

**MINUTES OF MARCH 17, 2020**

**SPECIAL MEETING  
OF THE  
CORTE MADERA TOWN COUNCIL**

Mayor Andrews called the Special Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on March 17, 2020 at 6:45 p.m.

Councilmembers Present: Mayor Andrews

Councilmembers via Teleconference: Vice Mayor Beckman; Councilmembers Bailey, Kunhardt and Ravasio

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano  
Town Attorney Teresa Stricker (via teleconference)  
Director of Planning and Building Adam Wolff  
Town Clerk/Assistant Town Manager Rebecca Vaughn

**1. CALL TO ORDER**

Mayor Andrews called the Special Town Council Meeting to order at 6:45 p.m. and all Councilmembers were noted as present.

**2. BUSINESS ITEMS**

- A. Consideration and Possible Adoption of Resolution No. 13/2020, A Resolution of The Town Council of the Town of Corte Madera Ratifying and Modifying the Town Manager/Emergency Operations Manager's Proclamation of Local Emergency

Mr. Cusimano stated this is an unprecedented time and the first for the Town Manager. On March 13, 2020, in his role as the Emergency Operations Manager under the Municipal Code, proclaimed a Local Emergency. This is a legal document that allows him to mobilize resources, accelerate emergency planning and streamline staffing and to allow future reimbursements from the State of the California and federal government. The proclamation allows the ability to move government forward and position them for reimbursements as they move forward.

He will have the authority to make expenditures not normally within his approval status. The Council has 7 days to ratify this decision and staff is requesting the Council adopt the resolution, ratifying the proclamation of Local Emergency.

Councilmember Bailey asked if the Town Council meetings will be continued on a twice monthly basis or not.

Mr. Cusimano said the next step is to cancel any Council meetings for the remainder of March. The next meeting will be April 7<sup>th</sup> which will be to certify the County election to appoint new Councilmembers, elect a Mayor and Vice Mayor and swear them in.

The goal is to hold this meeting by teleconference and on a monthly basis, to act on necessary agenda items and keep a log of decisions he makes under the emergency proclamation. He sees this impact lasting another 6-8 weeks and thought one meeting a month would be held.

Ms. Stricker stated a local emergency must be renewed every 60 days under the

Government Code, and as part of the Executive Order by the Governor, that requirement has been waived and the declaration will remain in place until ended by the State that declared it at which time the Council must officially end it.

Mayor Andrews suggested modifying the resolution so the local emergency would exist until the sooner of its determination is determined by the Town Council or June 30, 2020. In June, the Council could extend it to September, if necessary.

Councilmember Kunhardt asked if there is a budget limitation for the Town Manager under these circumstances.

Mr. Cusimano stated he did not believe so, and the Council in this ratification would authorize him to make decisions unless the Council would like to provide a “not to exceed” amount. This allows him to work outside of these conditions and he will report on a monthly basis. He also suggested not making any amendments to the resolution.

Mayor Andrews asked if the Town Budget will also need to be approved by June 30<sup>th</sup>, and Mr. Cusimano said the Town approved a two-year budget and therefore, the Town has spending authority through this fiscal year and next fiscal year.

Mayor Andrews opened the public comment period.

Public Comments:

VALERIA SASSER wrote that she fully supports the Proclamation of Local Emergency, given the high number of elderly people who need assistance in this epidemic crisis and the Town needs to be sure it can be reimbursed.

DAVID MCPHEARSON and family wrote that without reservation their family encourages the Town Council to adopt the Resolution ratifying the Town Manager’s proclamation of Local Emergency.

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

To Adopt Resolution No. 13/2020, a Resolution of The Town Council of the Town of Corte Madera ratifying and modifying the Town Manager/Emergency Operations Manager’s Proclamation of Local Emergency.

**5. ADJOURNMENT**

The special meeting was adjourned at 6:57 p.m. to the April 7, 2020 regular Town Council Meeting.