiburon
1505 Tiburon Blvd.
Tiburon, CA 94920

Subject: McKegney Green Athletic Field Study,
Follow Up Letter to address Council comments

Attachments: Preliminary Construction Estimates for revised approaches (2- 8.5 x 11)

The Town of Tiburon Staff asked that we re-evaluate two of the options presented to the Town in our April 13th Study. The new approaches to be considered are to expand and improve the 80,000 square foot sand field currently within the existing 200,000 square foot turf area, to a 110,000 square foot sand based field. The two approaches would be:

1. Use Paspalum with reclaimed water for irrigation
2. Use Bermuda/perennial rye with MMWD water for irrigation.

I will provide estimates to reflect these approaches.

PASPALUM TURF with RECLAIMED WATER:

Let me begin by saying, from a professional standpoint, I cannot recommend the use of Paspalum in Marin County for a soccer field unless we are forced to use the existing high salt 'secondary' irrigation water on it. If we were to get a temperature below 32 degrees, which happens, the entire field turns brown and stays brown until temperatures rise in spring. The normal practice of overseeding perennial rye to provide a green field during the winter months would not be successful, except maybe during wet years when the seed would germinate due to plentiful rain water. (We are not allowed to irrigate with the 'secondary' water during the rainy season)

Since our Study was submitted in April I have received additional information about the use of Paspalum for soccer fields in Southern California and Arizona. The following venues have used it for several years, all using reclaimed water for irrigation:

- StubHub Field in Carson California, home of the LA Galaxy MLS Soccer team uses Paspalum on their most heavily used practice field. They say it is the most resilient of their fields.
- Horizon Prep High School, Rancho Santa Fe. Paspalum is used for their Soccer, Football, and Baseball fields.
- Riverview Park, Mesa AZ. This park is directly adjacent to the Salt River water treatment plant and the Chicago Cubs spring training facility. There are 10 soccer fields

1005 A Street, Suite #305, San Rafael, California 94901 p 415-258-9550 f 415-258-9730 abeyarnold.com
CA Lic #3016

within the park. The soccer fields are used for overflow parking during the spring training season and are able to be used for soccer immediately following this abuse. In this installation, the fields go dormant (brown) during the winter months due to cold desert temperatures.

I did a Google Earth 'tour' of all of these examples. Of the three, the LA Galaxy practice field looked the best. The others seem to have been photographed during the winter season and are brown. What I have been told is that they go dormant, but recover quickly when the warm season returns. Since we have no soccer installations in the Bay Area, I have to use my 'gut' instinct and say that McKegney Field's weather will not be optimal for the Paspalum. There are two existing golf courses using the turf, that are doing very well along the Bay's edge in the Oakland-San Leandro area, but golf is very different than soccer. I believe the turf would survive, but would probably not be as successful because of our lower mean temperatures. From what I understand once the soil temperatures rise in these southern regions Paspalum is very vigorous and resilient. What we would experience here in the Bay Area would be most likely be quite different.

BERMUDA TURF with MMWD WATER

Using clean domestic water will change the field's turf condition significantly for the better. If the project is to be limited to replacing the turf within the 110,000 s.f. upgraded sand based portion, it will require that we zone the irrigation to allow different irrigation application rates to the non-sand areas. This will be accomplished if the irrigation system is replaced. If the current system is expected to be retrofitted, the retrofit would have to be more involved due to the differing needs of the sand versus the soil base turf.

From our experience with projects we have completed using the sand / Bermuda/ MMWD combination the field will be successful and maintainable. The minimum sand depth for a this type of field is 12". I have received emails suggesting we use an 8" section, which I cannot recommend due to the reduced root zone available in this shallow of a section. A 12" section is the industry standard, which provides a healthy and resilient root system for the Bermuda turf. My cost estimates reflect the 12" depth installation.

GENERAL COMMENTS

The current field has a 3%+ sloped crown, which is rather steep. I believe the original project designer / installer felt the need for this steep of a slope because there is no drainage system under the sand portion of the field, which creates the situation where the subgrade beneath the sand has to transport all of the runoff to the edge of the field quickly. If the slopes were installed with the normal 1 to 1.5% slope, the field wouldn't have drained quickly enough, which in turn would have created boggy conditions and cause poor turf health.

If the Council wishes to remove this crown from the entire field, it will have a domino effect on the scope and budget. The non-sand areas will need drainage improvements as well as new irrigation heads and laterals due to the required removal of over a foot of soil along the top of the crown. If the crown is to be removed, so will the turf that is on it, so essentially the entire field will have to be replaced.

If we only replace the 110,000 sf in question, we will have to 'conform' the grading at both ends of the field to transition between the new portion's 1% crown and the existing field's 3% crown. This would create additional turf replacement, irrigation work, grading and soil off haul work within these conform areas.

The proposed expansion and upgrade to the sand based portion of the field will entail the installation of a 12" section of sand along with a perforated drainage pipe system. The water runoff resulting from this new drainage system will have to be treated prior to entering the Bay via the stormwater system. Treatment will most likely entail the installation of bio-swales at the north and south end of the field.

The irrigation system will have to become a 'dual' system, meaning the sand based portion would be the MMWD water and the remaining turf would continue to use the secondary water. This creates complexity and maybe some confusion when future maintenance work has to be done on the irrigation system. All of the existing pipe is old PVC and does not have the 'reclaimed water' markings or color, so to avoid future issues all irrigation equipment within the 'secondary' water system would have to be labeled and/or replaced. The possibility of cross contamination becomes real. Also, around the perimeter of the field where the two systems interface, any wind driven overspray or a damaged irrigation head could lead to the spraying of the salty water onto the new sand based turf.

Proposed Alternate Approach

After considering the two scaled back projects I would like to propose one more approach for the field area.
This would entail the reduction of the turf area of the McKegney from the current 200,000 sf down to 120,000 sf. The remaining 80,000 sf would be used for park amenities, and low water use plants.

This new approach will save on MMWD initial costs due to reduced allotment requirements, ($80K) and ongoing irrigation costs, ($10K/year). It would also save on grading/offhaul costs because we could use most of the soil on site in the form of landscape features.

If the final decision is to use MMWD water on the field, the proposed low cost installation will create the need to either spray expensive water on 200,000 s.f. of turf, with only about 160,000 s.f. (includes flat areas north and south of the sand area), of that turf having the ability to be used by soccer players, or create a dual irrigation system that increases the possibility of future maintenance issues.

Sincerely

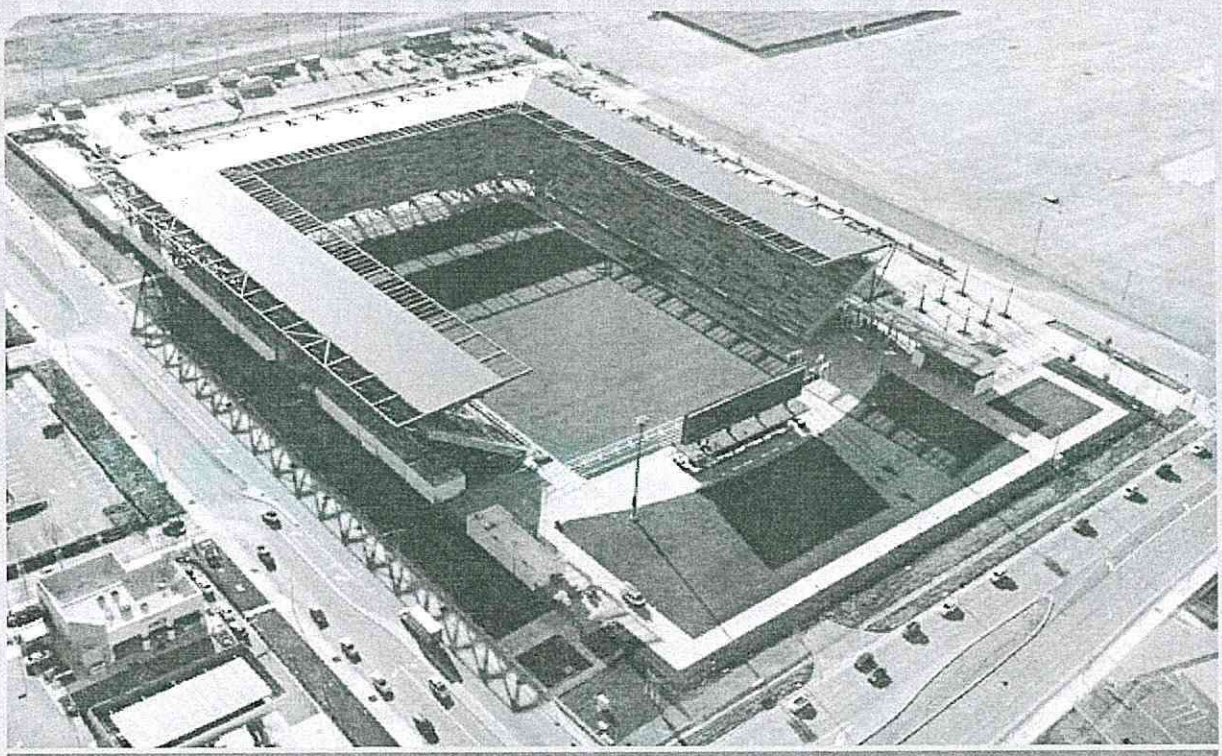
Peter Arnold, PLA

VERDE DESIGN

TOWN OF TIBURON

RFP FOR MCKEGNEY PLAY FIELD FOR DESIGN

JUNE 21, 2016



DESIGNING OUTSTANDING ATHLETIC FACILITIES FOR CALIFORNIA'S COMMUNITIES

Primary Point of Contact: Devin Conway, Principal
phone: 408.850.3420
email: devin@verdedesigninc.com

Exhibit 3

2455 The Alameda, Suite 200 Santa Clara, CA 95050
p: 408.985.7200 f: 408.985.7260
www.VerdeDesignInc.com

VERDE DESIGN

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Minnie and Lovie Recreation Center, San Francisco

VERDE DESIGN

2455 The Alameda, Suite 200
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June 20, 2016

Mr. Patrick Barnes
Town Engineer
Town of Tiburon
1500 Tiburon Blvd.
Tiburon, CA 94920

SUBJECT: Request for Proposals for Town of Tiburon McKegney Play Field Design

Dear Mr. Barnes:

Verde Design, Inc. is pleased to submit the following proposal to you in response to the above mentioned RFP document. We believe Verde Design is an ideal choice for this project because of our unparalleled sand-based turf playing field experience, including for local professional sport clubs. Our experience with USGA sand-based fields ranges from municipalities, colleges and universities throughout California. Due to our extensive experience designing sand-based fields (as well as native soil fields), including with contractors in a design-build format, we understand the costs of these fields and what it takes to properly maintain these fields to remain in a safe and game-ready condition.

However, no company's experience is worth much without a project team that actually has garnered the learned experience of working and delivering this type of project. Beginning with myself, our proposed project team has been compiled to ensure you receive the highest possible client service and relevant experience. In addition to myself, Wes Downing has been listed as our production project manager, due to his recent experience completing the new USGA sand-based fields for the Oakland Raiders and new stadium field for MLS San Jose Earthquakes. We have also included David J Powers, BAGG Engineers, and PLS Surveys, all of which have worked with us recently on multiple playing field projects.

I will work with the Town's point of contact to ensure that roles, the chain of command and communication, expectations of all involved, project budget and schedule, are clear and communicated. I will be the project's senior project manager and can be reached at 408-850-3420 (direct line), 408-605-3903 (cell) and devin@VerdeDesignInc.com.

Ultimately, our job is to make the Town successful. We will address the Town's concerns by providing you with the best staff available with the best tools, the most knowledge and experience to meet your design needs. I will be your contact for all contractual negotiations and will be personally involved with the development of this project until it is successfully completed. We look forward to discussing Verde Design's capabilities and experience with you for this project.

Sincerely,
Verde Design, Inc.

Devin Conway, P.E., QSD/QSP
President & Principal
Devin@VerdeDesignInc.com
(408) 850-3420

2. CONSULTANT QUALIFICATIONS

FIRM PROFILE

VERDE DESIGN integrates landscape architecture, civil engineering design, and construction management to serve a wide variety of client needs. This innovative approach has enabled us to complete successful projects for municipal and county agencies, parks and recreation districts, public school districts, private schools, colleges and universities. We have an extensive portfolio of successful facilities: regional, community, and neighborhood parks, as well as multi-use athletic fields and sports parks. Our projects typically also include landscape architecture and civil engineering for surrounding areas.

Derek McKee, RLA, and Devin Conway, PE, are the founders of Verde Design. As experienced professionals who had served as principals in other firms, Derek and Devin knew exactly what they wanted Verde Design to be known for: excellence in design and outstanding client service.

We listen to our clients, then use their visions to design facilities that fulfill their needs and meet their objectives. For every project we undertake, we develop an in-depth understanding of our clients' requirements as well as the challenges they face. We focus the talents and knowledge of our staff to provide our clients with completed facilities they can be proud of – and that our experience has shown will work.

Verde Design has accepted the challenge of designing for the future. We create spaces that achieve the goals of our clients while using available resources in a sustainable manner.

The members of our talented staff are recognized as experts in landscape architecture, parks, and athletic facility design and construction. Because Verde Design's senior staff have worked together for many years, they've developed a rapport that allows them to seamlessly manage projects from feasibility studies, conceptual designs, and construction documents through construction management and project completion. Our quality control procedures have enabled us to meet or beat project schedules and remain well within the established project budgets.

Verde Design's 32 staff members include 10 licensed Landscape Architects, a LEED certified professional, a licensed Civil Engineer, a Certified Landscape Irrigation Auditor (CLIA), a QSD/QSP certified professional, and a strong production and technical support staff. Verde Design is a Certified Small Business Enterprise in the State of California.

OUR SENIOR STAFF

Derek McKee, RLA, Principal, has over 20 years of experience.

Devin Conway, PE, Principal, has provided engineering services for over 20 years.

Mark Baginski, RLA, LEED AP, Principal, brings over 20 years of landscape design experience to Verde.

Bill Drulias, RLA, Associate, Director of Design, has provided design for national and international projects for over 30 years.

Corbin M.E. Schneider, RLA, CLIA, Sr. Associate, contributes over 30 years of landscape design experience to Verde.

Tony Wood, RLA, Associate, has provided design, construction and project management for over 20 years.

Brett Long, RLA, Associate, contributes over 10 years of landscape design experience to Verde.

Gary Hover, Project Specialist, has managed municipal Parks & Facilities departments for more than 20 years.

We look forward to helping you achieve your goals for your community.



Barkley Field and Park, Woodside

2. CONSULTANT QUALIFICATIONS (CONT.)

OUR SERVICES

DEREK MCKEE, DEVIN CONWAY, AND MARK BAGINSKI, the principals of Verde Design, are committed to providing you with hands-on involvement for every project that we undertake. For each project we assign a team of experienced professionals who have successfully completed many public agency projects and have the specific skills and talents required to meet the unique challenges you face.

The size of our firm allows us to complete a large quantity of work within set time frames. The staffing needs for projects under contract are coordinated through internal weekly production meetings and well established channels of communication for each project. We track each project and can assign additional resources as needed.

We tailor our services for each project, whether you want to build a completely new facility or renovate or reconstruct an existing one. We will partner with you to help assess, identify, and evaluate options, then support you with information that will allow you to select the best options for your project.

For the McKegney Play Field project, we will be providing all design services in-house. This includes erosion control and all storm water prevention design work (including any C.3 and SWPPP / NOI coordination and design), drainage and irrigation design, horizontal (layout) and vertical (grading) controls, and all material design (i.e. field section design). Our only consultants will be the necessary environmental, geotechnical, and topographic surveying services to properly design the identified project improvements. The following narrative describes the specific efforts and professional services we can provide Town staff (though not all of these are appropriate or necessary for this specific field project).

LANDSCAPE ARCHITECTURE AND CIVIL ENGINEERING

Landscape Architecture and Civil Engineering are integrated in our approach to every project. The combined knowledge and expertise of our professional landscape architects and civil engineers enable us to give you efficient and cost-effective design. We know the best methods to use in evaluating each project, analyzing potential designs, and preparing designs to achieve the specific goals you have. We will collaborate with you to develop options that meet your opportunities and constraints.

Included in these design disciplines is our dedication to sustainable design practices. At Verde Design, we review each project for ways to incorporate sustainability for the long-term into the design. A few of the methods we use to create sustainable facilities are designing water conserving irrigation systems, incorporating storm water management techniques to capture infiltrate or to be used in irrigation, addressing in the design phase long-term maintenance requirements, specifying recycled and recyclable materials whenever appropriate, and protecting and restoring environmentally sensitive habitats.



Oakland Raiders USGA Practice Fields

2. CONSULTANT QUALIFICATIONS (CONT.)

OUR SERVICES (CONT.)

FACILITY ASSESSMENTS

Facility Assessments provide a base of information about the site and existing facilities. Our staff evaluates factors such as existing conditions, which include installed irrigation systems and utilities, site soil conditions, public access, code compliance, safety, and maintenance issues.

We work with you as we develop the schedule to prioritize recommendations for future action. Using our extensive knowledge of design and construction time frames, as well as, costs for construction and materials, we will prepare schedules and cost estimates for the improvements. Our cost estimates will help you to develop adequate budgets and realistic implementation strategies.

We'll discuss our findings with you, then fine tune them based on your input. Our final product is a complete report summarizing improvement recommendations, projected schedules and estimated costs. This document will serve as an on-going reference as you progress through your project.

MASTER PLANNING

Master Planning is an iterative process that allows you to evaluate different ways to achieve your goals. After discussions with the project's primary stakeholders - your project team, Client staff, site staff, and end users – we develop a program and prepare two or three alternative design concepts, which are then refined into a final design. Construction for the project can be scheduled according to your requirements and the design can be prepared so that construction can be phased if needed. To make sure the project stays within budget, we update the cost estimates for project elements at each submittal.

PUBLIC FACILITATION AND PRESENTATIONS

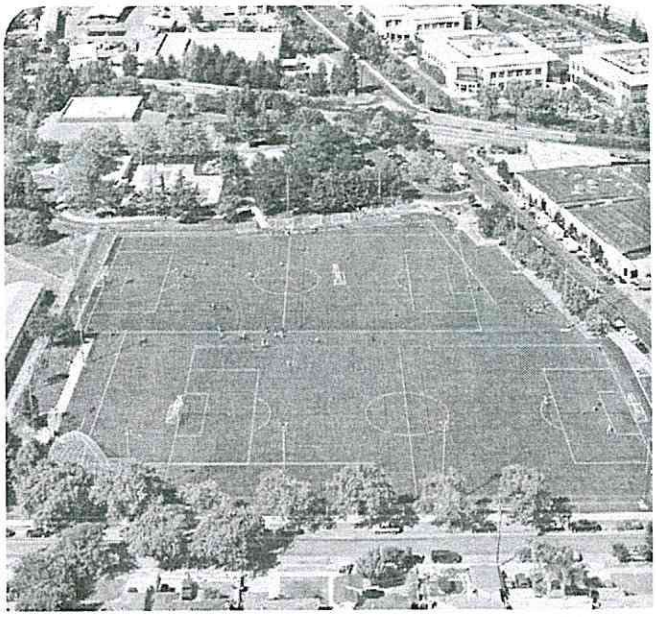
Public facilitation and meeting presentations are educational tools to convey design concepts to those outside of the immediate project team. We have become specialists in presenting project information to the people who will be most directly impacted by the project – staff, neighbors, community organizations, and other stakeholders – in clear, easily understood formats. Gaining their input and fostering their understanding of the project draws them into the effort and gives them a positive feeling of ownership.

We use a wide variety of graphic formats to support presentations, from computer-based CAD images and 3D computer animation to hand-drawn project renderings, depending on the number and sophistication of the meeting attendees.

CONCEPTUAL AND PROJECT DESIGNS

Conceptual and project designs start as program concepts and then program elements are defined and agreed upon. One method we use to assist in this process is to hold a Digital Design Charrette. At this meeting, we will use computer programs to present project concept options that can be manipulated on the spot using your input. This allows everyone at the meeting to better visualize and understand the pros and cons of different options, and discuss how changing the layouts will affect project costs or schedules. The meeting materials we generate can be printed out for distribution or saved in digital formats for posting on web sites.

We develop preliminary cost estimates during this portion of the design. As the final plans and specifications are generated, we refine the accuracy of the cost estimates while continuing to ensure that the costs remain within your budget.



Hoover Field, Redwood City

2. CONSULTANT QUALIFICATIONS (CONT.)

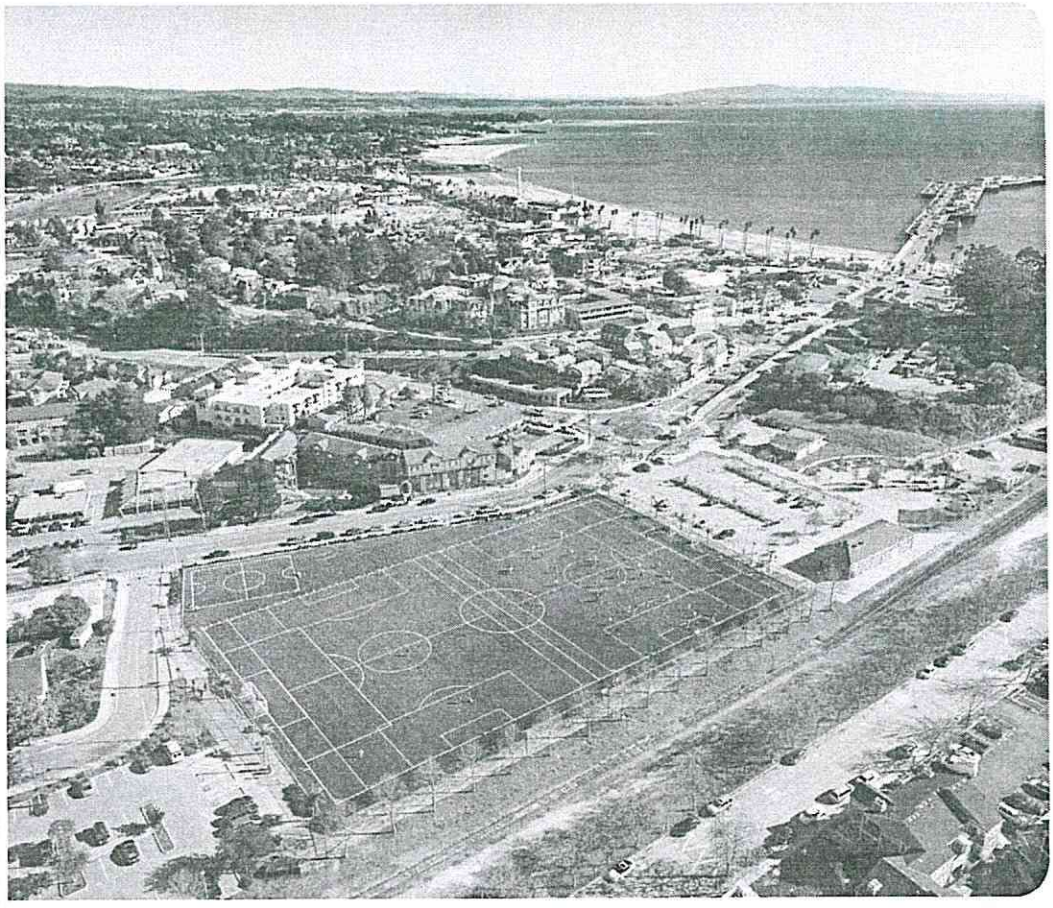
OUR SERVICES (CONT.)

CONSTRUCTION DOCUMENTS

Construction Documents generated by Verde Design meet the high standards we have established and that our clients deserve. We provide the percentage submittals you require on schedule, and include plans, specifications, cost estimates, and progress reports with every submittal. Our staff draws on our knowledge of successful design practices, our strong in-house team communication, and construction techniques to produce documents that clearly communicate what is to be built.

CONSTRUCTION MANAGEMENT

Construction Management by experienced personnel who understand the specialized requirements associated with the site work for athletic facility construction allows the project to proceed on schedule and stay within budget. It also means that we can give you comprehensive project peer reviews, biddablity, and constructability reviews. Many contractors know Verde Design's reputation and are very willing to bid on projects we have designed. Through our work with numerous contractors, we know which contractors have the experience to best complete a particular project or program. To encourage competitive bids, we can provide notice to those contractors of pending bids. We provide solid plan sets which require minimal addenda. If addenda do become necessary, we respond to questions or provide clarifications in a timely manner.



Depot Field, Santa Cruz

3. KEY PERSONNEL

TEAM INTRODUCTION

VERDE DESIGN has a talented staff with extensive expertise with the scope and process outlined in your Request for Proposal. The team we have identified below are members of our senior staff who would lead the project team for this project. Once a team is assigned to a project, the members of the team remain with the project until it is completed.

DEVIN CONWAY, PE: PRINCIPAL IN CHARGE

Devin will oversee all aspects of the project. He will be responsible for project scoping, contract administration and establishing the project schedule. During the startup phase he will work with the team to attain input from the stakeholders, develop the project program, respond to development issues, oversee design development, and staff coordination. As the design development proceeds he will review all aspects of the project with Wes to confirm that all goals are met. Devin will serve as your Client Advocate to keep the project on target to meet your goals and needs.

WES DOWNING: PROJECT MANAGER

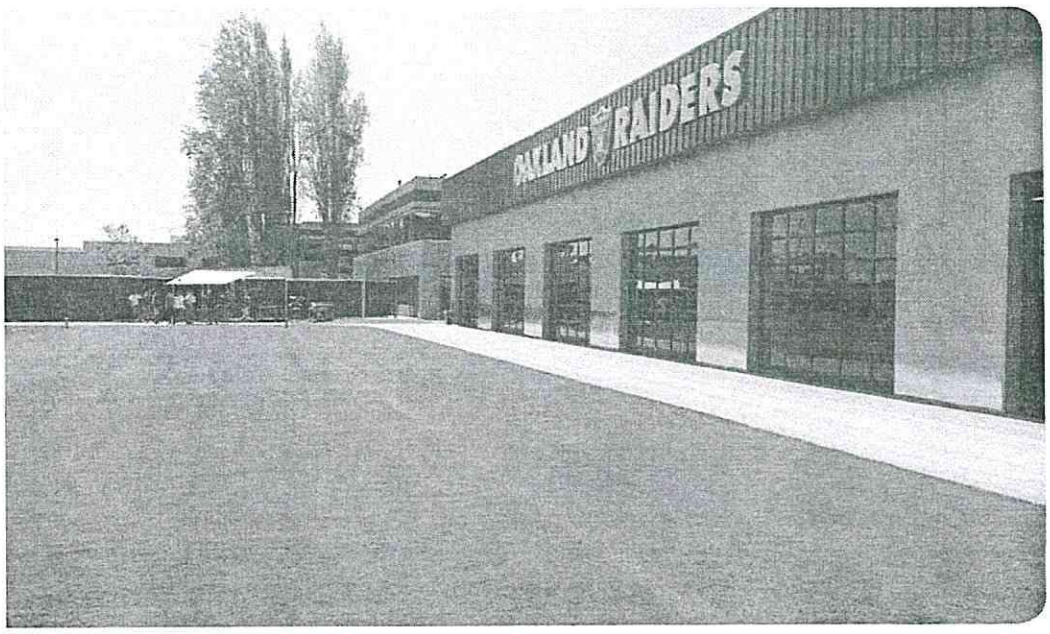
As Project Manager, Wes will be the primary contact between the Verde Design team and your staff. He will manage the day-to-day operations of the project, coordinate the work of the sub consultants, as well as maintain the project schedule and budget. Working closely with Devin, he will be responsible for project management and will attend every meeting from the beginning to end of the project.

MARK BAGINSKI, RLA, LEED AP: QA/QC PRINCIPAL

Mark is a Verde Design principal. He will provide the internal redlining and QA/QC reviews that will be required for this project.

CORBIN M.E. SCHNEIDER, RLA & CLIA: IRRIGATION DESIGNER

As a Professional Irrigation Consultant and Certified Landscape Irrigation Auditor, Corbin can provide an analysis of the existing irrigation system. He can assist in developing strategies to increase water savings and provide a system that complies with California's Water Efficient Landscape Ordinance (AB 1881).



Oakland Raiders sand-based practice field.

3. KEY PERSONNEL (CONT.)

DEVIN CONWAY, PE, QSD/QSP: PRINCIPAL IN CHARGE

DEVIN CONWAY is a co-founder of Verde Design. He uses his technical skills and talent as a civil engineer – and his life-long love of outdoor sports – to provide practical approaches to sports field and athletic facility design. His specialized knowledge of the requirements for these facilities enables him to develop plans and project designs to meet the unique requirements of each project and site.

An active member of Sports Turf Managers Association (STMA), American Sports Builders Association (ASBA), and American Society of Testing and Materials (ASTM), Devin is committed to bringing to Verde Design's clients the most current industry information for the design, construction, and long-term maintenance of natural and synthetic turf fields.

QUALIFICATIONS

B.S., Santa Clara University, School of Civil Engineering, Civil Engineering, 1993

CA 056494, Professional Engineer, 1997
CA QSD/QSP certification #864

National Society of Professional Engineers
American Society of Civil Engineers
Sports Turf Managers Association
American Sports Builders Association
American Society of Testing Methods
San Jose Rotary Club
Board Member, Guadalupe River Park Conservancy

RELEVANT EXPERIENCE

SAND BASED FIELDS

Oakland Raiders Headquarters
- 2 USGA practice fields

Saint Mary's College, Moraga
- Baseball field

San Jose Earthquakes, San Jose
- Stadium field
- Practice field at Coleman facility

Santa Clara University, Santa Clara
- Buck Shaw field

Westmont College, Santa Barbara
- Baseball infield

CITY PARK FIELDS

City of Foster City
- Catamaran Park
  - Soccer synthetic turf field
- Edgewater Park
  - Multi-use synthetic turf field and field lighting
- Port Royal Park
  - Multi-use synthetic turf field
- Sea Cloud Park
  - Conversion of 3 synthetic soccer/ softball fields

City of Modesto
- Grogan Park
  - Soccer complex with 3 synthetic turf fields, 4 natural grass fields
  - Field lighting

City of Oakland
- Raimondi Sports Park renovation
  - Baseball field
  - Football synthetic turf field
- Sobrante Park renovation
  - Baseball infield
  - Natural turf soccer field

City of Redwood City
- Hoover Park improvements
- Marlin Park fields renovation
- Sandpiper Park renovation
- Red Morton Community Park
  - Fields renovation
  - Field assessment study

City of San Francisco
- Beach Chalet
  - 4 lighted synthetic turf soccer fields
  - Concessions/ restroom upgrades
- Minnie & Lovie Park
  - 2 synthetic turf soccer fields
  - 2 baseball fields
  - Sport lighting

City of San Leandro
- Burrell Pacific Sports Complex
  - New $14M athletic facility
  - Lighted track & field synthetic turf stadium with 4000 seat bleachers, restrooms, storage, team rooms, and concessions
  - Baseball/ softball fields
  - Multi-use field

City of Santa Cruz
- Depot Park Field
  - Synthetic field reconstruction



Saint Mary's College Baseball Field, Moraga

3. KEY PERSONNEL (CONT.)

WES DOWNING: PROJECT MANAGER

AS A PROJECT MANAGER, Wes is responsible for assisting managing principals/ associates with managing current design projects, maintaining and building client relationships, and developing marketing opportunities. During Wes's time with Verde Design he has assisted or managed numerous projects including athletic fields, school facilities, public parks, and public and private courtyards and plazas.

Wes's role includes managing a project throughout its duration, assisting in the schematic and conceptual design process, preparing construction documents and budgetary analysis, providing construction administration, and ensuring that the client is happy with the final product.

QUALIFICATIONS

B.S., University of California, Davis, Landscape Architecture, 2008
Minor in Landscape Restoration

A.A., Santa Rosa Junior College, Liberal Arts & Sciences with Honors, 2004

RELEVANT EXPERIENCE

SAND BASED FIELDS

Oakland Raiders Headquarters
- 2 USGA practice fields

San Jose Earthquakes, San Jose
- Stadium field
- Practice field at Coleman facility

Westmont College, Santa Barbara
- Baseball infield

OTHER FIELDS

California State University East Bay, Hayward
- Pioneer Stadium track & field improvements

College of the Redwoods, Eureka
- Athletic improvements
- Athletic Master Plan

Diablo Valley College, Pleasant Hill
- Baseball and softball stadiums
- Football/soccer field
- Track & field improvements

East Side Union High School District, San Jose
- Andrew Hill High School
  - Multi-use field
- James Lick High School
  - Soccer field
  - Softball field
- Independence High School
  - 4 lighted fields
- Mt. Pleasant High School
  - Football/soccer field
- Piedmont Hills High School
  - Multi-use field
  - Softball field
- W.C. Overfelt High School
  - Soccer field
  - Softball field

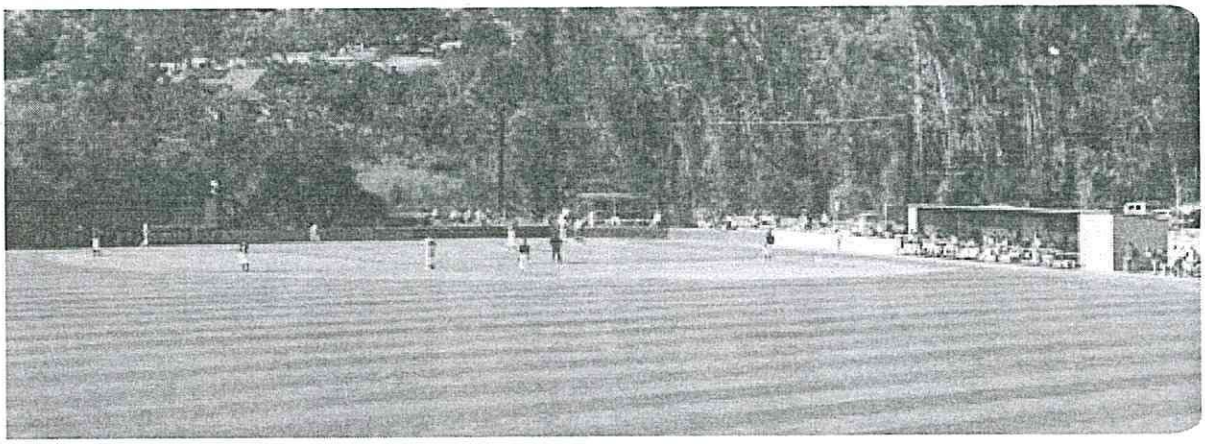
Ohlone College, Fremont
- New baseball, soccer, and softball stadiums

Pittsburg Unified School District, Pittsburg
- Pittsburg High School, Pittsburg
  - Football/soccer field

Redwood City School District, Redwood City
- Fair Oaks Elementary School
  - Soccer field

Turlock Unified School District, Turlock
- Turlock High School
  - Football/soccer stadium field

San Jose State University, San Jose
- Spartan Stadium football field
- Football practice fields



Westmont College Baseball Field, Santa Barabara

3. KEY PERSONNEL (CONT.)

MARK BAGINSKI, RLA, LEED AP: QA/QC PRINCIPAL

AS PRINCIPAL for Verde Design, Mark is responsible for project design and management, client relationships and production of project documents. Mark has over 20 years of professional experience. His projects include university athletic master planning, corporate campus master planning, athletic and K-12 facilities., public parks, aquatic facilities, resorts, zoo exhibits, golf courses, commercial property development, and streetscapes.

A characteristic of Mark's designs is a belief in an overall "big idea" that incorporates the goals and objectives of each client. Mark's background leading multidisciplinary development teams from the early programming phase through construction management provide a broad base of experience for his projects.

Mark has developed program/need-based Master Plans for many different project types. This experience has given him a fundamental understanding of how to develop creative solutions that meet his clients' immediate needs while looking forward to future demands. He incorporates maintenance and operations programs to ensure that the built project will serve the community well into the future – the true measure of success.

QUALIFICATIONS

B.L.A., Mississippi State University, 1991
B.S., Mississippi State University, 1991
A.A.S., Land Development, State University of New York at Cobleskill, 1987

CA 4089, Landscape Architect, 1994
LEED Accredited Professional

American Society of Landscape Architects
Urban Land Institute
Coalition for Adequate School Housing
American Sports Builders Association
California Parks and Recreation Society

Santa Cruz Lacrosse, Board Member

RELEVANT EXPERIENCE

City of San Francisco
- Beach Chalet
  - 4 lighted synthetic turf soccer fields
- Kimbell Field
- Kezar Stadium
  - Track & field renovation
- Minnie & Lovie Park
  - 2 synthetic turf soccer fields
  - 2 baseball fields
  - Bleachers
  - Sport lighting
- Mission Playground
  - Futsal field
- Paul Goode Field
  - Baseball/softball field
  - Soccer/lacrosse field
  - Practice field
- West Sunset Playground
  - Athletic field irrigation
  - Master Plan

City of Santa Cruz
- Depot Field

Google Campus, Mountain View
- Garfield Park
  - Organic infill soccer field

ValleyCrest Development, Pleasanton
- Facebook Recreation Field
  - Organic infill synthetic turf replacement

Hayward Unified School District, Hayward
- Mt. Eden High School
  - Stadium track & field

Lodi Unified School District, Lodi
- Bear Creek High School
  - Organic infill football/soccer field

Pittsburg Unified School District, Pittsburg
- Pittsburg High School, Pittsburg
  - Football/soccer field

San Jose Unified School District, San Jose
- Anne Darling Elementary
  - Multi-use field

San Juan Unified School District
- El Camino High School
  - Football/soccer field
- Del Campo High School
  - Football/soccer field

Stockton Unified School District, Stockton
- Stagg High School
  - Baseball field
  - Football/soccer field
  - Softball field
- Chavez High School
  - Football/soccer field
  - Softball field
- Edison High School
  - Football/soccer field



Kezar Stadium, San Francisco

3. KEY PERSONNEL (CONT.)

CORBIN M.E. SCHNEIDER, RLA, CLIA, PIC, WSP: IRRIGATION DESIGNER

CORBIN M.E. SCHNEIDER has over 35 years of experience in the field of landscape architecture and irrigation consulting. He has provided project management, planning, design, and construction services for a wide range of clients including cities, counties, school districts, private and public colleges and universities, private sports facilities, and commercial and housing developers.

Corbin's project experience includes public parks and recreation facilities with multi-age playgrounds, pedestrian trails, streetscapes, and sports complexes. He has also managed campus-wide landscape architecture design and development for education facilities and business parks. His designs are compliant with C.3, ADA requirements and California's Water Efficient Landscaping Ordinance, AB 1881.

Corbin specializes in sustainability, irrigation design, water resource management, and conservation. He was the Landscape Architect/Irrigation Consultant representative on the task force that wrote California's original AB 325 "Water Conservation Landscape and Irrigation Design Guidelines" that was used state-wide from 1990 until being updated to the Water Efficient Landscape Ordinance (AB 1881) in 2010.

QUALIFICATIONS

B.S., Landscape Architecture, California Polytechnic State University, San Luis Obispo, 1978

CA 2454, Landscape Architect, 1984
OR 170, Landscape Architect, 1983

Professional Irrigation Consultant, 2003
Certified Landscape Irrigation Auditor, 2009
EPA Watersense Partner, 2009
American Society of Irrigation Consultants, President; National Executive Board of Directors
California Parks and Recreation Society
Sports Turf Managers Association

RELEVANT EXPERIENCE

SAND BASED FIELDS

San Jose Earthquakes, San Jose
- Stadium field
- Practice field at Coleman facility

Santa Clara University, Santa Clara
- Buck Shaw field

CITY PARK FIELDS

City of Alameda
- Estuary Park
  - Baseball, football, and soccer synthetic turf fields

City of Foster City
- Catamaran Park
  - Soccer synthetic turf field
- Edgewater Park
  - Multi-use synthetic turf field and field lighting
- Port Royal Park
  - Multi-use synthetic turf field
- Sea Cloud Park
  - Conversion of 3 synthetic soccer/ softball fields

City of Modesto
- Grogan Park
  - Soccer complex with 3 synthetic turf fields, 4 natural grass fields
  - Field lighting

City of Oakland
- Raimondi Sports Park renovation
  - Baseball field
  - Football synthetic turf field
- Sobrante Park renovation
  - Baseball infield
  - Natural turf soccer field

City of Palo Alto
- Cubberley Community Soccer Field
  - Soccer field

City of San Francisco
- Beach Chalet
  - 4 lighted synthetic turf soccer fields
- Minnie & Lovie Park
  - 2 synthetic turf soccer fields
  - 2 baseball fields

City of San Leandro
- Burrell Pacific Sports Complex
  - New $14M athletic facility
  - Lighted track & field synthetic turf stadium with 4000 seat bleachers, restrooms, storage, team rooms, and concessions
  - Baseball/ softball fields
  - Multi-use field

City of Tracy
- Holly Sugar Youth Sports Complex
- Schulte Youth Sports Park



Buck Shaw Stadium at Santa Clara University

4. SUBCONTRACTORS

SUBCONTRACTOR TEAM MEMBERS

As Prime Consultant for any project, we rely on a talented pool of consultants to address all aspects of the design. We have proposed a sub-consultant team that will contribute their specialized expertise for a successful design solution.

BAGG ENGINEERS: GEOTECHNICAL ENGINEERS

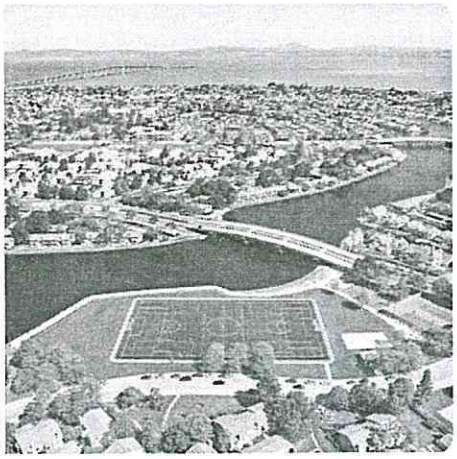
BAGG can provide geotechnical design reports and we have utilized them to provide feasibility studies or assessing existing facilities. We work with BAGG on several projects for geotechnical investigating and testing during construction.
Contact Persons: Kira Ortiz and Ajay Singh
Phone: 650.852.9133

DAVID J. POWERS & ASSOCIATES, INC.: ENVIRONMENTAL CONSULTANTS AND PLANNERS

DJP&A provides professional consulting services to public agencies and private developers in all areas of environmental planning. For the past 42+ years, their focus has been the preparation of environmental review documents, meeting the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The company consists of a small group of environmental professionals with experience in the planning and overall research, coordination, and written preparation of environmental documents. DJP&A has extensive experience in evaluating environmental impacts associated with parks projects that included playgrounds, lighted playfields, skate parks, gardens, trails, and interpretive and community centers.
Contact Person: Michael Lisenbee
Phone: 408.248.3500 x137

PLS SURVEYS, INC.

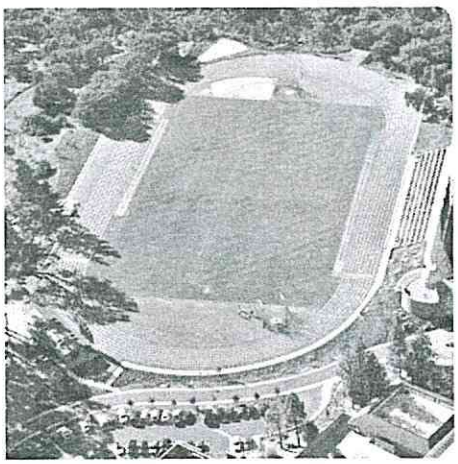
PLS Surveys, Inc. has been providing professional land surveying services to the Greater Bay Area for over 23 Years. PLS Surveys, Inc. is a small company of five employees who coordinates with the occasional outside contractor on various jobs. PLS Surveys, Inc. was established in 1991 by offering general land surveying, adding hydrographic surveying services in 1996.
Contact Persons: Joseph Brajkovich
Phone: 510.261.0900



Catamaran Park, Foster City



Barkley Park, Woodside



Westmont College, Santa Barbara

4. SUBCONTRACTORS (CONT.)

BAGG ENGINEERS

MANUEL HERNANDEZ, DIRECTOR OF FIELD OPERATIONS

MR. HERNANDEZ is one of the founding members of BAGG Engineers. He has over 35 years experience in providing observation and testing services on various geotechnical and environmental projects, and exploration for geotechnical investigations. He has served successively as a senior field engineer, and since 1993, as the director of field operations and field supervisor for BAGG Engineers. His experience includes supervising and coordinating field observation and testing for large commercial, biotechnology, public works, and residential projects, supervision of training and certification for field engineers, and supervision of laboratory and field staff.

FIRM INFORMATION

BAGG Engineers is a consulting geotechnical, geo-environmental and special inspections firm with offices in Sunnyvale, California. BAGG's business philosophy stresses client satisfaction as the natural consequence of through planning, efficient management, with an emphasis on providing service that is timely and effective. The firm maintains a team of well-qualified professional staff and provides services related to: geotechnical engineering, geology and seismology, environmental assessments and remediation, quality control and testing during site grading and foundation construction, and special inspection during construction. BAGG has provided geotechnical and environmental services for about 1,500 clients on over 6,000 projects since its operation began in early 1988. These services have been performed throughout the San Francisco Bay Area as far north as Yuba, Sacramento, Marin, Napa, Sonoma, and Solano Counties, and as far south as Fresno and King Counties. There are currently 25 employees on BAGG's professional/technical staff. They average over 25 years of geotechnical and environmental experience. The staff's broad experience aids in formulating scope of services to fit the client's needs, thus reducing potentials for conflicts and delays during construction. BAGG offers professional services in the following disciplines:

- Geotechnical Engineering
- Geologic and Seismic Hazards Evaluation
- Special Inspections and Materials Testing
- Laboratary Soil and Materials Testing
- Geo-Environmental Investigation and Remediation
- Storm Water Management and Monitoring (QSD/QSP)
- Forensic Analyses and Expert Testimony

QUALIFICATIONS

EDUCATION

Associate of Arts, Cabrillo College, Aptos, 1967

Certificate of Completion, Soil and Concrete Testing Methods, San Jose State University, California, 1975

Certificate of Completion, Introduction to Soil Mechanics, San Jose City College, California,1977

CERTIFICATIONS

State and Federal Hazardous Waste Operations and Emergency Response Training 20 CFR 1910.120 and Cal-OSHA GISO 5192

Caltrans - Relative Compaction CTM 216 & CTM 231

State and Federal Hazardous Waste Operations and Emergency Response Training

American Concrete Institute (ACI) - Concrete Field Testing Technician - Grade I

EXPERIENCE

BAGG Engineers, 1994-present

Bay Area Geotechnical Group, 1988-94

Cooper Engineers, 1981-88

4. SUBCONTRACTORS (CONT.)

DAVID J. POWERS & ASSOCIATES, INC.

FIRM PROFILE

David J. Powers & Associates, Inc. (DJP&A) provides professional consulting services to public agencies in all areas of environmental planning. Our focus is the preparation of environmental review documents, meeting the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The company consists of a group of environmental professionals with extensive experience in the planning and overall research, coordination, and written preparation of environmental documents, ranging from Categorical Exemptions to full Environmental Impact Reports (EIRs). DJP&A is known for writing clear and concise, legally defensible environmental documents.

DJP&A has prepared numerous environmental documents for public projects – in fact, we consider it one of our specialties. Projects have included parks (new and redeveloped), trails, community centers, libraries, golf courses, and open space master plans.

JODI STARBIRD: PRINCIPAL PROJECT MANAGER

Jodi Starbird is a Principal Project Manager for the company. Ms. Starbird has 25 years of experience in the environmental field preparing documents for both private and public sectors. Her experience includes numerous trails and parks projects, residential, commercial, and industrial development, and infrastructure projects such as bridge repair and replacement, water tanks, and sanitary sewer, water, and storm drain lines. Ms. Starbird is expert in completing NEPA documents and regulatory agency permits.

As a Principal Project Manager, Ms. Starbird:

- Researches and prepares environmental documents required under Federal and California laws, including: Environmental Impact Reports, Environmental Assessments, Initial Studies, and Categorical Exclusions and Exemptions.
- Prepares CDFG Streambed Alteration, RWQCB, and U.S. Army Corps of Engineers permit applications.

QUALIFICATIONS

Education:

B.S., University of California, Davis, Environmental Policy Analysis and Planning, City and Regional Planning Emphasis, 1982

Experience:

David J. Powers & Associates Inc., Project Manager, 1982-1984; 1987-Present

Planning Intern, City of San Jose, 1982

Professional Organization:

Association of Environmental Professionals

4. SUBCONTRACTORS (CONT.)

PLS SURVEYS, INC.

JOSEPH M. BRAJKOVICH

Mr. Brajkovich has been in the surveying and engineering fields since 1975, and he has been licensed to practice Land Surveying in California since 1983. He serves as both the supervisor for field surveying operations, and when needed as a Project Manager. His experience includes hydrographic surveys, topographic surveys, boundary surveys, deed interpretation, construction staking, GIS/LIS data capture, GPS control and processing and Expert Witness duties at court. For hydrographic work, he is licensed by the Coast Guard to operate vessels of up to 25 tons.

He regularly interacts with Clients, and is often both the field and office liaison. He meets with the Client to ascertain the scope of the individual project needs, and then heads the field crew to obtain the data. He oversees a CAD operator, verifying the integrity of the field data interpretation. As a Licensed Land Surveyor, he regularly works with right-of-way (ROW), right-of-way acquisition, and with Real Estate boundary determinations.

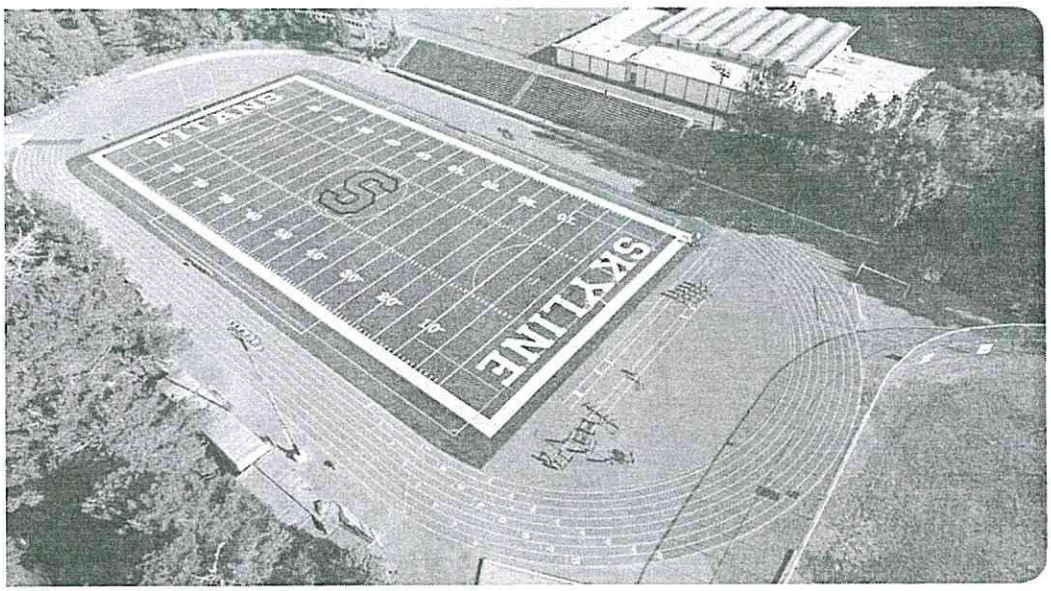
QUALIFICATIONS

Registration:
State of California, Professional Land Surveyor No. 5254

Affiliations:
The Consulting Engineers and Land Surveyors of California
California Land Surveyors Association
American Congress on Surveying and Mapping

EXPERIENCE WITH VERDE DESIGN:

- Skyline High School, Oakland, CA
- Mission Bella Vista Elementary School, Oakland, CA
- Elmhurst Middle School, Oakland, CA
- Edna Brewer Middle School, Oakland, CA
- Oakland Tech High School, Oakland, CA



Skyline High School, Oakland

5. PROJECT WORK PLAN

PROJECT UNDERSTANDING

We understand that the project scope entails reconstructing the existing sand-based area of McKegney Field and increasing its size from roughly 75,000 sf to 110,000 sf. The reconstructed field area will receive a new irrigation system that will be fed from a new potable water source and will also receive a new subsurface drainage system. The field area will be regraded to lower the field crown and new play field grass will be installed.

Verde Design will be responsible for preparing the project specific CEQA documentation, coordinate with public agencies for receiving project approvals, develop clear bidding documents (including drawings and specifications, as well as SWPPP documentation and filings) and construction cost estimates. During bidding and construction, we will assist the Town staff closely to ensure responsive bids are received and the project is constructed in accordance with our prepared construction documents. Upon project completion, we will complete the as-built documents as outlined in the Town agreement.

VERDE DESIGN'S DESIGN APPROACH & METHODOLOGY

Our approach in delivering Town of Tiburon outstanding professional services is simple. It begins with a clear plan of services, sticking to an agreed upon schedule, and delivering on the Town's expectations. Also critical in achieving this goal is including the Town and its staff as part of the process. They are the ones who best know what has worked in the past, and what has not been as successful as desired. We will also confirm how communication will occur throughout the project. This ensures that everyone is on the same page and that we all are working towards the same goal.

One key piece of Verde Design's philosophy to working with our clients is that is in not an "us" and "them" relationship. Rather, it is a conscious decision to enter into a contractual collaborative partnership. The Town will be an integral part of our design team. We do not feel that there should be a separation of the owner and the designer. McKegney Field is your community's asset. We are privileged to be able to provide our unique skill set of integrating both civil engineering and landscape architecture with our recreation



San Jose Earthquakes Practice Field

and sport focus in enhancing this play field. We feel that together, along with our experienced consultant team, we can provide a great project and develop clear documents for constructing the field improvements.

Our first steps on the project will be to validate the scope of intended improvements, and to ensure it properly aligns with the overall project budget and schedule. Once this is completed with Town staff, Verde Design will commence our initial tasks, which will include contacting the appropriate public agencies, obtaining available information outlining the existing conditions at the project site, and complete our subconsultant-heavy efforts, including CEQA, geotechnical investigation, and topographic surveying services. Included in this work will be site investigations, including visual verifications of existing conditions and available utilities and infrastructure.

As noted above, during the project start-up phase we will communicate with the agencies that will have a say and involvement in the project to ensure that as the project moves into the design evolution, the project approvals and clearances are obtained in a timely manner as to not impact bidding and construction. Any project reviews by these entities will be embedded into the overall project milestone schedule so that these durations are known by all parties and can be planned for during PS&E development.

Upon completion of the AutoCAD-based topographic survey and geotechnical investigative report, Verde Design will

complete a finite design process to validate the project budget is in line with the existing site characteristics (i.e. available infrastructure, existing sand quality, geotechnical findings, etc) and intended project improvements. During this finite design process we will initiate systems design and materials selection, including the field grading, drainage, irrigation, any utilities, and all the new surface materials to be used in the project. We will also confirm limits of demolition. This is the precursor to the construction documentation packages. It allows to Town to have input and buy-in on the design (again, as we believe you are a critical part of the design team) prior to going too far in the CD process.

Upon receiving Town approval, we will then complete the construction documentation process, which will consist of 60%, 90%, and 100% / Bid submittals.

One key effort that we would like to emphasize is our approach to the development of our final bid documents. Our internal QA/QC process allows us to meet one of our primary goals: to develop long-term relationships with our clients. We are proud of the fact that over 90% of our business comes from repeat clients. Our dedication to quality control throughout the life of a project is one of the ways we establish the trust that leads to these long-term relationships. As an example, during the development of the construction documents, we have a licensed professional who is not part of the project team provide a 'fresh eyes' review of the documents for design and constructability. We also assign a QA/QC principal to each project (separate than the project Principal-in-Charge), and for this project this individual is Mark Baginski, who recently completed the very successful Beach Chalet athletic fields project at the western end of Golden Gate Park in San Francisco.

Before each submittal, we request draft submittals from any and all team consultants, review and comment on their materials, and return them to the consultants for updating. We then include the revised documents in our submittal package to you. During submittal review meetings, we share comments with you in order to jointly decide how to address any issues and reach a consensus on design and next steps. Our quality control procedures have enabled us to meet or beat project schedules and remain well within the established project budgets.

Upon completion and delivery of the 100% / Bid documents to the Town and its reproduction service, Verde Design staff will assist with the project bidding, as well as be an active participant in the construction process, culminating in the project completion / close-out process.

DRAFT SCOPE OF SERVICES

The scope of services described below is our initial proposal based on the information provided in the RFP document, our above project understanding and approach, as well as our previous successful sand-based field experience.

Project Start-up & Site Investigation

This phase gets the project moving in the right direction and validates the existing conditions.

1. Attend a kick-off meeting with the Town to discuss the project, including budget, timeline and initial understanding of project program. Verde Design to provide meeting agenda, roster, and meeting minutes.
2. Walk project site to assess existing conditions and any potential project issues as it relates to infrastructure or adjacencies.
3. Assemble all available Town information pertaining to the project site, including as-built drawings, benchmark information, utility information, maps and any other pertinent project related information.
4. Initiate contacting outside utility companies and public agencies to coordinate project requirements and approval process.
5. Coordinate with consultants to initiate the CEQA process (assumed to be a categorical exemption/Notice of Exemption (Cat Ex/NOE), geotechnical investigation, and topographic survey work.

Finite Design

The phase will involve meeting with the Town on the project, receive input, and develop finite design documents for Town approval.

1. Upon receiving all project information identified above, develop initial rough footprint of field improvements in planned location. Submit to Town for initial review.
2. Develop Draft Finite Design package along with pre-

liminary construction cost statement. Design to include grading, drainage, and irrigation modifications, and field section design

3. Submit Finite Design documents to Town for review and approval.

4. Meet with the Town to review Finite Design documents. Receive comments. Upon receiving approval, proceed into Design Development.

Construction Documentation

The phase will provide documents that are clear and concise and are intended to receive Town approvals as well as other needed approvals from public agencies, along with bids from qualified contractors.

1. 60 % Submittal Package

   a. Review finite design submittal comments from Town and incorporate into 60% package.

   b. Develop drawings and details completed to a 60% construction document level. The package will include the following items:

      i. Cover/Signature Sheet

      ii. Existing Conditions/Survey Plan

      iii. Erosion / Sedimentation Control Plan

      iv. Demolition Plan

      v. Grading Plan

      vi. Drainage / Utility Plan

      vii. Layout Plan

      viii. Material / Detail Reference Plan

      ix. Irrigation Plan

      x. Construction Details for the above items

      xi. Technical Specifications

      xii. Statement of Probable Construction Costs

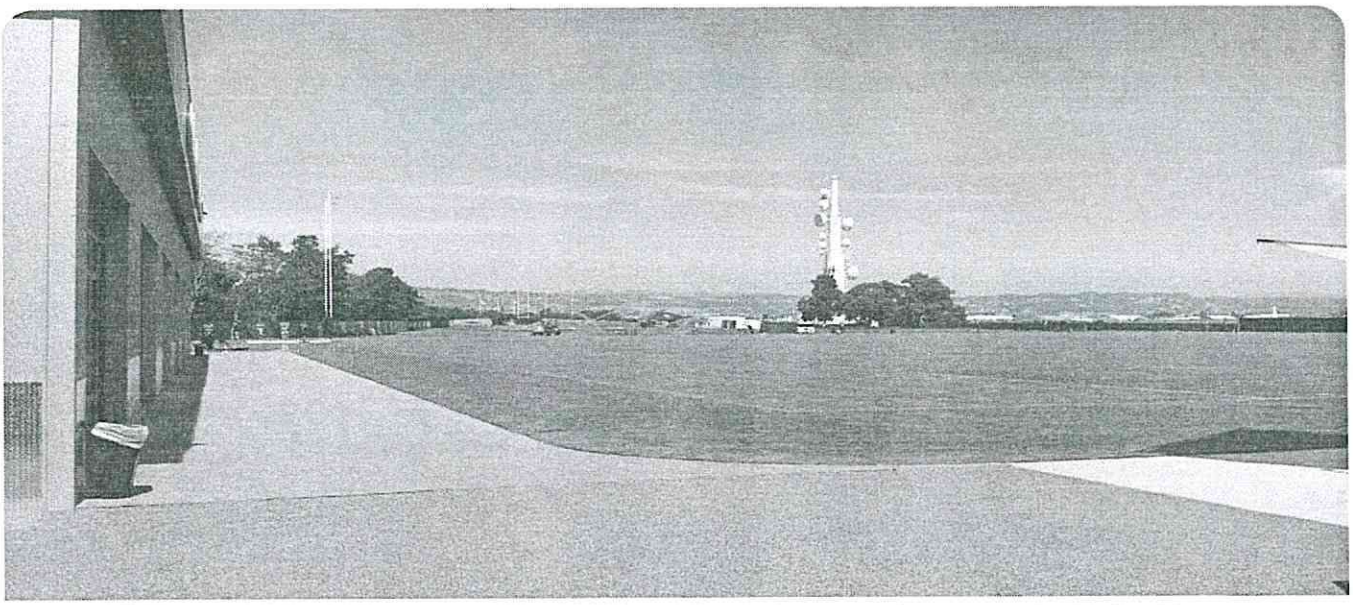
   c. Complete In-house Redline / Review Quality Control (QA/QC) process.

   d. Submittal preparation and delivery to Town.

   e. Attend a meeting with Town for review and coordination of the 60% submittal comments. Meeting agenda and minutes to be provided by Verde Design

2. 90% Submittal Package

   a. Incorporate 60% submittal comments into final documentation package.



Oakland Raiders Practice Fields

b. Complete comprehensive final In-house Redline / Review Quality Control

c. Attend a meeting with Town for review and coordination of the 60% submittal comments. Meeting agenda and minutes to be provided by Verde Design

d. Develop draft SWPPP documents for review and input from Town. Submit as part of 90% submittal

3. 100% / Bid Submittal Package

a. Incorporate 90% submittal comments into final documentation package.

b. Complete comprehensive final In-house Redline / Review Quality Control.

c. Submit NOI on SMARTS Website and complete SWPPP documentation

4. Coordinate the work as required with the Town.

Bidding Assistance & Construction Administration

Once a signed original set of bidding documents have been delivered to the Town, another key phase begins, which includes well as bids from qualified contractors.

1. Attend one pre-bid meeting.
2. Review and respond to bidder questions.
3. Issue addendum to Town as needed.
4. Attend one pre-construction meeting.
5. Attend up to 14 regular construction meetings during construction activity. Meeting documentation during construction (i.e. agendas and minutes) are assumed to be by others.
6. Answer contractor questions.
7. Assist the Town with preparing change orders, if necessary.
8. Review submittals, substitution requests, and shop drawings.
9. Attend substantial completion walk-through and generate punch list.
10. Final site walk with Contractor and Town to accept project.
11. Review close-out documents as prepared by the Contractor.
12. Attend substantial completion walk-through and generate punch list.
13. Attend final site walk with Contractor and Town to accept project.
14. Review close-out documents as prepared by the Contractor.

PROJECT SCOPE EXCLUSIONS

The following items are specifically not included in the Scope of Services.

1. Meetings other than those listed.
2. Renderings and presentations to public bodies other than those listed.
3. Project design documentation or costing in addition to the scope identified above.
4. Electrical, Mechanical and Structural Engineering.
5. Geotechnical and Field Testing and Inspection Services during Construction
6. Any permit or application fees required for this project
7. Underground Utility Surveys
8. Design work in the public right-of way
9. QSP services (assumed to be the responsibility of the project's contractor)
10. Soil and / or Field sampling and Laboratory Testing services

6. PROJECT SCHEDULE

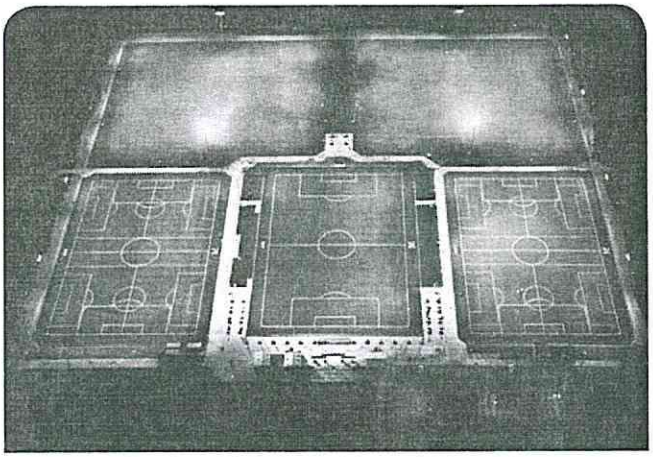
THE ACCOMPANYING project schedule is showing the general phases of design, bidding, and construction. We can fine tune the schedule according to when the field will be available for construction and desired project completion.

Project start-up and site investigation work is outlined to last six weeks. This is primarily due to the geotechnical work and the needed time to schedule the boring equipment and laboratory testing time.

Finite design will take four weeks to complete the package and submit to Town staff for review. We also allocated one week for the Town review at this stage and for the review meeting.

Construction Document has three submittals: 60%, 90%, and 100%/Bid. We allocated four total months to complete the documents. This includes six weeks to develop the 60% documents, and an additional two weeks for Town review and meeting to discuss comments. The subsequent 90% submittal is proposed to take four weeks, with an additional four weeks for Town & Agency review, as well as for review meetings. The final 100% submittal would take three weeks to complete, with one additional week for the final review and approval from Town staff and other necessary outside agencies.

We have estimated seven weeks for advertising (two weeks), bidding (two weeks), and contract award (three weeks).



Grogan Park, Modesto

Once a contractor is under contract with Town and a NTP is issued, we estimate the entire construction process to take five months. This includes the initial contractor material submittal process, staging and mobilization, all construction activity, and grass grow-in and maintenance period.

Verde Design will work with Town of Tiburon to adjust these dates if needed to achieve specific milestone dates that are not currently known to us.

ID	Task Name	Duration	Start	Finish	Pre
1	Project Start up	30 days	Mon 8/1/16	Fri 9/9/16	
2	Finite Design	25 days	Mon 9/12/16	Fri 10/14/16	1
3	Construction Documentation	100 days	Mon 10/17/16	Fri 3/3/17	2
4	Advertisement / Bidding / Contract Award	35 days	Mon 3/6/17	Fri 4/21/17	3
5	Construction	110 days	Mon 4/24/17	Fri 9/22/17	4
6	Project Close-out	10 days	Mon 9/25/17	Fri 10/6/17	5

7. FEE INFORMATION

VERDE DESIGN

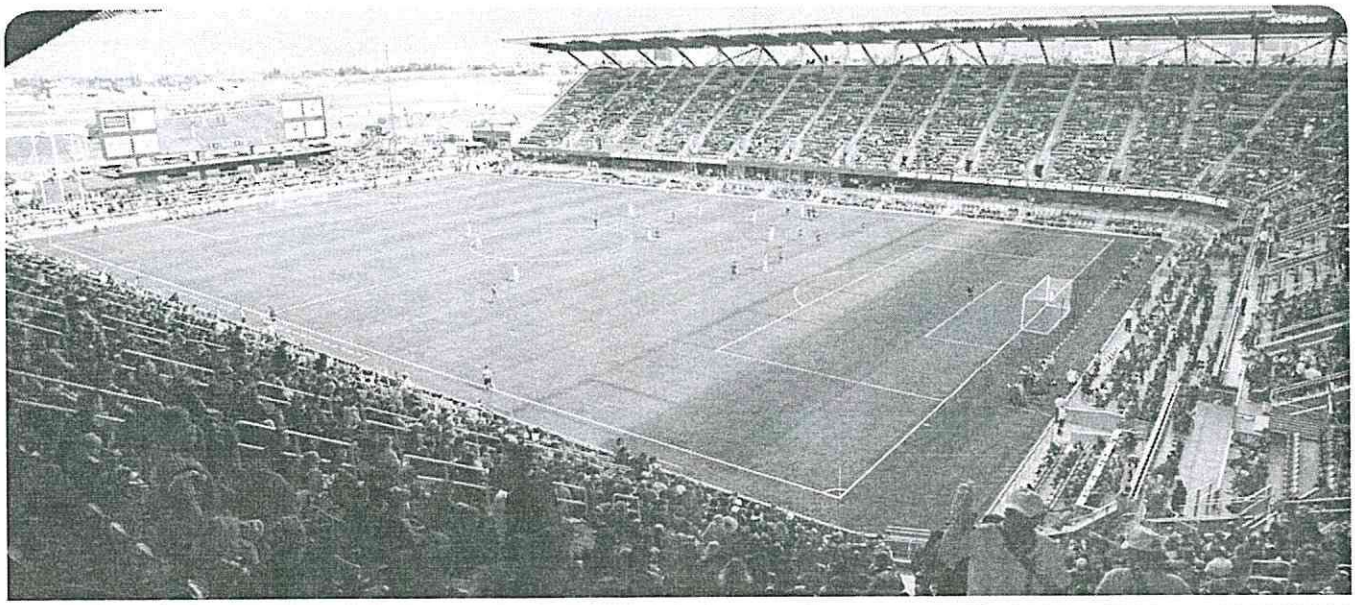
The following fee proposal is developed by allocating specific work hours per identified staff personnel at their billing rates for the tasks outlined in the Project Work Plan. Also included in these fees are all insurance and direct out-of-pocket expenses outlined in the Town Master Agreement.

Project Start Up & Site Investigation:	$ 11,850
Topographic Surveying:	$ 4,950
CEQA Consultant:	$ 2,200
Geotechnical Investigation:	$ 11,450
Finite Design:	$ 21,350
Construction Documentation:	$ 63,600
Bidding Assistance & Construction Administration:	$ 49,800
Fee Subtotal, Lump Sum:	**$165,200**

A more detailed spreadsheet outlining identified subtasks is also attached.

Enclosed are Current Charge Rates Schedules, including reimbursable expenses and all hourly rates include all insurance costs.

Additional costs for Town meetings will be based on the specific type of meeting and what level of facilitation and visual documents are required for the meeting, particularly for community meetings. Including preparation, we would estimate that a typical public facilitation community-style meeting will cost $2,600, including preparation and costs. We can effort any specific meeting type with Town staff prior to executing the contract if desired.



San Jose Earthquakes Stadium Field

7. FEE INFORMATION (CONT.)

VERDE DESIGN

		PM I	$140.00	Principal	$200.00	Verde Scope Fees
Project Start-up & Site Investigation						
1	Project Kick-off Meeting	12.00	$1,680.00	8.00	$1,600.00	$3,280
2	Project Site walk	4.00	$560.00	2.00	$400.00	$960
3	Assemble and review project / site information	16.00	$2,240.00	2.00	$400.00	$2,640
4	Contact utility companies / public agencies	12.00	$1,680.00	2.00	$400.00	$2,080
5	Coordinate with subconsultants	16.00	$2,240.00	2.00	$400.00	$2,640
	Reimbursible Expenses					$250
		60.00	**$8,400.00**	**16.00**	**$3,200.00**	**$11,850**
Finite Design						
1	Develop CAD base / field improvement outline	8.00	$1,120.00	2.00	$400.00	$1,520
2	Develop Finite Design Package	84.00	$11,760.00	22.00	$4,400.00	$16,160
3	Submit to Town for review	4.00	$560.00	2.00	$400.00	$960
4	Attend one mtg w/Town to review finite design	8.00	$1,120.00	6.00	$1,200.00	$2,320
	Reimbursible Expenses					$390
		104.00	**$0.00**	**32.00**	**$6,400.00**	**$21,350**
Construction Documentation						
1	Develop 60% submittal	92.00	$12,880.00	26.00	$5,200.00	$18,080
2	60% submittal review meeting with Town	8.00	$1,120.00	4.00	$800.00	$1,920
3	Develop 90% submittal	72.00	$10,080.00	24.00	$4,800.00	$14,880
4	Draft SWPPP Documentation	32.00	$4,480.00	4.00	$800.00	$5,280
5	90% submittal review meeting with Town	8.00	$1,120.00	4.00	$800.00	$1,920

7. FEE INFORMATION (CONT.)

6	Incorporate 90% submittal comments into Final 100% Documents	48.00	$6,720.00	16.00	$3,200.00	$9,920
7	Finalize SWPPP documentation and submit NOI on SMARTS Website	12.00	$1,680.00	4.00	$800.00	$2,480
8	Submit Final Documents to Town and Repro Company	8.00	$1,120.00	2.00	$400.00	$1,520
9	Peer Review Work during the submittals	14.00	$1,960.00	8.00	$1,600.00	$3,560
10	Consultant Coordination	8.00	$1,120.00	2.00	$400.00	$1,520
	Reimbursible Expenses					$2,520
		302.00	**$42,280**	**94.00**	**$18,800**	**$63,600**

Bid Assistance & Construction Administration

1	Attend Pre-bid mtg	4.00	$560.00		$0.00	$560
2	Contact potential bidders	2.00	$280.00	1.00	$200.00	$480
3	answer questions via addendum	8.00	$1,120.00	2.00	$400.00	$1,520
4	Atted bid opening	4.00	$560.00		$0.00	$560
5	10 sets of conform sets	16.00	$2,240.00	2.00	$400.00	$2,640
6	Attend and participate in Pre-Construction mtg	5.00	$700.00	0.00	$0.00	$700
7	Attend 14 construction meetings	90.00	$12,600.00	24.00	$4,800.00	$17,400
8	Review submittals	46.00	$6,440.00	6.00	$1,200.00	$7,640
9	Review RFI's	44.00	$6,160.00	6.00	$1,200.00	$7,360
10	Substantial Completion punch walk	10.00	$1,400.00	6.00	$1,200.00	$2,600
11	Participate in final inspection; assist w/ punch list	6.00	$840.00		$0.00	$840
12	Project Closeout	8.00	$1,120.00	2.00	$400.00	$1,520
13	Prepare "As-Built" drawings	12.00	$1,680.00	2.00	$400.00	$2,080
	Reimbursible Expenses					$3,900
		255.00	**$35,700.00**	**51.00**	**$10,200.00**	**$49,800**

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2016

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	$200.00 per hour
Project Manager/Construction Manager	
Level Four	$190.00 per hour
Level Three	$170.00 per hour
Level Two	$150.00 per hour
Level One	$140.00 per hour
IT Manager	$155.00 per hour
CAD Manager	$135.00 per hour
Project Designer	$130.00 per hour
Job Captain/Staff Engineer/Construction Administrator	$125.00 per hour
Draftsperson Level II	$105.00 per hour
Draftsperson Level I	$100.00 per hour
Project Administrator	$80.00 per hour
Intern	$70.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

Charge Rate Schedule is subject to revisions.

BAGG ENGINEERS ▷ Geotechnical ▷ Geoenvironmental ▷ Special Inspection

2016 BAGG SCHEDULE OF CHARGES

A new schedule of charges is issued early each year. Unless other arrangements have been made, job charges are made from the latest schedule regardless of when the job was started.

PERSONNEL CHARGES

Personnel charges are based on individual salaries times a multiplier determined in accordance with Manual No. 45 of the American Society of Civil Engineers. Following are the current ranges in billing rates for each category of personnel:

Personnel	Hourly Billing Rates
Principal/Supervisory Engineer	$ 175-250
Senior Engineer/Geologist, Project Manager	150-200
Project Engineer/Geologist, Supervisory Technician	130-150
Staff Engineer/Geologist, Laboratory Supervisor	110-130
AWS / Masonry Special Inspector	120
Special Inspector/Field Technician	100
Drafting including Computer Aided Drafting (CAD)	75-100
Support Services (Word-processing, Reproduction, etc.)	40-50

Personnel charges are for technical work. Charges are made for typing and for the time and costs of compiling and printing technical reports. Charges are not made for office management.

A premium multiplier of 1.5 is applied to technician rates on Saturdays, on night shifts, and over 8 hours on weekdays. The multiplier is 2.0 for work on Sundays, and 2.5 for work on holidays. Premium rates are not charged for the time of geologists, engineers, managers, or principals unless the client has approved them. All personnel charges are portal to portal. Travel time is charged up to a maximum of 8 hours per day.

For field observation and testing personnel, time up to 2 hours is charged as 2 hours, time in excess of 2 hours is charged as actual time in field plus travel time.

Outside consultants' fees and expenses are charged at cost plus 15%.

Expert testimony for depositions, court appearances, and other dispute resolution proceedings is charged at $350 per hour plus expenses. Research, analysis, consultation, meeting and other preparation services are charged at $200 per hour.

EQUIPMENT CHARGES

The following charges are for special equipment and are in addition to personnel charges:

Nuclear Density Gauge, per hour	$ 10.00
Car or Pick-up Truck, per mile	1.00
Printing and Reproduction, per sheet	0.15
Drill Rig Rental and Operation	Cost plus 15%
Outside Laboratory Testing	Cost plus 15%
Other Special Equipment	Prices on Request

Equipment in transit to or from the job site, or retained by the Client on a standby basis, is billed on the basis of four hours per calendar day, or at actual cost (plus 15 percent) in case of equipment which is leased or subleased or otherwise arranged for by Bay Area Geotechnical Group through its subcontractors or others.

If equipment is exposed to unusual and adverse conditions, an appropriate charge will be made for resultant abnormal deterioration.

7. FEE INFORMATION

MISCELLANEOUS CHARGES

Charges for special or unusual services or equipment are computed on the basis of cost plus 15 percent. Some samples of such outside services are:

Printing and Reproduction	Shipping Charges	Special Fees, Permits, Insurance, etc.
Rented Cars or Pick-up Trucks	Meals and Lodging	Health and Safety Equipment
Transportation on Public Carriers	Craftsmen and Laborers	Rented Heavy Equipment

LABORATORY CHARGES

Charges for laboratory tests include the usual laboratory work and the reporting of test results only. Charges for reduction and/or analysis of test data are based on hourly personnel charges. Charges for special tests are based on hourly personnel charges plus a charge of $10.00 per hour for laboratory equipment.

CONCRETE/MASONRY

Concrete Compression Test (sampled by BAGG technician) (ASTM C 39)	$ 40.00
Concrete Compression Test (sampled by others) (ASTM C39)	45.00
Concrete Flexural Strength Test (ASTM C78)	130.00
Concrete Modulus of Elasticity (ASTM C469)	225.00
Concrete Sample Preparation (out of compliance samples)	90.00/hr
Mortar Cylinders Compression Test (2x4) (ASTM C780)	40.00
Mortar 2" Cube Compression Test (2x2x2) (ASTM C109)	40.00
Grout Prisms Compression Test (3x6) (ASTM C1019)	50.00/ea
Grout Cylinders Compression Test	40.00/ea
Shotcrete Cores Compression Test (ASTM C1604/42/39)	95.00/ea
Trial Batch Mix (ASTM C192)	500.00/ea
Masonry Composition Prism Compression Test (ASTM C1314)	160.00/ea
Masonry Coupon Compression Test (ASTM C140) ($90/ea x 3 = $270/Total for a Set of 3)	90.00/ea

REINFORCING STEEL

Reinforcing Steel Tensile and Bend, Size #3 to #11 (ASTM A615 & A370)	150.00

SOILS AND AGGREGATES

Moisture and Dry Density (ASTM D7263)	30.00
Moisture Content Determination (ASTM D2216)	20.00
Plasticity Index (Dry Preparation) (ASTM D4318)	150.00
Plasticity Index (Wet Preparation) (ASTM D4318)	175.00
Sieve Analysis, dry (ASTM C136)	90.00
Sieve Analysis, including wash (ASTM C136/117)	160.00
Sieve Analysis, #200 wash only (ASTM C117)	75.00
Grain Size Analysis, Hydrometer & Sieve including Wash (ASTM D422, C136/117)	300.00
Grain Size Analysis, Hydrometer Analysis Only (ASTM D422)	190.00
Aggregate, Organic Impurities (ASTM C40)	75.00
Aggregate Cleanliness Value (CTM 227)	180.00
Durability - Coarse (CTM 229)	160.00
Fine (CTM229)	140.00
Coarse & Fine (CTM 229)	275.00
Specific Gravity, fine ASTM DC128) (CTM 207)	110.00
Specific Gravity, coarse (ASTM C127) (CTM 206)	160.00
Unconfined Compressive Strength (ASTM D2166)	80.00
Direct Shear, undisturbed sample (ASTM D 3080)	50.00
Direct Shear, undisturbed sample, saturated (ASTM D3080)	60.00
Direct Shear, remolded sample (ASTM D3080)	90.00
Direct Shear, remolded sample, saturated (ASTM D3080)	100.00
Triaxial Shear, unconsolidated, undrained (ASTM D2840)	80.00
Triaxial Shear, unconsolidated, undrained, remolded (ASTM D2840)	150.00
Triaxial Shear, consolidated, undrained with pore-pressure measurements (ASTM D4767)	460.00
Triaxial Shear, consolidated, undrained with pore-pressure, remolded ASTM D4767)	517.50
Consolidation, undisturbed sample (ASTM D2435)	250.00
Consolidation, remolded sample (ASTM D2435)	275.00
Permeability, of granular soils, undisturbed sample (constant head) (ASTM D2434)	365.00
Permeability, of granular soils, remolded sample (constant head)	435.00
Permeability-Hydraulic Conductivity (Flex Wall) Triaxial, undisturbed (falling head with back pressure) (ASTM D5084)	365.00

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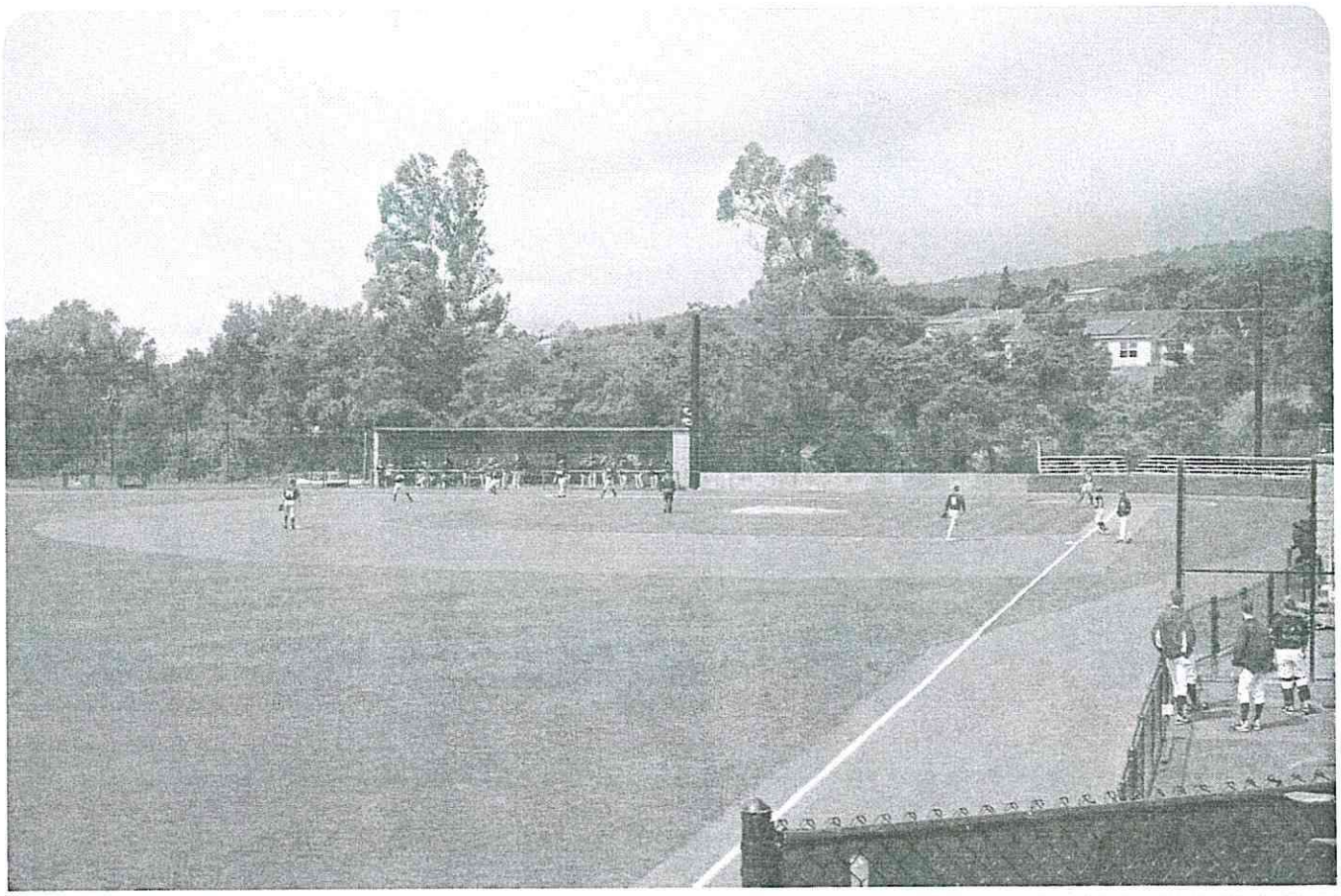
BvGG ENGINEERS

7. FEE INFORMATION (CONT.)

Shrink-Swell, undisturbed sample (ASTM D3877)	180.00
Shrink-Swell, remolded sample (w/o Compaction Curve) (ASTM D3877)	250.00
Expansion Index (UBC 29-2, ASTM D4829)	350.00
Sand Equivalent (ASTM D2419, CTM 217)	120.00
R-Value Soils (CTM 301)	300.00
R-Value Baserock (Batching) (CTM 301)	350.00
CBR, Corps of Engineers method	715.00
Compaction, 4-inch-diameter mold (ASTM D698 or 1557)	250.00
Compaction, 6-inch-diameter mold (ASTM D698 or 1557)	275.00
Compaction, Rock Correction for Oversize Material (ASTM D4718)	100.00
Compaction, Cal-Impact (CTM 216)	250.00
Compaction, check point only	125.00
Relative Density, cohesionless soil	155.00
Dynamic Tests	Prices on Request

01/2016

BVGG ENGINEERS



Westmont College Baseball Field, Santa Barbara

DAVID J. POWERS & ASSOCIATES, INC.
ENVIRONMENTAL CONSULTANTS & PLANNERS

CHARGE RATE SCHEDULE[1]

Title	Hourly Rate
Senior Principal	$ 275.00
Principal Project Manager	$ 250.00
Senior Environmental Specialist	$ 220.00
Senior Project Manager	$ 195.00
Environmental Specialist	$ 180.00
Biologist	$170.00
Project Manager	$ 170.00
Associate Project Manager	$ 145.00
Assistant Project Manager	$ 120.00
Researcher	$ 105.00
Draftsperson/Graphic Artist	$ 110.00
Document Processor/Quality Control	$ 100.00
Administrative Manager	$ 100.00
Office Support	$ 85.00

Materials, outside services and subconsultants include a 15% administration fee. Mileage will be charged per the current IRS standard mileage rate at the time costs occur.

Subject to revision June 1, 2017.

[1] David J. Powers & Associates, Inc. provides regular, clear and accurate invoices as the work on this project proceeds, in accordance with normal company billing procedures. The cost estimate prepared for this project does not include special accounting or bookkeeping procedures, nor does it include preparation of extraordinary or unique statements or invoices. If a special invoice or accounting process is requested, the service can be provided on a time and materials basis.

1871 The Alameda • Suite 200 • San José. CA 95126 • Tel: 408-248-3500 x. 137 • Fax: 408-248-9641
www.davidjpowers.com

PLS Surveys, Inc.
e-mail: plssurv@pacbell.net

2220 Livingston Street, Suite 202
Oakland, California 94606
510.261.0900 FAX 510.261.3303

RATE SCHEDULE

Field:

One-man	$185.00
Two-man	$235.00**
Three-man	$284.00
4 hour minimum applies to above rates	
Hydrographic Day rate	$3,100.00

Office:

Principal-in-Charge	$190.00
Land Surveyor	$150.00
Survey Technician	$105.00
AutoCAD/Drafter	$131.00
Clerical/Delivery (In-House)	$95.00

Fringe	86.32%
Overhead	118.73%
Overhead Rate	205.05%
Profit Margin	10.00%

**The two-man crew rate is our standard rate used for most land surveys. This rate includes RTK GPS, robotic total stations, digital levels and supplies.
Rates good through 2019.

Rev. 1-2016

8. REFERENCES

VERDE DESIGN

Below are references for similar projects completed in the past three years. Additional project information is included on the following pages.

1. **San Jose Earthquakes**
   Dave Kaval, President
   408.556.7750
   Sand-based turf stadium and practice fields.

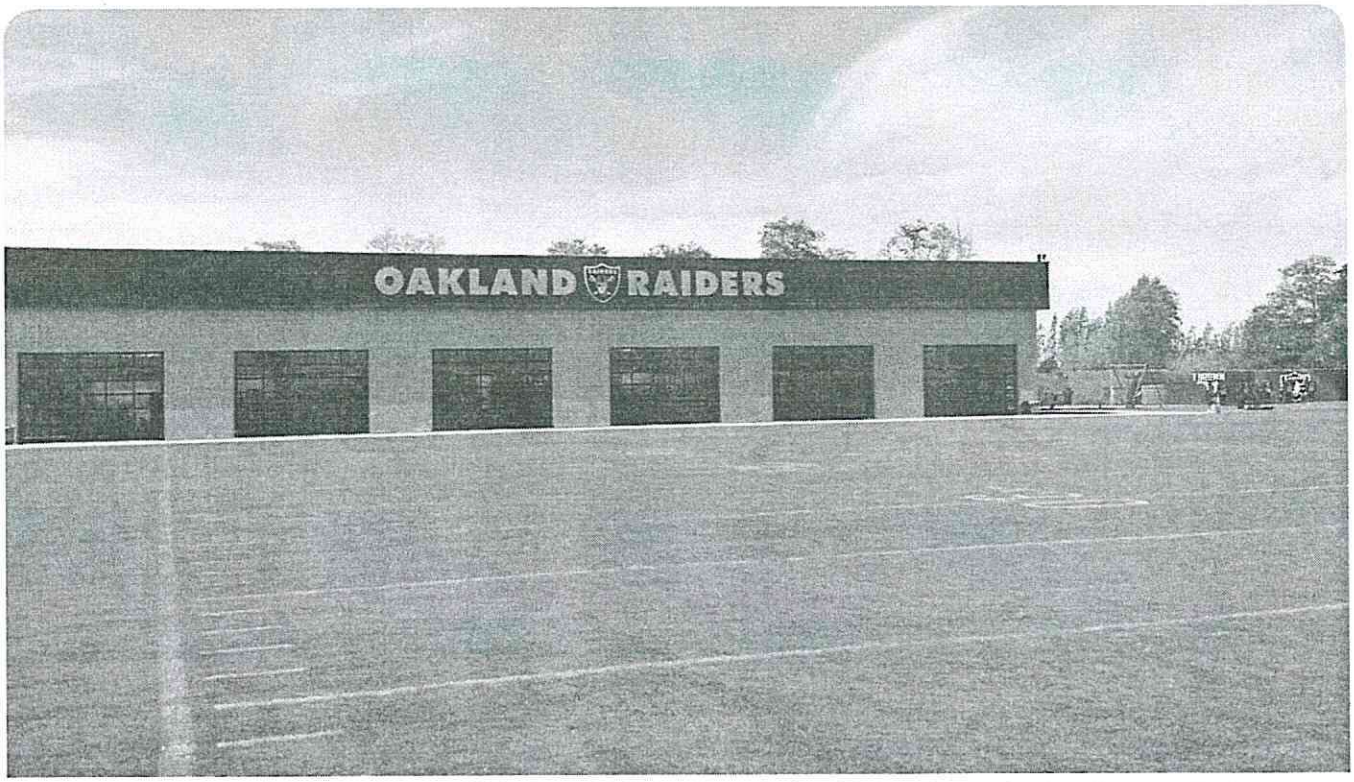
2. **Oakland Raiders**
   Tom Delaney, Director of Football Operations
   510.864.5000
   Two USGA sand-based practice fields.

3. **City of Foster City**
   Kevin Miller, City Manager
   650.286.3388
   Synthetic turf fields for multiple city parks.

4. **City & County of San Francisco**
   Dan Mauer, Sr. Project Manager
   415.581.2542
   Various sports parks including Minnie and Lovie and Beach Chalet. Synthetic turf fields and amenities to support public use of the facilities.

5. **City of Alameda**
   Amy Wooldridge, Director of Recreation and Parks
   510.747.7570
   Athletic field complex for Estuary Park.

6. **Tamalpais Union High School District**
   David O'Conner, Dir. Maintenance & Operations
   415.945.1060
   Synthetic turf soccer and baseball fields at District high schools.



Oakland Raiders Practice Field

8. REFERENCES (CONT.)

EARTHQUAKES STADIUM & PRACTICE FIELDS, SANTA CLARA

IN AN ONGOING relationship with San Jose's professional soccer team, the Earthquakes, Verde Design has partnered on the design of their facilities since 2009. We have worked on both their practice facility and their brand new stadium, as well as their previous stadium at Santa Clara University.

At the new Earthquakes Stadium, the three-acre field, which is level in both directions, is comprised of hybrid bermuda grass that is both drought and shade tolerant, key features due to California's water shortages and the stadium's steel canopies. We also provided a drainage and irrigation design to accomodate the unique shade patterns that occur during various times of the year.

At Buck Shaw Stadium, the natural grass field was renovated and upgraded to meet NCAA standards. For the practice facility, we worked with Devcon Construction to provide design-build services on their sand-based natural turf field bringing the project from inception to completion in the span of a few months, partly due to acting quickly during the design phase and almost daily assistance with construction administration.

Program:

- Earthquakes Stadium: Major league soccer stadium's USGA sand-based natural turf field that accommodates international soccer, rugby, and American football play.
- Earthquakes Practice Field: Sand-based natural turf field, vinyl-coated fencing, pedestrian/vehicular gates, and irrigation booster pump and irrigation system.
- Buck Shaw Stadium: Natural turf field renovation

Services: Site design, construction documents, and construction administration services

Client: San Jose Earthquakes
Dave Kaval, President
1123 Coleman Avenue, San Jose, CA 95110
408.556.7750, dkaval@sjearthquakes.com

Size: Earthquakes Stadium: 3 acres
Earthquakes Practice Facility: 2.5 acres
Buck Shaw Stadium: 5 acres

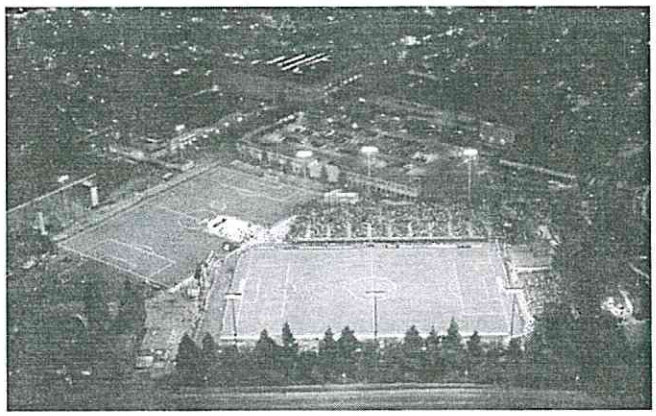
Schedule: Earthquakes Stadium: Completed 2014
Earthquakes Practice Facility: Completed 2010
Buck Shaw Stadium: Completed 2009



The new Earthquakes Stadium opened March 2015 and seats 18,000 people,



Aerial view of the completed Earthquakes practice field.



Before moving into their new stadium, the Earthquakes played their home games at Buck Shaw Stadium at Santa Clara University.

8. REFERENCES (CONT.)

MULTIPLE CITY PARKS, FOSTER CITY

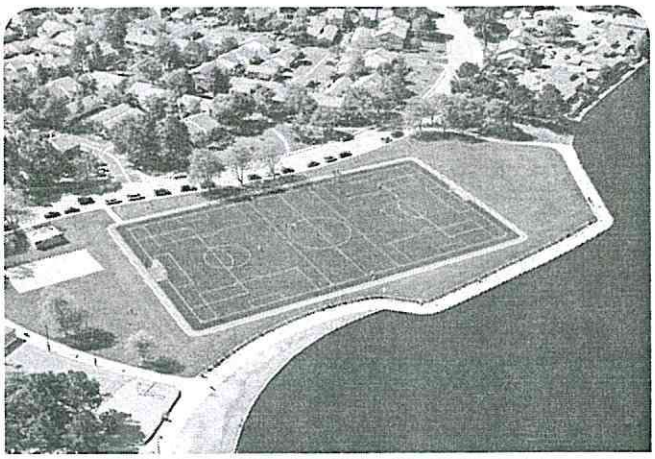
VERDE DESIGN provided landscape architecture, civil engineering, bidding and construction services for the conversion of 4 natural turf fields to synthetic turf at Catamaran Park, Port Royal Park, and two fields at Sea Cloud Park. These sites provided a unique challenge for designing a construction profile for the synthetic turf soccer and softball fields due to the soil structure of the existing landfill material and the high water table that fluctuates with the tides. The solution to these challenges included treating the soil with cement kiln dust to reach the needed compaction and stabilization requirements and installing a drainage system that utilizes a porous drainage composite, multiple oversized trench drains, and a flushing system to enable the field to drain water from storm events as well as during high tides.

Program:

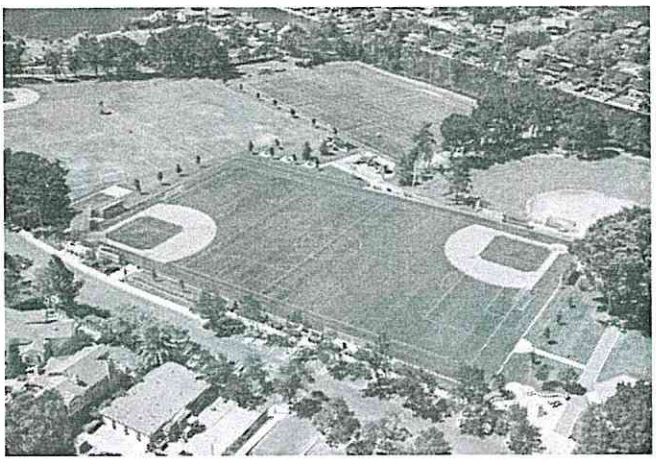
- Renovation of 4 park sites converting the natural turf fields to synthetic turf within the existing field areas. These site improvements included four soccer fields, two softball fields, two three-lane all-weather walking/jogging tracks, one bullpen, picnic areas, drinking fountains, player's bench areas, soccer goal storage areas, and new landscaping on all sides of the field complexes.
- Two softball fields that could flex to fit Little League play. There are many different age groups and leagues that play on these fields. To allow for the various base path and outfield distances, the design utilized portable bases designed for synthetic turf, markings for the different layouts, and portable outfield fencing for quick and easy setup and removal.
- Infrastructure improvements that required integrating the existing drainage and electrical systems with new systems that could accommodate above and below water sources. The new score board and irrigation systems also had to be integrated to work with the existing valves, wiring, controller, and adjusted head locations.

Services: Stakeholder process, graphic presentations for City process, schematic design, site design, construction documents, and construction administration services

Client: City of Foster City
Kevin Miller, Director of Parks and Recreation
650 Shell Boulevard
Foster City, CA 94404
650.286.3388
kmiller@fostercity.org



Foster City's Central Lake provides a beautiful backdrop for the well-used soccer field and jogging paths at Catamara Park.



Sea Cloud's S3 Field (far) & S4 Field (near) had unique design and construction challenges due to their soil's makeup and high water table.

Construction Cost:
Catamaran Park: $1.7 million
Sea Cloud S3: $1.2 million
Sea Cloud S4: $1.2 million
Port Royal Park: $1.3 million

Size:
Catamaran Park: 3.6 acres
Sea Cloud S3: 2.7 acres
Sea Cloud S4: 2.8 acres
Port Royal Park: 3 acres

Schedule:
Catamaran Park: Completed 2009
Sea Cloud S3: Completed 2009
Sea Cloud S4: Completed 2012
Port Royal Park: Completed 2012

8. REFERENCES (CONT.)

BEACH CHALET FIELDS, SAN FRANCISCO

IN A PUBLIC-PRIVATE PARTNERSHIP, the City Fields Foundation and the City & County of San Francisco asked Verde Design, Inc. to prepare design solutions for the renovation of the Beach Chalet Fields in San Francisco's Golden Gate Park. After successfully completing a very detailed CEQA process and receiving approval from various agencies including the California Coastal Commission, San Francisco voters approved the project in a ballot initiative. Construction began November 2014 with the passing of Proposition I and was completed December 2015.

Working within the same general footprint of the existing facility, Verde Design developed a solution addressing a number of issues, the first of which was to design four synthetic turf fields to meet the high demand for sports fields and help achieve the City's sustainability goals. Second, egress and safety were also an issue with the surrounding forest of trees that served as both the west end wind break but also a haven for drug users and other illicit behavior.

Verde Design carefully worked with City staff and arborists to identify opportunities for clearly defined openings for pedestrian and bicycle access in to the facility and overall improved sight lines into the park while further enhancing the forest. The design improves safety and achieves greater connectivity to other areas of the park and the surrounding streets in a seamless and safe manner. The inclusion of lighting also greatly improves safety in these areas as well. Finally, perimeter improvements including the redesign of an existing parking lot to accommodate better bus circulation, passenger drop-off, and separation of pedestrian and vehicular movements made getting to the facility easy, direct and safe.

Program:

- Four lighted synthetic turf soccer fields with fencing
- Expanded parking lot with permeable paving and improved passenger drop-off
- Restroom expansion and upgrades
- New seating terrace with adjacent playground, BBQ, and picnic seating
- Landscaping with native plant materials
- Infrastructure improvements

Services: Conceptual design, construction documents, and construction administration services

Construction Cost: $10.6 million

Size: 8.5 acres

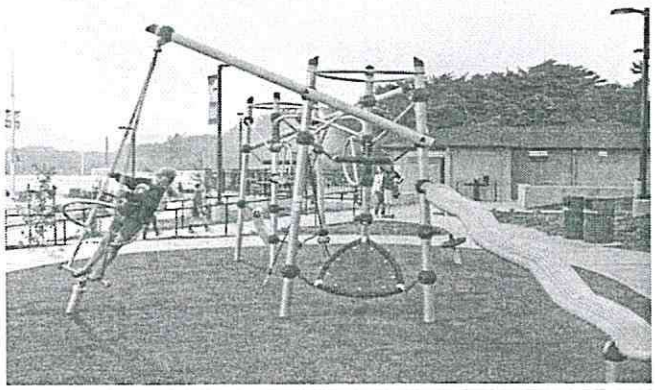
Schedule: Construction completed December 2015.



The new design for Beach Chalet Fields in Golden Gate Park includes more fields within the existing park footprint.



Night shot of the new field lighting at Beach Chalet Fields.



The entry plaza includes a playground and seating areas.

8. REFERENCES (CONT.)

MINNIE AND LOVIE RECREATION CENTER, SAN FRANCISCO

IN A PUBLIC-PRIVATE partnership with the City Fields Foundation and the City of San Francisco,Verde Design was tasked with converting the existing natural grass field at the Minnie & Lovie Ward Recreation Center to synthetic turf. The project required mass grading and retaining walls to achieve a maximum 2% slope across the fields. An elaborate stormwater management system captures water, stores it, and slowly infiltrates into the site soils.

The new fields- one softball/little league field, one varsity baseball field, and two full sized soccer pitches with 4 U-10 fields crosswise, and men's & woman's lacrosse lines completed a diverse program. New fencing, sport field lighting, chain link dugouts, backstops, & bleachers support the overall use of the park.

Program:

- Conversion of natural turf to synthetic turf fields to accommodate two full-sized soccer & lacrosse fields, one softball/little league field, and one varsity baseball field.
- Sports field lighting
- Perimeter fencing
- Bleacher seating
- Walkway improvements

Services: Site assessments, site design, construction documents, construction administration services, and City approval

Client: San Francisco Recreation and Parks
Dan Mauer
30 Van Ness, 5th Floor
San Francisco, CA 94102
415.581.2542
dan.mauer@sfgov.org

Construction Cost: $6 million

Size: 5.7 acres

Schedule: Completed September 2014



Aerial of the synthetic turf fields at Minnie& Lovie with lines for multiple sports including baseball, soccer and lacrosse.



The baseball field with a black coated chain link fence, backstop, bleachers, and field lighting.



Night time aerial view of the synthetic turf fields.

8. REFERENCES (CONT.)

ESTUARY PARK, ALAMEDA

THE CITY OF ALAMEDA is moving forward with the design and construction of the Estuary Park Athletic Field Complex project. Estuary Park is an eight acre site that was previously used by the U.S. Navy as athletic fields and has been unused for many years. The design process has involved the user groups and Recreation and Park Commission staff for review and input.

The park's proposed facilities include the design of a youth "Challenger" baseball field, a synthetic turf regulation size multi-use athletic field for football, soccer, rugby and field hockey with sports lighting. A multi aged playground with observation areas, picnic and barbeque areas for families and groups, and a gazebo. An open grass play field, pathways and park lighting. A pre-fabricated restroom and storage building, basketball courts, dog runs for both large and smaller dogs, site landscaping and a water efficient irrigation system.

Verde Design is working with the user groups and City staff to develop the park overall design, and an improvement construction plan package that will include plans, specifications and cost estimates, for phased construction. This package will cover all aspects of the improvements for bidding purposes.

Program:

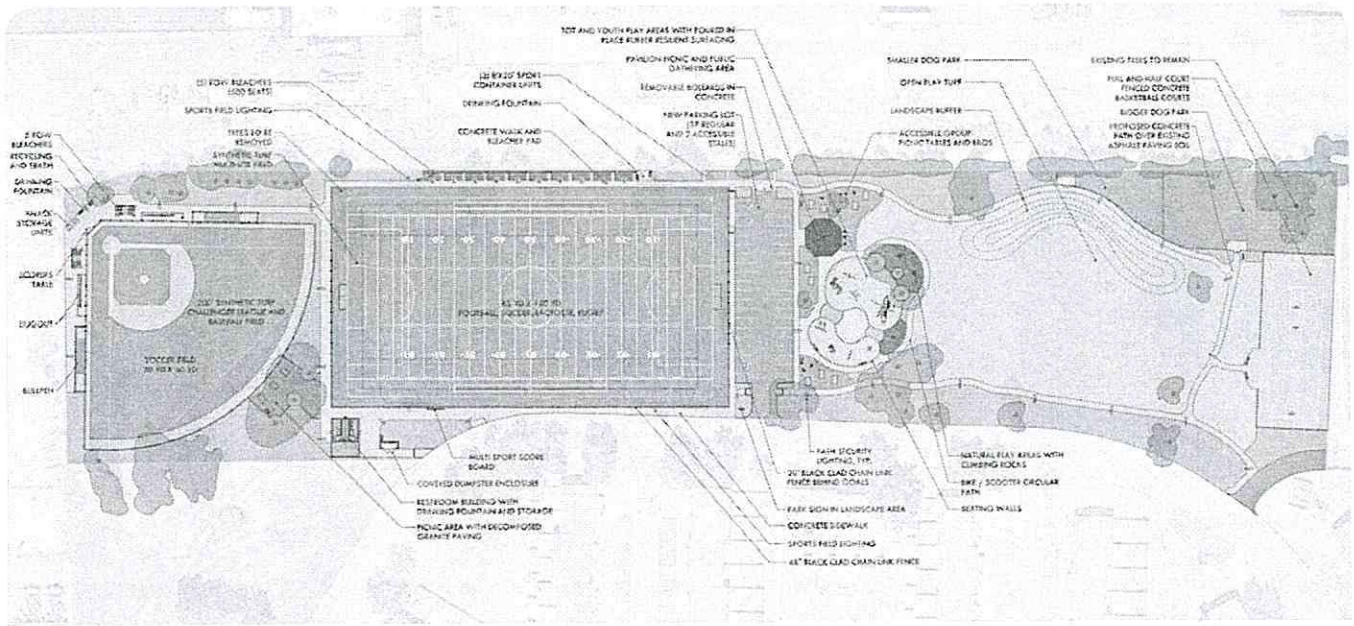
- Youth Challenger baseball field
- Multi-use synthetic field for football, soccer, rugby, and field hockey with sports lighting
- Playground wtih picnic area and gazebo
- Natural turf open grass field
- Pre-fabricated restroom and storage building
- Basketball courts
- Dog run
- Water efficient landscaping and irrigation

Services: Master Plan, site design, and community facilitation.

Client: City of Alameda
Amy Wooldridge, Director of Recreation & Parks
2226 Santa Clara Ave.
Alameda, CA 94501
510.747.7570
awooldridge@alamedaca.gov

Size: 8 acres

Schedule: Design completed September 2014
Expected construction completion September 2016



Schematic design for Estuary Park showing the new "Challenger" baseball field, multi use field, playgound, picnic area, and open grass field.

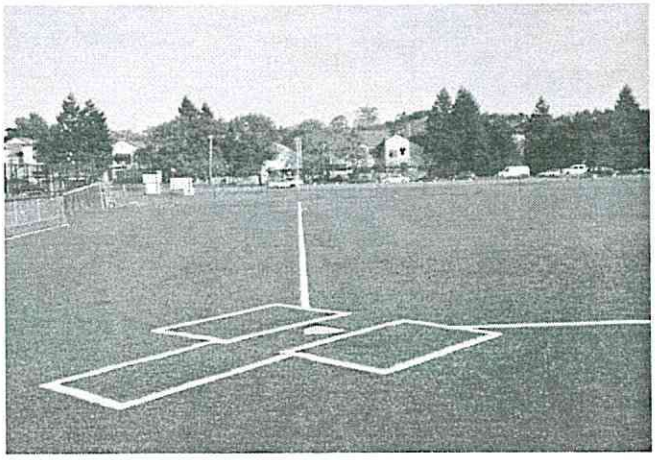
8. REFERENCES (CONT.)

TAMALPAIS UNION HIGH SCHOOL DISTRICT, LARKSPUR

TAMALPAIS UNION HIGH SCHOOL DISTRICT had existing baseball and soccer fields that were used by both their high school athletic programs and their surrounding communities. Despite their best efforts to maintain the fields at a playable level, the combined use was more than living turf could handle. Both Redwood and Tamalpais High School stadiums had transitioned to synthetic turf years ago and the District enjoys unlimited use of those facilities. It was an easy choice for the District to use synthetic turf at the Redwood High School soccer and Tamalpais High School baseball infields. The installation of synthetic turf on these existing facilities allows them to accommodate all of their high school and community use programs with minimal maintenance and unlimited use.



Redwood High School Soccer Field, Larkspur



Tamalpais High School Baseball Field, Mill Valley

Program:

- Synthetic turf soccer field at Redwood High School
- Synthetic turf baseball field at Tamalpais High School

Services: Site design, construction documents, construction administration

Client: Tamalpais Union High School District
Tony Catrino, Director of Maintenance & Operations
333 Doherty Drive
Larkspur, CA 94939
415.945.3718

Construction Cost: Redwood HS - $697,674
Tampalpais HS - $307,519

Size: Redwood HS - 111,340 sf
Tampalpais HS - 25,055 sf

Schedule: 8/1/13 - 10/31/13

Dollar Amount of Project: Redwood HS - $766,799
Tampalpais HS - $336,144

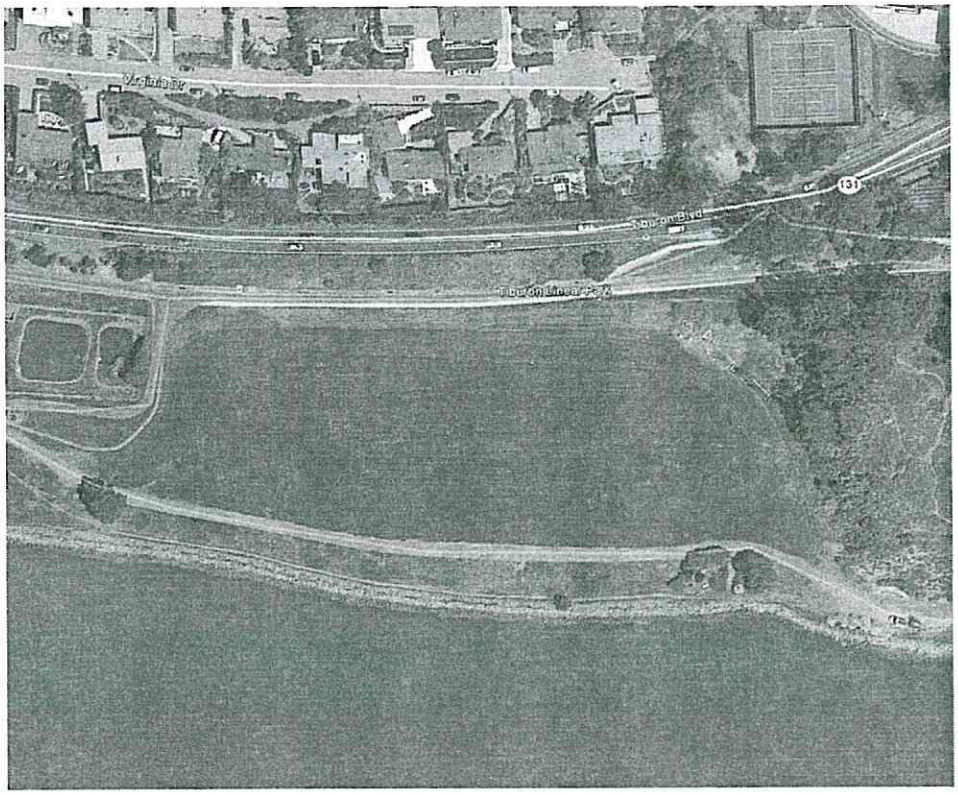
Cost Estimate: Redwood HS - $675,000
Tampalpais HS - $335,000

Bid Results: Redwood HS - $676,000
Tampalpais HS - $295,000

Change orders: Redwood HS - $21,674
Tampalpais HS - $12,519

Proposal for:

Design of McKegney Play Field



Town of Tiburon

1505 Tiburon Blvd.

Tiburon, CA 94920

Attn.: Patrick Barnes, Town Engineer

Exhibit 4

abey • arnold
ASSOCIATES
LANDSCAPE ARCHITECTS

abey arnold
ASSOCIATES
LANDSCAPE ARCHITECTS

June 21, 2016

Patrick Barnes
Town Engineer
Town of Tiburon Public Works
1505 Tiburon Blvd.
Tiburon, CA 94920
pbarnes@townoftiburon.org

RE: PROPOSAL FOR DESIGN SERVICES
Design of McKegney Green Play Field

DUE: 5:00PM, June 21, 2016

Dear Patrick:

We are enclosing our proposal for designing the McKegney Play Field project, located within the Shoreline Park area of Tiburon California. The completion of many similar projects, (outlined in the attached proposal), has provided us with an expertise that can be applied to this project to help the Town deliver a designed and constructed natural turf athletic field facility, in a timely cost effective manner.

For this project, Peter Arnold will be the primary principal contact at parnold@abeyarnold.com. Phil Abey will be the secondary principal contact at pabey@abeyarnold.com.
Telephone contact information:
415-258-9580 (office), 415-509-2260 (cell)

We will be engaging the following firms to complete the project.

-Survey of Existing Conditions	Quiet River Surveyors
-Environmental Permitting	Kelly Biological

Our firm enjoys collaborating with our clients. Through the use of an open and logical dialog, we are able to facilitate a successful and efficient construction process.

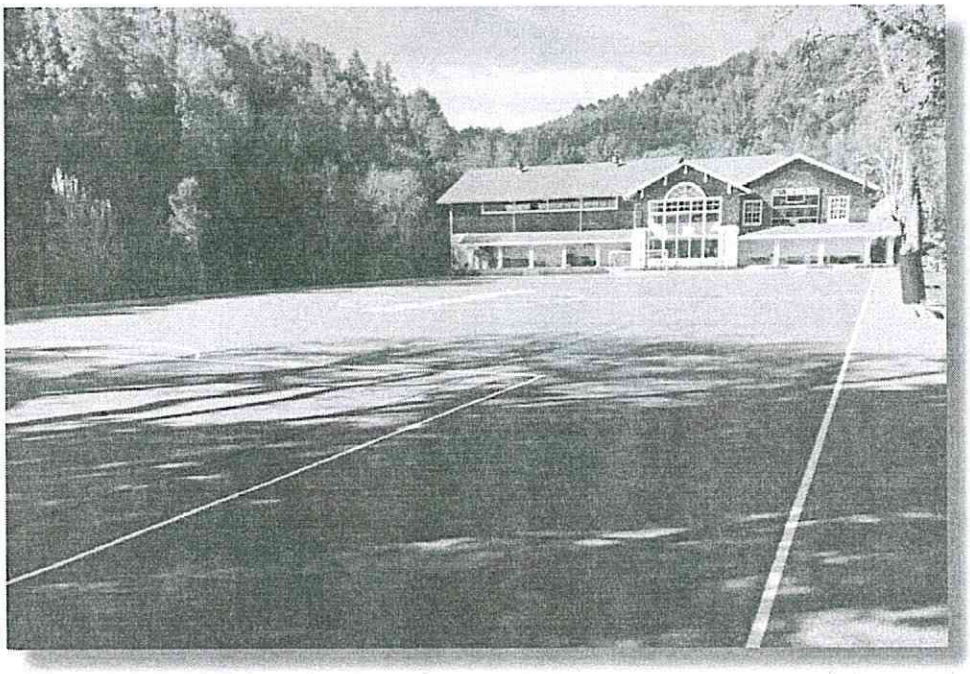
Thank you for considering us for this project.

Sincerely,

Peter Arnold, PLA
Secretary Treasurer

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Description of Abey Arnold Associates

Since its founding in 1991, Abey Arnold Associates has worked collaboratively with public agencies guiding design and construction of sports fields, play areas, outdoor recreation facilities, streetscapes and school campuses around the Bay Area. Our finished projects illustrate our ability and commitment to communicate with clients and the communities in which we work, enhancing public spaces for everyone. Abey Arnold Associates provides comprehensive landscape architectural services and possesses the technical experience to lead projects from the conceptual phase through construction, providing knowledgeable assistance at every level.

The firm has the capacity and resources to continue working on the Mckegney Field Project and will be able to complete the design tasks within the expectations of the Town of Tiburon.

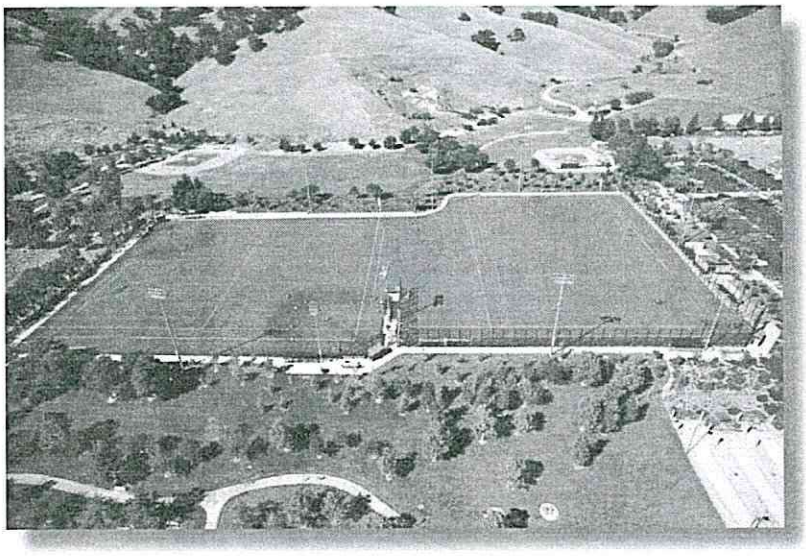
Firm Contact Information:

Peter Arnold, PLA
Abey Arnold Associates
1005 A Street, Suite 305
San Rafael, CA 94901
Phone: 415-258-9580
Fax: 415-258-9780
Email: parnold@abeyarnold.com

The Firm has been an S Corporation since 1991.

The Firm currently maintains the following insurance coverage:

- Commercial General Liability: $2,000,000 per occurrence/personal injury and $4,000,000 aggregate and includes Hired Auto and Non-Owned Auto.
- Worker's Compensation - $1,000,000 Each Employee and $1,000,000 Each Accident.
- Professional Liability - $1,000,000 each occurrence and $2,000,000 aggregate.



Qualifications of Abey Arnold Associates

Abey Arnold Associates provides comprehensive landscape architectural services and possesses the technical experience to lead projects from the conceptual phase through construction, providing knowledgeable assistance at every level including the following:

- Overall Project Management, schedule and budget tracking, and sub-consultant management
- Site analysis and assessment
- Public Outreach and Meetings
- Conceptual Plans, Master Plans, and Graphic Visualization Studies (3-D and Photo-realistic)
- Construction Documentation
- Construction Review and Observation
- Green Building and Low Impact Design strategies and implementation

As prime consultant for all the projects that we list below, we successfully guided the design teams from the outreach phase through design and installation. All were completed on time and within the budget set by the Clients:

1. Town of Tiburon, McKegney Field
   Scope: Completed scoping study. This included researching BCDC regulatory issues, recycled irrigation options, concept plans on limits of possible improvements and preliminary opinions of installation costs. Results from Scoping Study helped establish the design direction for the next phase of design and project limits.

2. College of Marin, Kentfield, CA
   Scope: For one increment, we designed the soccer/softball field with a sand base, natural grass drainage system, using Bermuda/Rye grass mix.

3. Bayfront Park Practice Field, Mill Valley, CA
   Scope: Design for sand base natural grass practice field. The project is contained by walkways on all sides with an adjacent tidal zone.

4. Hauke Park Soccer Field, Mill Valley, CA
   Scope: Design for a natural grass soccer field that is adjacent to a softball field that we designed under a previous phase.

5. San Domenico Field Location Study, Marin County, CA
   Scope: Study and cost projections for 4 alternative configurations for locating a new synthetic turf athletic field. Includes re-configuration of existing road.

6. City of Brentwood, Sunset Park
   Scope: 34 acre natural turf sports complex including 4 softball fields, 2 baseball fields, 3 soccer fields, 1 sand based soccer field with grandstand, 2 concession buildings, 2 parking lots and large play area.

7. Branson School Field, Ross, CA
   Scope: Replacement of an existing natural grass field with state of the art synthetic turf field which uses sand infill only. Edge treatments were used to blend the field into the natural surrounding.

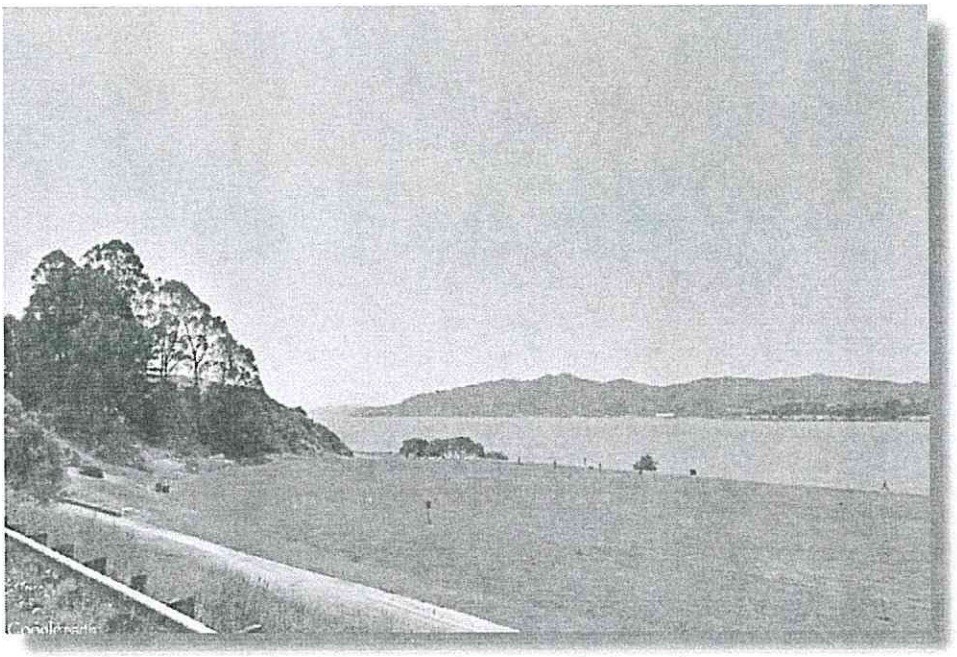
Project Team, Key Personnel

Abey Arnold Associates, Landscape Architects (Prime Consultant):
Peter Arnold, Principal - Primary contact, Fields designer, drawing production, construction cost estimation and quality control
Phil Abey, Principal - Team coordination and contract administration
1005 A Street, Suite 305
San Rafael, CA 94901
415-258-9580

Warren Consulting Engineers (SWPPP):
Anthony Tassano, P.E.
1117 Windfield Way, Suite 110
El Dorado Hills, CA 95762
916-985-1870

Kelly Biological Consulting (Environmental Documentation):
Miki Kelly, PWS
543 Sequoia Drive
San Anselmo, CA 94960
415-482-9703

Quiet River Land Services (Surveyor):
Kevin McGuire, PLS
11501 Dublin Blvd., Suite #200
Dublin, CA 94568



Peter Arnold, Principal

Abey Arnold Associates
Project Team Manager and Designer

Peter Arnold brings more than 25 years of professional landscape architecture experience serving public and private clients throughout the Bay Area. His diverse background includes overseeing design and construction of parks, sports fields, urban design projects and schools. Utilizing his broad technical knowledge of landscape and building construction, Peter assists clients on design, programming, budget, and scheduling issues. His proficiency in grading and drainage, irrigation and general construction has benefitted many projects.

Working closely with City staff, he considers the current and future maintenance concerns along with the design requirements of each project. Peter's expertise in sports field design is evidenced by managing the design, construction documentation and construction review of for numerous projects for cities around the Bay Area.

Peter shares the firm's commitment to designing spaces that are functional, creative and harmonious to the environmental and community context in which they exist. A resident of Fairfax, he has served on the town's Design Review Board and as a member of the Red Hill School Park Advisory Committee for the Town of San Anselmo.

Selected list of projects:

- Mckegney Field Scoping Study - Tiburon, CA
- College of Marin, Natural Grass Athletic Fields - Kentfield, CA
- Bayfront Park Practice Field - Mill Valley, CA
- Hauke Park Athletic Fields - Mill Valley, CA
- San Domenico K-12 School Synthetic Turf Field Location and Road Re-alignment Studies - San Domenico School - Marin County, CA
- Sunset Park Sports Complex - Brentwood, CA
- The Branson School Field - Ross, CA
- Recreation Synthetic Turf Field - San Francisco State University, CA

Education and Professional Affiliations:

- Bachelors of Science in Landscape Architecture, California Polytechnic State University San Luis Obispo
- Professional Landscape Architect, State of California
- Certified Playground Safety Inspector, NSPA
- Member, California Parks and Recreation Society

Phil Abey, Principal

Abey Arnold Associates
Project Administration

Phil Abey brings a wealth of design and project management experience to the firm. He has been instrumental in the completion of a variety of community recreation, urban design and housing projects in the Bay Area and believes successful design is based on collaboration between the project team and the client. His work demonstrates resourcefulness, clear communication and bringing appropriate ideas and issues into focus while developing a design solution. As a Project Manager and Public Facilitator, Phil is known for his ability to bring people to consensus, even on controversial issues, fostering a sense of project ownership within a community or public agency. His inner calm and leadership in establishing a design concept and project direction has benefitted numerous projects.

A long time San Rafael resident, Phil actively participates in the City of San Rafael's Economic Development Oversight Committee and the Sustainable Green Team. He has also served as a volunteer on the City's General Plan Advisory Committee and Design Review Board.

Selected list of projects and field athletics experience:

- Long Term Athletics Facilities Visioning Study - San Rafael High School, CA
- Soccer Field, Softball Field and Baseball Fields conversion from natural grass to synthetic turf feasibility study - San Rafael High School, CA
- Football/Track Stadium Replacement Committee - San Rafael High School, CA
- Site Facilities Committee - San Rafael High School, CA
- Pickleweed Park costing for conversion of two soccer fields from natural grass to synthetic turf - City of San Rafael, CA
- Sycamore Valley Park Synthetic Turf Fields - Town of Danville, CA
- Sunset Park Sports Complex - City of Brentwood, CA

Education and Professional Affiliations:

- Bachelors of Science in Landscape Architecture, California Polytechnic State University San Luis Obispo
- Professional Landscape Architect, State of California
- Member, American Society of Landscape Architects
- Member, California Park and Recreation Society
- Citizens Advisory Committee on Economic Development and Affordable Housing, City of San Rafael

WARREN CONSULTING ENGINEERS

FIRM HISTORY

Founded in 1988, Warren Consulting Engineers, Inc. has been providing innovative civil engineering and land surveying solutions to public and private clients for twenty eight years. One of the guiding principles of the firm since its inception is the emphasis placed upon communication and garnering active participation from all team members. This means the owner, as well as the design team will be given a place at the table to ensure project scope, budgets and overall project goals are thoroughly discussed early on. We have a professional staff that is committed to providing the best customer service for our projects. We will be there to answer any questions and resolve challenges that may occur.

PROFESSIONAL OUTLOOK

Warren Consulting Engineers is continuously looking into new construction methods and materials to reduce initial costs of site development work and improve long-term maintenance and operations. We also keep up with current legislation and ordinances which impact design considerations and funding mechanisms. Warren Consulting Engineers takes great pride in providing quality and personalized service to our clients. Communication throughout the project is stressed to ensure the client's goals are achieved. Our commitment to budgets and schedules is well documented and reflected in our extensive portfolio of successful projects and satisfied clients.

OUR EXPERTISE

Warren Consulting Engineers has designed and supervised the construction of numerous private and public site development projects throughout northern California. As a result, Warren Consulting Engineers has developed a strong working relationship with many of the local agencies and is knowledgeable of local requirements. Warren Consulting Engineers specializes in site development. Since 1988, we have been involved in the civil design for over 4,000 projects and land surveying of over 2,500 projects, with 656 clients, 190 school districts and 36 of California's 58 counties.

Sub-Consultant (Environmental)

Kelly Biological Consulting
543 Sequoia Dr.
San Anselmo, CA 94960
(415) 482-9703

P.O. Box 1625
Truckee, CA 96160
(530) 582-9713

CAPABILITIES

Kelly Biological Consulting is a WBE certified, small business experienced in conducting wetland delineations and special status plant surveys, creating vegetation maps, preparing permits, mitigation plans, and the vegetation sections of CEQA and NEPA environmental documents. The firm's primary goals are responding to client needs and providing top quality work using the knowledge that comes from years of experience. Kelly Biological Consulting subcontracts wildlife and fisheries biologists to offer a full range of biological services.

PRINCIPAL

Micki Kelly, Principal, Plant Ecologist
Professional Wetland Scientist (Certification #001007)

- Extensive experience in working with BCDC and their unique set of regulations. Ms. Kelly has an excellent relationship with the agencies permitting staff.

- Managed the permitting tasks for construction of a gas transmission line that crossed over 200 wetlands and "other waters" in California, Oregon, and Nevada. Negotiated with 3 U.S. Army Corps of Engineers Districts, 5 Regional Water Quality Control Boards, and other agencies pursuant to the Clean Water Act Sections 401, 402, and 404, and the Porter Cologne Act.

Taught plant identification and ecology for the U.S. Army Corps of Engineers wetland delineation 40-hour training program.

- Designed a monitoring plan that provided accurate comprehensive data while controlling costs for the 230-mile Tuscarora Gas Transmission Line and the 164-mile Alturas Intertie Project.

- Facilitating BCDC approval of two docks and tidal marsh work, overcoming numerous constraints, as part of the Bon Air Bridge Project in Larkspur.

- Received written commendation from the U.S. Army Corps of Engineers and California Department of Fish and Wildlife on a wetland permit and mitigation plan for a project involving a Section 7 consultation.

Ms. Kelly has 25 years of relevant experience, successfully managing multi-faceted projects with wetland and endangered species issues, supervising staff and subcontractors. She completes projects on time and within budget. She studied plant ecology, taxonomy, and statistics at the University of Michigan, San Francisco State University, and the University of California, Berkeley. She has taught plant identification and ecology for the U.S. Army Corps of Engineers wetland delineation 40-hour training program. Prior to establishing Kelly Biological Consulting in 1994, she worked as a plant ecologist for WRA, CH2MHill, and Harding Lawson Associates.

Kelly Biological Consulting has written impact and mitigation texts for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents. Ms. Kelly is experienced in designing sensitive plant surveys in accordance with the current California Native Plant Society and the California Department of Fish and Wildlife guidelines. She has conducted vegetation studies in habitats ranging from coastal salt marsh to foothill riparian and montane meadows in California and Nevada. She has extensive experience in designing suitable search patterns based on the desired level of intensity. Ms. Kelly has prepared biological assessments and developed special status plant mitigation and monitoring plans requiring substantial understanding of plant ecology.

Kelly Biological Consulting has performed wetland assessments and delineations on numerous projects including complex filled and excavated problem wetlands, montane areas, farmed wetlands, two diked historic salt marshes that were over 1,000 acres, numerous small emergent wetlands, several 2,000+ acre sites in the Sierra Nevada, alkali playas, foothill riparian zones, and coastal salt marsh restoration sites. Ms. Kelly has expertise in Army Corps of Engineers approved sampling techniques and the data analysis that is used in performing routine and comprehensive delineation. She has developed and implemented wetland monitoring plans using the techniques currently known to be the most successful in wetland mitigation design and construction.

Ms. Kelly has extensive experience in the complex aspects of resource agency permitting in the Bay Area. She has developed excellent working relationships with the agency staff, which helps facilitate permit review allowing projects to move forward on schedule.

EDUCATION

BS Botany, University of Michigan
Graduate studies, University of California Berkeley and San Francisco State University

REFERENCES (Additional references available on request)

Mary Grace Houlihan
Retired Director of Public Works
400 Magnolia Avenue
Larkspur, CA 94939

Scott Ferguson
Lahontan Regional Water Quality Control Board
2501 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150
(530) 542-5432

REPRESENTATIVE PROJECTS

Project: **Central Marin Police Station, Larkspur, CA**
Client: **Central Marin Police Authority**

The Twin Cites Police Authority was planning to rebuild their police station when concerns about the existing storm drain outfalls and bank stability arose. Initial building construction was pending. Therefore, the first challenge was obtaining the federal and state permits quickly, even though sensitive brackish marsh habitat was adjacent to the site. Kelly Biological Consulting was able to conduct the wetland delineation and special status species surveys, and expedite the permits within the project deadlines. The second challenge was the site constraints (physical and biological). The site is on the outside bank of a ninety-degree bend in the creek, at the junction of freshwater and tidal flows. It is subject to large hydraulic forces in the winter and high salinity in the summer. In conjunction with the project geotechnical firm and the engineers, Ms. Kelly developed a restoration design that successfully addressed the difficult site conditions. Ms. Kelly is currently conducting the wetland monitoring.

Sub-Consultant (Surveyor)

QUIET RIVER
Land Services Inc.

Statement of Qualifications

Professional Land Surveying and Mapping Services



11501 Dublin Blvd., Suite #200
P.O. Box 2881 Dublin, California 94568
Phone: (925) 734-6788

Sub-Consultant (Surveyor)

Quiet River Land Services, Inc., established in December of 2003, is a fully insured and properly outfitted California Corporation providing professional land surveying and mapping services throughout Northern California. Our focus is serving various types of clients in the San Francisco Bay Area communities. We enjoy what we do and believe in providing top-quality service to our valued clients.

The leadership of Quiet River (QRLS), being less interested in creating one more land development firm, pursued instead various types of land surveying and mapping projects.
This direction has provided a rich and varied collection of interesting projects, as well as valued associates and clients across California.

QRLS provides land surveying and mapping services to various engineering and architectural firms, as well as commercial developments and various municipalities around the San Francisco Bay.

QRLS is signatory to the Operating Engineers Union, Local 3, and while having a core group of field surveyors, we utilize Local 3 Union and Apprentice Halls as a resources for field surveyors when projects require additional field personnel.

Our office computations and drafting are accomplished by a small team of experienced and efficient individuals and QRLS has had no problem accommodating our clients' schedules.

Kevin M. McGuire, CA PLS #6437 Principal and founder of Quiet River Land Services, Inc.

Professional Land Surveyor holding current valid license in two western states.

Colorado - PLS #23897 obtained 1986
California - PLS # 6437 obtained 1990

Education: Graduate 1992, University of California at Santa Cruz, B.A. in Environmental Studies and an emphasis in Land Use and Biology. Graduated with College Honors and Honors in the Major. The degree work was directed toward Land Use/Land Development Issues, riparian and tidal land-use interface, NEPA/CEQA, land trusts, valuation of species of habitat for land use/development, riparian and wetlands habitats, mitigation of invasive species, restoration of damaged ecosystems and U.S. energy policy.

Project Work Plan

Work tasks include required planting, irrigation, grading and drainage design to complete the project. The following is our anticipated approach and methodology in chronological order:

I. Mobilization
   A. Kick-off meeting, meet with town representatives and 4 staff meetings.
   B. SWPPP (will be started but provided at 90% stage).
   C. Existing conditions survey of site.
   D. Review and Verification of Existing Conditions.
   E. Initiate Geotechnical Report
   F. Provide Alternate Design to reduce total turf area and include park amentities with low water use plantings and associated cost analysis.
   G. Drainage Calculations (will be ongoing)
   H. BCDC permiting.
   I. Water Quality Consultation.
   J. Coordination with MMWD (will be started with submittal at 100%)

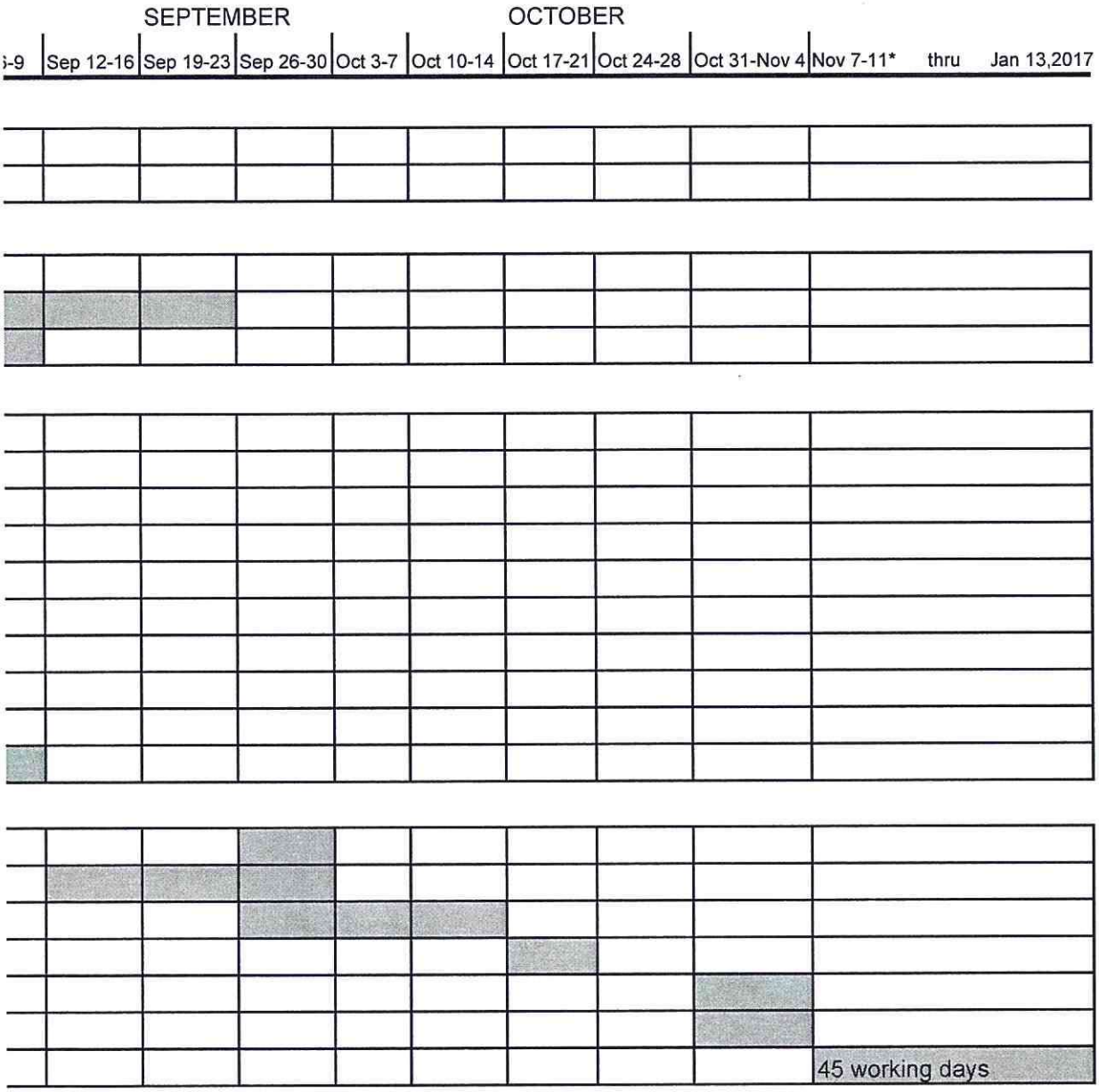
II. 60% PS&E Submittal
   A. Includes drawings that identify limits of work.
   B. Preliminary drainage design.
   C. Preliminary opinion of probable installation costs.
   D. Outline specifications. Update specifications to reflect new Town Standards.
   E. Drainage calculations.
   F. Submit BCDC Permit with 60% PS&E
   G. Environmental issues addressed.
   H. Submit 3 sets of preliminary plans and a preliminary opinion of probable installation costs.

III. 90% PS&E Submittal
   A. 90% Drawings that incorporate Town's 60% comments.
   B. Further execution of PS&E.
   C. Submit 3 sets of plans, 2 copies of specifications and 2 copies of preliminary opinion of probable installation costs.

IV. Final Submittal
   A. Prepare final bid documents.
   B. Final opinion of probable installation cost and bid form.
   B. Submit final hard copy plans and electronic copy of PS&E for bid sets to contractors.

V. Bid and Construction Phase
   A. Bidding: addenda, assist with bid evaluation and staff recommendations.
   B. Assist with Requests for Instructions (RFI), submittals.
   C. Site review during construction.
   D. Assist construction management team during installation.
   E. Attend weekly construction meetings.

Id Associates, Inc. , 1005 A Street, Suite 305, San Rafael, CA 94901 RLA2616



*Due to Bermuda grass temperature requirements, alternate construction start date- March 2017

Fee Information

ABEY ARNOLD ASSOCIATES

	Category	Abey Arnold Landscape Architects	Surveyor	BRCE, Water Quality Engineer	Miller Pacific Engineering	Kelly Biological Permitting	WCE, Civil Engineer	Total cost
		(Lump)	(Lump)	(T&M)	(Lump)	(Lump)	(Lump)	
	DESIGN/CONSTRUCTION DOCUMENTATION PHASE SERVICES							
1	Kick-Off Meeting/notes	$700.00	$0.00	$0.00	$0.00	$280.00	$0.00	$980
2	SWPPP	$350.00	$0.00	$0.00	$0.00	$0.00	$2,750.00	$3,100
3	Geotechnical Report	$350.00	$0.00	$0.00	$3,200.00	$0.00	$0.00	$3,550
4	Existing Conditions Topo Survey	$525.00	$5,000.00	$0.00	$0.00	$0.00	$0.00	$5,525
5	Survey- Storm Drain Video	$0.00	$2,000.00	$0.00	$0.00	$0.00	$0.00	$2,000
6	Survey- Mean High Tide	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000
7	Prelim Design/Estimate (Alternate Design)	$10,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,500
8	Drainage Calculations	$525.00	$0.00	$0.00	$500.00	$0.00	$1,100.00	$2,125
9	BCDC Permitting	$1,050.00	$0.00	$0.00	$0.00	$5,600.00	$0.00	$6,650
10	MMWD Permitting	$1,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,400
11	*Water Quality Consultation (T&M)	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000
12	Preliminary Opinion of Probable Costs	$2,100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,100
13	60% Construction Documents & Specs.	$14,700.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14,700
14	90% Construction Documents & Specs.	$5,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,600
15	100% Construction Documents & Specs.	$5,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,600
16	Construction Opinion of Probable Costs	$1,050.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,050
17	Meetings with Town Staff (4)	$1,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,400
							D/CD TOTAL	**$68,280**
	BIDDING PHASE							
17	Pre Bid Conference	$350.00		$0.00	$0.00	$0.00	$0.00	350
18	Pre Construction Conference	$350.00		$0.00	$0.00	$0.00	$0.00	350
19	Addenda	$1,200.00		$0.00	$0.00	$0.00	$0.00	1,200
	CONSTRUCTION PHASE							
20	Weekly Meetings (14 total)	$7,350.00	$0.00	$0.00	$0.00	$0.00	$0.00	7,350
21	Submittal Review, RFI's , (compaction tests)	$7,000.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	9,000
22	Final Walkthru/Punch List	$1,400.00	$0.00	$0.00	$0.00	$0.00	$0.00	1,400
23	Review Close Out Docs/ Provide As-Builts	$4,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	4,200
	BASIC SERVICES - TOTAL COSTS	*$ 67,700.00*	*$8,000.00*	*$1,000.00*	*$5,700.00*	*$5,880.00*	*$ 3,850.00*	**$92,130**

*If Necessary

The fees indicated are for the Project Scope requested in the RFP and does not include additonal design and construction documents required if the Alternate Design approach is chosen. Upon completion of the Alternate Design and Estimate an additional service proposal can be provided.

References

Client: Town of San Anselmo
Contact: Dave Donery, Community Services Director
Phone: 4415-258-4661
Email: ddonery@townofsananselmo.org

Client: The Branson School
Contact: Ned Pinger, Assistant Head of School
Phone: 415-454-3612
Email: ned_pinger@branson.org

Client: City of San Leandro
Contact: Michael Stella, Principal Engineer
Phone: 510-577-3433
Email: MStella@sanleandro.org

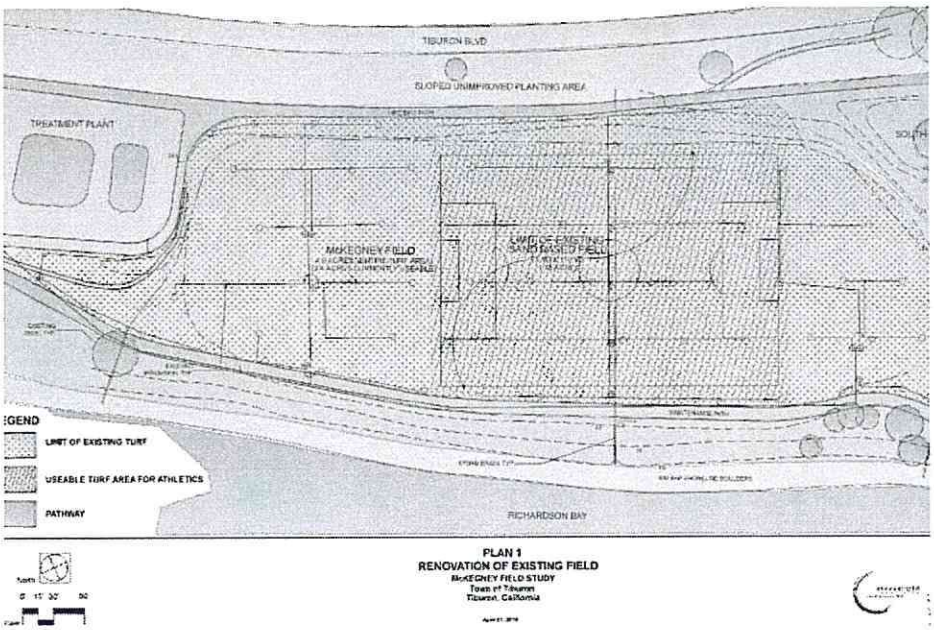
Client: Town of Danville
Contact: Bob Russell, Town Landscape Architect
Phone: 925-314-3415
Email: BRussell@danville.ca.gov

Client: City of San Rafael
Contact: Dave Davenport, Public Works, Maintenance
Phone: 415-485-3377
Email: dave.davenport@ci.san-rafael.ca.us

Additional references available upon request.

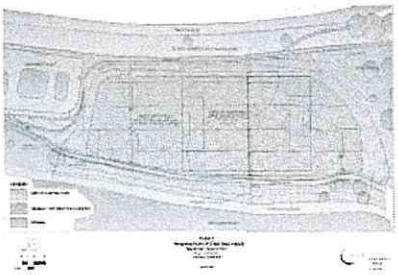


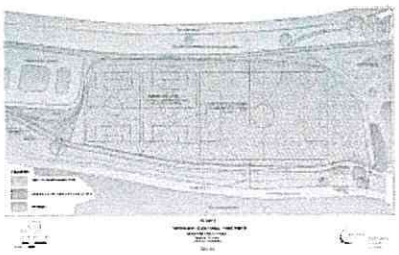
Other, Previous Projects Sheets



PLAN 1
RENOVATION OF EXISTING FIELD
McKEGNEY FIELD STUDY
Town of Tiburon
Tiburon, California

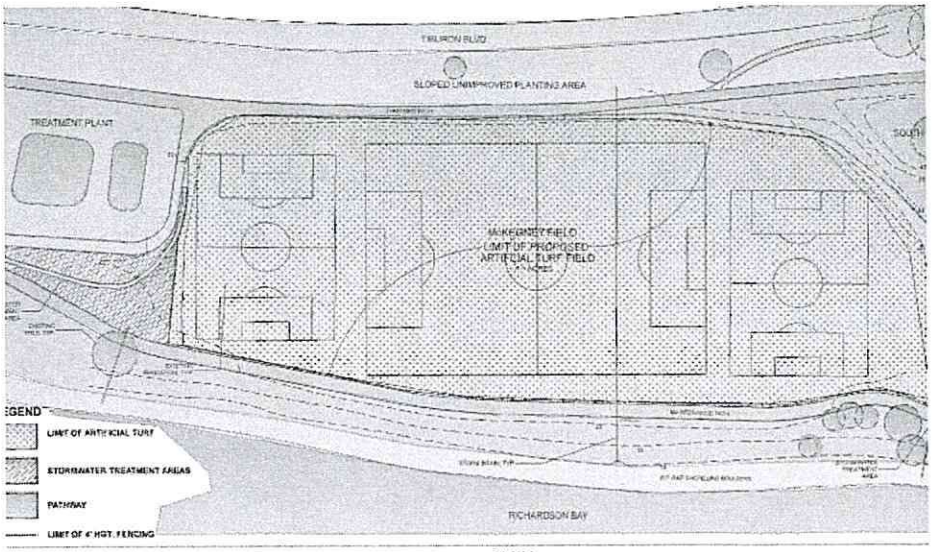
McKegney Play Field, Tiburon CA



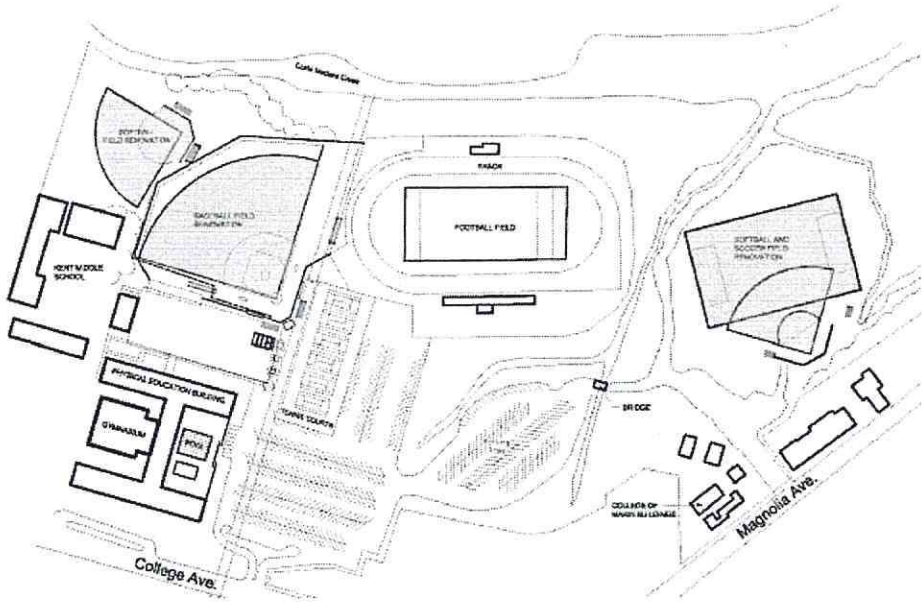


PROJECT INFORMATION

1. Client: Town of Tiburon, CA
2. Description of Project: Abey Arnold Associates completed a Scoping Study for play field improvements. This includes researching BCDC regulatory issues, recycled irrigation options, concept plans on limits of possible improvements and preliminary opinions of installation costs. Results from the Scoping Study helped establish the design direction for the next phase of design and scope limits for the McKegney Field project.



PLAN 4
PROPOSED ARTIFICIAL TURF FIELD
McKEGNEY FIELD STUDY
Town of Tiburon
Tiburon, California



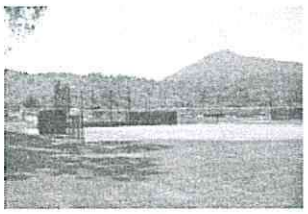


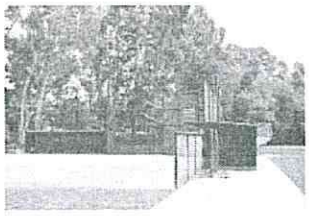
College of Marin, Kentfield, CA



PROJECT INFORMATION

1. Client: College of Marin, Kentfield, CA
2. Description of Project: Abey Arnold Associates designed the rehabilitation of this natural turf multi-use field facility for College of Marin in Novato. The fields were all designed with natural turf with a sand base drainage which allows easy care and maintenance. The use areas include 2 baseball fields and a combination of 1 soccer-softball field. Obtained DSA approval.

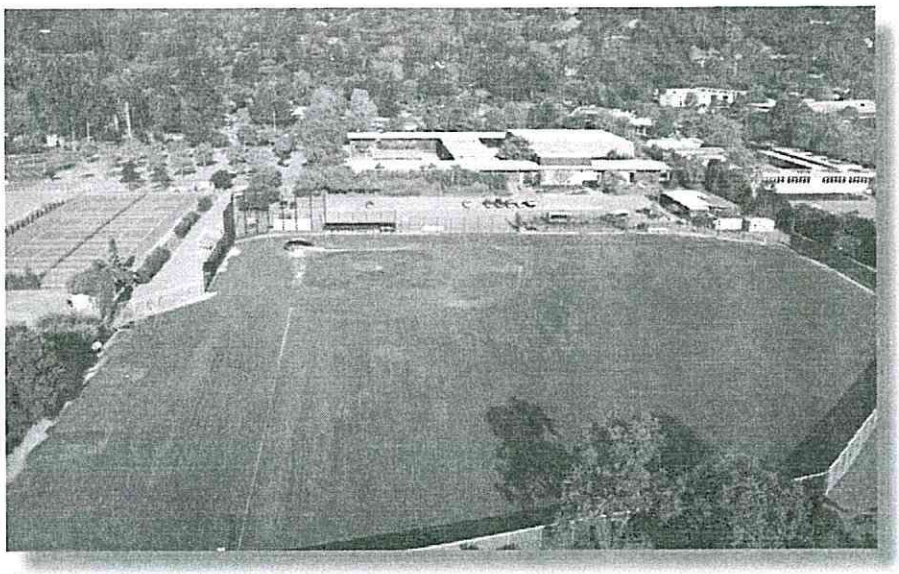




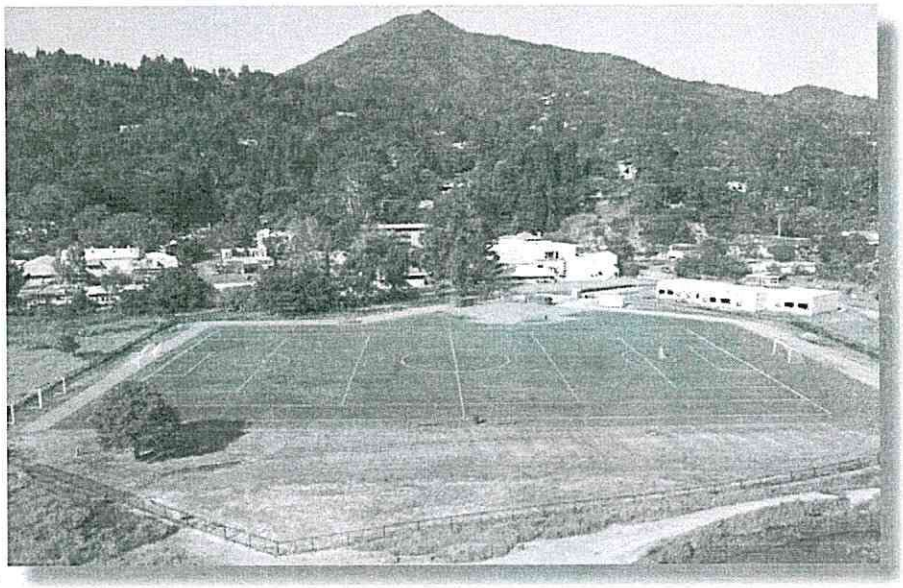
College of Marin, Kentfield, CA

PROJECT INFORMATION

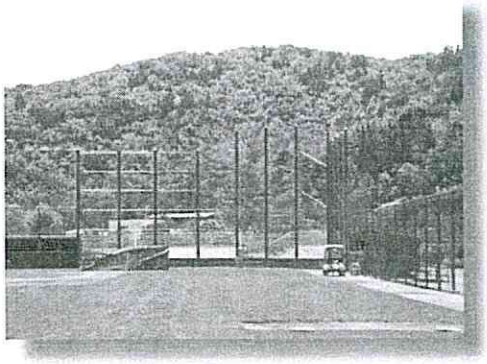
1. Client: College of Marin/Branson School
2. Abey Arnold Associates was asked to renovate the College's soccer, softball and baseball field for a shared use aggreement with Branson School at their Kentfield campus. We designed the soccer/softball field to have a sand base drainage system, using Bermuda/Rye grass at the soccer field and Blue/Rye grass at the baseball field. The project included the replacement all irrigation components and included a Rainbird Maxicom central irrigation controller. All new dugouts, backstop, and batting cage were included. The resulting design provide a maintainable and beautiful athletic facility that has seen a large increase inuse by both school's teams and by the community at large.



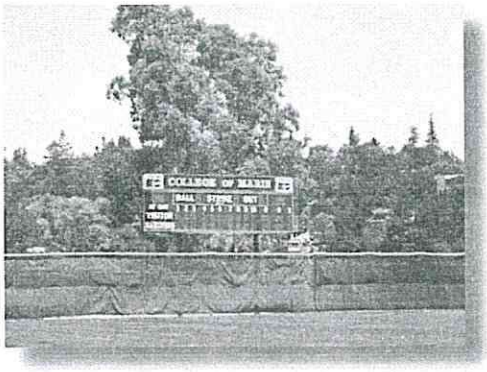
Aerial view of baseball field



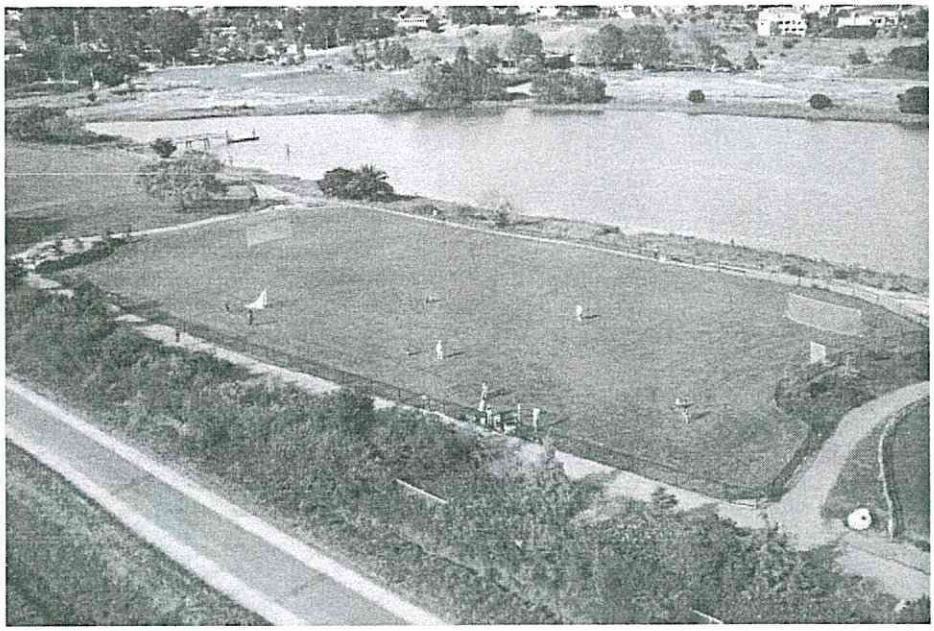
Sand based soccer field, (hybrid bermuda grass)

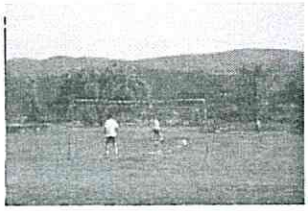


Baseball Backstop

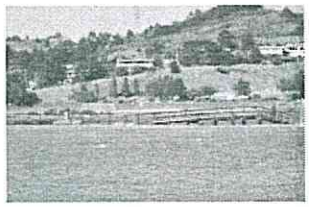


Scoreboard at outfield



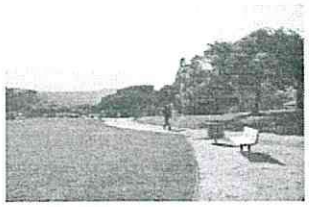


Bayfront Park, Mill Valley, CA



PROJECT INFORMATION

1. Client: City of Mill Valley
2. Description of Project: The open sport fields, as well as, the dog park were part of the design development of Bayfront Park. The open field was designed to keep the open, but recreational feeling for the park, which included a more defined but open space for the dog area.



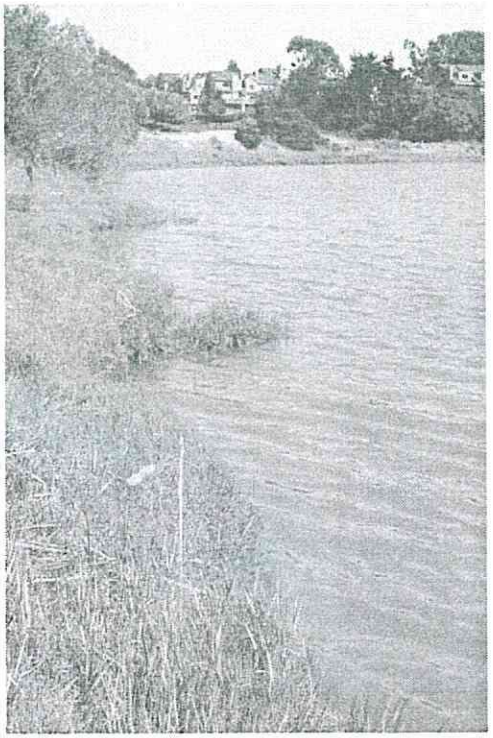


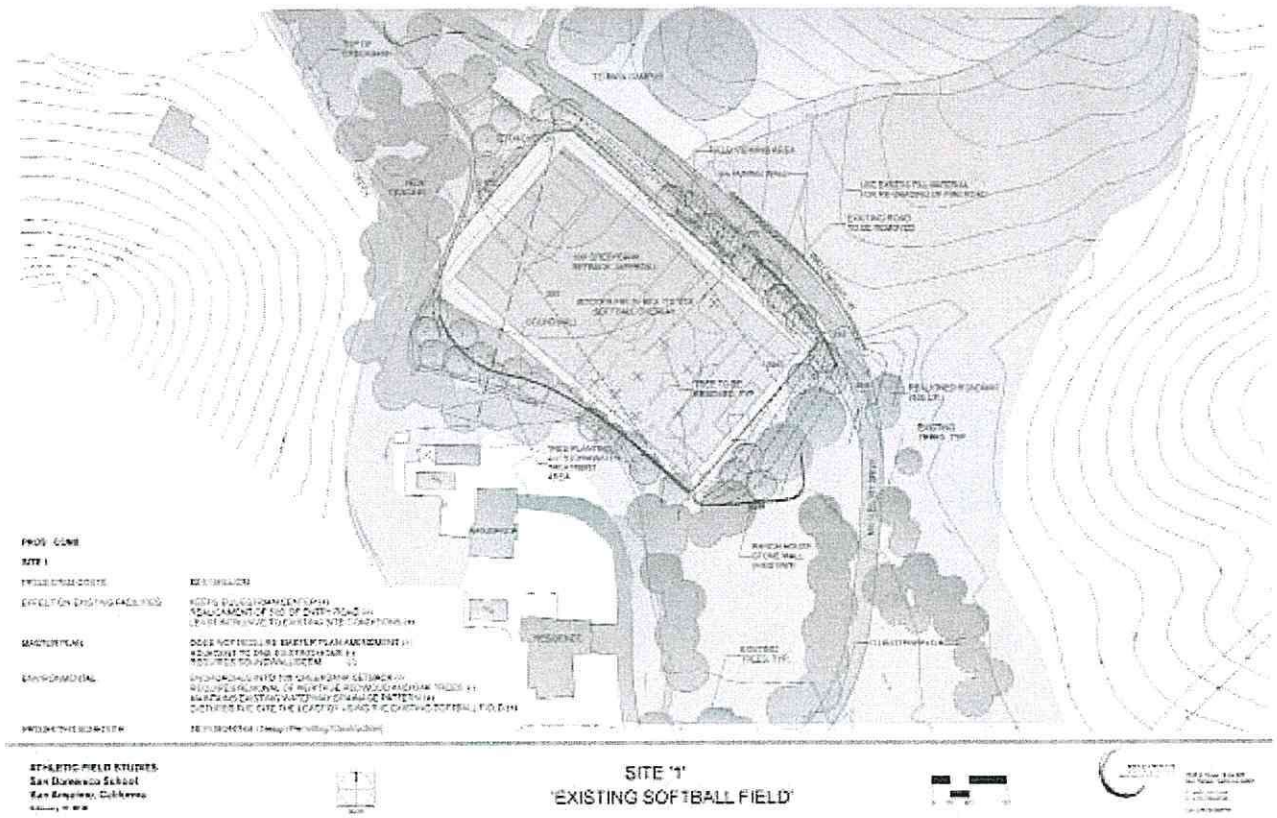


Hauke Park, Mill Valley, CA

PROJECT INFORMATION

1. Client: City of Mill Valley
2. Description of Project: Design for a natural grass soccer field that is adjacent to a softball field that we designed under a previous phase.

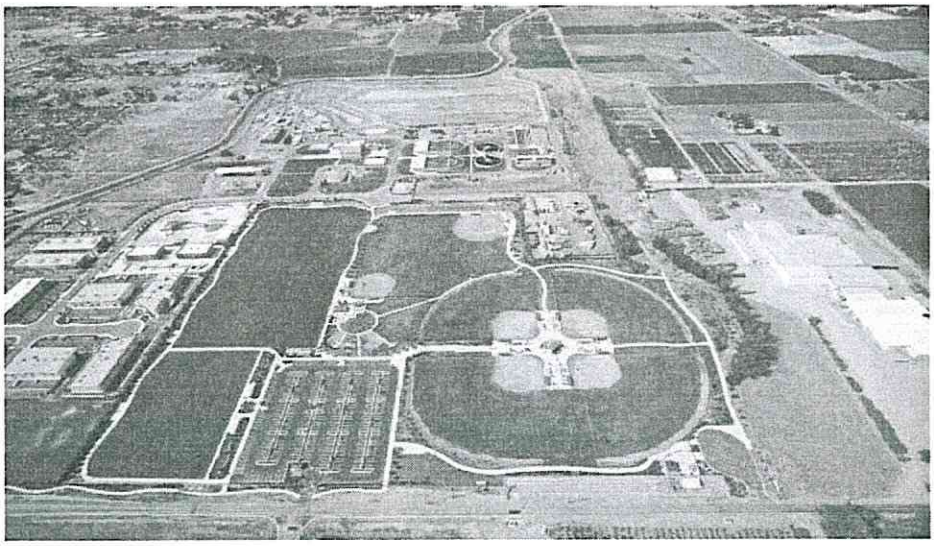




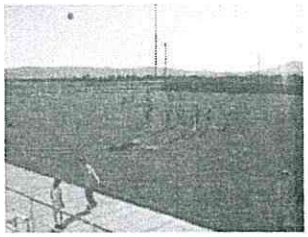
San Domenico Field Location Study, Marin County, CA

PROJECT INFORMATION

1. Client: San Domenico K-12 School, Marin County, CA
2. Description of Project: Study and cost projections for 4 alternative configurations for locating a new synthetic turf athletic field. Includes re-configuring existing entry road.
3. Currently under design.



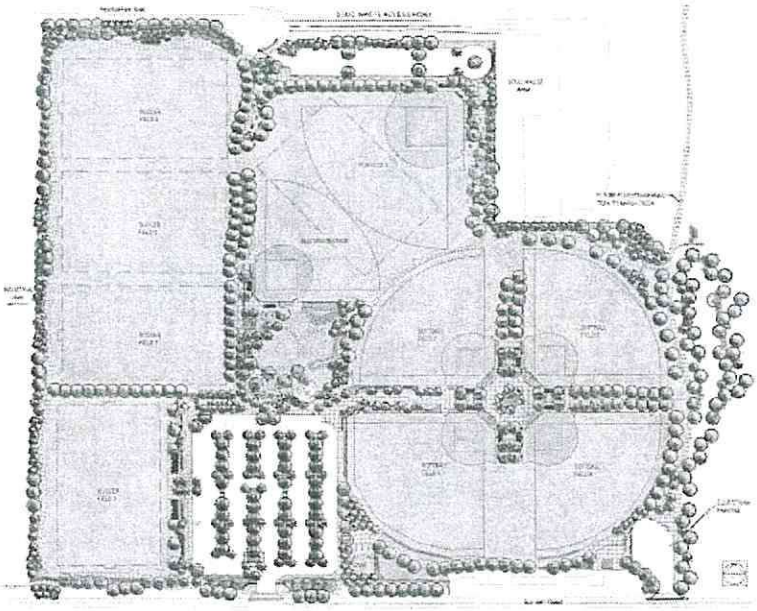


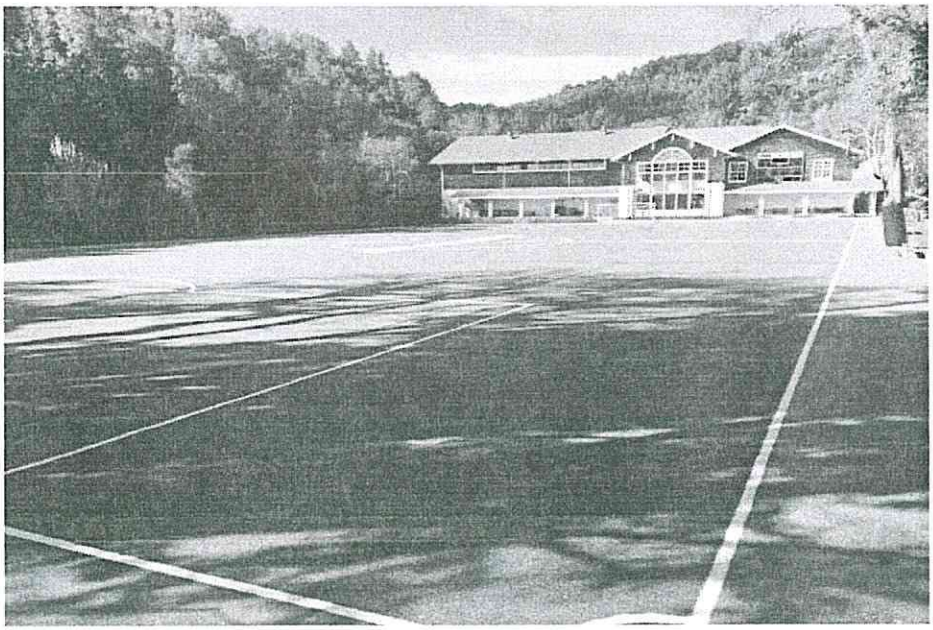


Sunset Park, Brentwood, CA

PROJECT INFORMATION

1. Client: City of Brentwood
2. Description of Project: 34 acre natural turf sports complex including 4 softball fields, 2 baseball fields, 2 concession buildings, 2 parking lots and a large play area.





Branson High School Field, CA



PROJECT INFORMATION

1. Client: The Branson School, Ross, CA
2. Description of Project: Replaced an Existing natural grass field with state of the art synthetic turf field which uses sand infill only. This system does not require crumb rubber or organic infill requiring excess water. Edge treatments were used to blend the field into the natural surroundings.



Recreation Field, San Francisco State University CA

PROJECT INFORMATION

1. Client: San Francisco State University, CA
2. Description of Project: New synthetic turf soccer field for campus recreation use. Included perimeter pedestrian circulation and bio-retention improvements

