



TOWN OF FAIRFAX

STAFF REPORT

May 6, 2020

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Receive report on the cancellation of all Town Board, Committee, Commission Meetings through the end of May with the exception of the Town Council and Planning Commission meetings

RECOMMENDATION

Receive report.

DISCUSSION

Due to Coronavirus (COVID-19) and the Marin County Public Health Officer's Order directing residents to shelter at home, the Town Council cancelled its March 20th Annual Retreat, and moved its April 1 meeting to April 15. All other Town boards, committees, and commission meetings in March and April were cancelled to protect public health, with the exception of the Planning Commission meeting (as it is required to take actions subject to strict deadlines). The Town purchased a Zoom license and held the Town Council and Planning Commission meetings on April 15 and 16 by videoconference.

The Climate Action Committee and the Open Space Committee have asked staff whether they could hold their regular meetings in May via videoconference (such as Zoom). An informal survey of other Marin towns and cities (conducted April 29) reveals that the majority are holding public meetings only for the Town Council and Planning Commission.

Preparing and hosting virtual public meetings and *ensuring public participation* is more labor-intensive than anticipated by all the communities surveyed. There are technical challenges to manage and overcome, and staff do not have the capacity to assist with additional virtual meetings for all the Town boards/committees/commissions. Members of the various board, committees, and commissions are also not familiar with the Brown Act provisions governing virtual meetings.

We do not see an urgent need for any of boards/committees/commissions to meet in May. Unless otherwise instructed, we are cancelling all non-essential meetings in May, with the exception of the Town Council and Planning Commission, who do need to act on time sensitive issues. It should be noted that we are taking any Tree Committee applications with deadlines for action to the Planning Commission for consideration in May

FISCAL IMPACT

N/a