

**MINUTES OF APRIL 7, 2020**  
**REGULAR MEETING**  
**OF THE**  
**CORTE MADERA TOWN COUNCIL**

---

**NOTICE TO PUBLIC:**

*Due to Coronavirus (COVID-19), the April 7, 2020, regular Town Council meeting will occur via teleconference only. All Councilmembers will be calling in to the meeting, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and attend the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend. Members of the public may watch the meeting remotely by registering at the following link:*

<https://tinyurl.com/vdmwmu8>

*Or call in via (415) 655-0052/ Access Code: 199-308-671*

*Submit public comment remotely by:*

- 1. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) prior to 5:00 P.M. on the day of the meeting.*
- 2. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) during the meeting.*
- 3. Registering for the meeting at the link above and selecting the "Raise Hand" icon during the meeting to provide public comment verbally when recognized by the Clerk at the appointed time.*

*Anyone with a disability needing further assistance with public comment should contact the Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at [rvaughn@tcmmail.org](mailto:rvaughn@tcmmail.org) or 415-927-5050.*

---

Mayor Andrews called the Regular Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on April 7, 2020 at 6:30 p.m.

**1. CALL TO ORDER AND ROLL CALL**

Councilmembers Present: Mayor Andrews; Vice Mayor Beckman

Councilmembers Present

Via Teleconference: 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 (via teleconference)  
Administrative Analyst Lorena Barrera  
Town Clerk/Assistant Town Manager Rebecca Vaughn

**SALUTE TO THE FLAG** – Mayor Andrews led in the Pledge of Allegiance.

**2. OPEN TIME FOR PUBLIC COMMENTS – as read by Town Clerk Vaughn:**

ROY WOLFORD wrote and asked that his correspondence be read as an addendum to the Town Manager's Report. He provided each Councilmember with COVID-19 summaries from the John Hopkins COVID-19 Map over the past month. As of April 5, 2020 in the U.S., there were 331,234 cases and 9,629 deaths from COVID-19. For states characterized as blue, there were 256,389 cases and 7,730 deaths. On a percentage basis of total U.S. to date, 77.4% of the cases and 80.3% of the deaths from COVID-19 occur in blue states. He questioned why states are characterized as blue having the vast preponderance of COVID-19 cases and deaths. After COVID-19 is under control the world still needs to deal with influenza.

He then referred to the Centers for Disease Control (CDC) Influenza Table 1 Estimated Influenza Disease Burdened by Season. In the 2010/11 influenza season for the U.S., on

average, there are 3,122 influenza deaths per month with an annual number range from 12,000 to 61,000. On average, there are 2,387,230 symptomatic illnesses per month with an annual range of 9.3 million to 45 million. On average, there are 37,227 hospitalizations per month with an annual range of 140,000 to 810,000. These are big numbers too. Question—what is our society going to do to lessen the annual influenza impact going forward? Question—to what degree will the recommended hygiene and social distancing continue after COVID-19 and during occurring flu season period? For a good and more thorough hygiene practice, two things in addition to washing hands should be done—clean under the fingernails and wash the face with soap and water. He did not know why these actions are not mentioned with washing hands.

In sum to date, there continues to be many questions about the reported COVID-19 data and the IHME COVID-19 model forecasted numbers of cases and deaths. Hopefully, in the fullness of time we will have a clear, accurate and full picture of the impact of this very virulent virus COVID-19 and the various strains on influenza and how to address the handle these infections going forward.

ROY AND ARLEEN WOLFORD wrote to current and future Town Councilmembers and Town staff: We hope all of you, your families, Town residents, visitors and workers are healthy and come through these difficult COVID-19 times with minimal financial impact. He thanked Mayor Andrews and Councilmember Bailey for their dedicated service to the Town residents and wished each good health and success in the future. We welcome new Councilmembers Mr. Casissa and Mr. Lee and thank them for stepping forward for taking a very challenging and time-consuming job. We ask the Council to make the right decision to protect residents and workers from possible health and safety issues by rescinding Ordinance Chapters 6.18; regulation of single-use, carryout bags, protect our grocery workers and shoppers from those bacteria and virus-laden reusable bags. We prefer to use single-use paper bags to carry out our groceries at the market and we should not have to pay extra for those bags.

### **3. DECLARATION OF THE RESULTS OF THE MARCH 3, 2020 MUNICIPAL ELECTION**

#### **A. Adopt Resolution No. 14/2020 Reciting the Facts of the Election held on March 3, 2020 and Declaring the Results and Such Other Matters as Provided by Law**

Town Clerk/Assistant Town Manager Rebecca Vaughn reported that before the Council is a procedural item required after the Marin County Elections Department has certified the results of the election. The Town cannot move forward with swearing in the two newly elected Councilmembers Casissa and Lee until the current Town Council certifies and accepts the results of the March 3, 2020 election and adopts the resolution declaring the results of the election.

Councilmember Kunhardt commented that over 68% of eligible voters voted in the Town Council election which is higher than previous elections and that over 70% of the votes were cast by mail. Given these circumstances, it would not be difficult to move to an all-mail ballot in November, if necessary.

Mayor Andrews stated the all-mail ballot will be driven by the Elections Department.

Mayor Andrews opened the public comment period, and there were no speakers.

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

To adopt Resolution No. 14/2020 Reciting the Facts of the Election held on March 3, 2020 and Declaring the Results and Such Other Matters as Provided by Law.

#### **4. RECOGNITION OF OUTGOING COUNCIL MEMBERS**

##### **A. Recognition and Presentation of Gifts and Acknowledgments to Outgoing Council Members, Mayor James Andrews and Councilmember Sloan Bailey, in Recognition of their Service to the Town of Corte Madera Upon Their Retirement from the Town Council**

Ms. Vaughn read and presented certificates of appreciation from U.S. Senator Dianne Feinstein's Office and District 4 Supervisor Dennis Rodoni, honoring and celebrating Mayor Andrews's and Councilmember Bailey's service to the Town of Corte Madera and wished both Councilmembers success. She stated that given the circumstances due to COVID-19, a more public ceremony will be held in the future where additional certificates and recognition can be presented.

Town Manager Todd Cusimano, on behalf of Town staff, thanked Mayor Andrews and Councilmember Bailey for allowing him to serve as the Town Manager and for teaching him fiscal prudence, problem-solving, engagement with the community and being resilient.

Ms. Vaughn stated the Mayor is typically given a ceremonial gavel plaque and unfortunately the trophy store closed down, but the plaque will be ready for pickup once the store re-opens. She then presented a set of cuff links to Councilmember Bailey.

Town Attorney Teresa Stricker thanked Mayor Andrews and Councilmember Bailey for their leadership and dedication to the Town and said she has very much enjoyed working with them.

Vice Mayor Beckman and Councilmembers Kunhardt and Ravasio thanked and recognized Mayor Andrews and Councilmember Bailey for their service, time, energy, and dedication to the Town Council and community.

Mayor Andrews opened the public comment period.

SUZI BEATTY indicated that she was clapping and thanked Mayor Andrews and Councilmember Bailey for their service.

PATTI STOLIAR relayed appreciation to Mayor Andrews and Councilmember Bailey.

ADAM WOLFF said it has been wonderful to work with Mayor Andrews and Councilmember Bailey over the last several years, thanked them for their service.

DENNIS RODONI, District 4 Supervisor, wrote and thanked Mayor Andrews and Councilmember Bailey for their service and said he has been honored to work with them both.

Councilmember Bailey voiced gratitude to staff, compliments to the Town Council and thanks to the Town to have been of service and wished everybody good luck.

Mayor Andrews thanked his fellow Councilmembers and said he has enjoyed serving with them, and turned over the gavel to Vice Mayor Beckman.

##### **Noted Absent:**

Mayor Andrews and Councilmember Bailey left the videoconference and were noted as absent.

#### **5. OATH OF OFFICE**

##### **A. The Town Clerk will administer the Oath of Office to Newly Elected Councilmembers: Fred Casissa and Charles Lee**

Ms. Vaughn administered the Oath of Office to newly elected Councilmembers Fred Casissa and Charles Lee and both signed their Oaths of Office.

Ms. Vaughn opened the public comment period.

DAVID BELL indicated his thanks and gratitude to Mayor Andrews and Councilmember Bailey.

## **6. REORGANIZATION OF THE TOWN COUNCIL**

### **A. Selection of Mayor**

Vice Mayor Beckman opened the public comment period.

HEATHER LEE congratulated her nephew, Charles Lee, on being elected to the Town Council.

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

To select Eli Beckman as Mayor.

### **B. Selection of Vice Mayor**

Mayor Beckman opened the public comment period, and there were no speakers.

MOTION: Moved by Beckman, seconded by Kunhardt, and approved unanimously by the following roll call vote: 3-2 (Ayes: Beckman, Kunhardt and Lee; Noes: Casissa and Ravasio)

To select David Kunhardt as Vice Mayor.

## **7. PRESENTATIONS – None**

## **8. CONSENT CALENDAR**

Mayor Beckman requested removal of Item 8D. Councilmembers Lee and Casissa indicated their abstention for Items 8H and 8I.

Mayor Beckman then asked if there were public comments or requests for removal of items from the Consent Calendar by the public, and there were none.

- A. Waive Further Reading and Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only  
(Standard procedural action – no backup information provided)
- B. Consideration and Possible Adoption of Resolution No. 12/2020 Approving the Town of Corte Madera's Housing Element Annual Report
- C. Adopt Resolution 15/2020 Approving the FY 2020/21 SB1 Project List And Funding Of Gas Tax Expenditures Per Senate Bill No. 1 (SB1): The Road Repair and Accountability Act of 2017
- E. Authorize the Director of Public Works to Approve the Plans and Contract Documents, Authorize the Advertisement for Bids and Award a Construction Contract to the Lowest Responsible Bidder for the Lowest Base Bid Amount, Not to Exceed \$2,500,000 for the Tamal Vista Boulevard Complete Streets Project #15-031

- F. Adopt Proclamation Acknowledging April, 2020 as Fair Housing Month
- G. Approve Warrants and Payroll for March, 2020
- H. Approval of Minutes of March 17, 2020 Regular Town Council meeting
- I. Approval of Minutes of March 17, 2020 Special Town Council meeting

MOTION: Moved by Ravasio, seconded by Kunhardt, and approved unanimously by the following roll call vote: 5-0 (Ayes: Beckman, Casissa (abstain on Items H and I), Kunhardt, Lee (abstain on Items H and I) and Ravasio; Noes: None)

To approve Town Consent Calendar Items A, B, C, E, F, G, H and I.

Items Removed from the Consent Calendar:

- D. Adopt Resolution No. 16/2020 Appointing One Board Member and One Operations Committee Member to Represent the Town of Corte Madera on the Marin Wildfire Prevention Joint Powers Authority Board of Directors and the Operations Group

Mayor Beckman stated the draft resolution is written to appoint the Mayor to the JPA Board and the Town Manager to the Operations Committee and he proposed amending the resolution to appoint Councilmember Ravasio, given he is now the longest serving member of the Fire Council and his expertise will align well with the Wildfire JPA.

Vice Mayor Kunhardt agreed and suggested also having an alternate member.

Mayor Beckman stated this can be done when the Council appoints its Council Committee appointments under the upcoming item. He then confirmed Councilmember Ravasio accepted serving on the Marin Wildfire Prevention JPA Board of Directors.

Ms. Vaughn stated she had checked with Fire Chief Scott Shurtz and the reason an alternate member was not included at this time is because the JPA has not asked for one, but they may return in the future with a request.

Mayor Beckman opened the public comment period, and there were no speakers.

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

To Adopt Resolution No. 16/2020 Appointing Councilmember Bob Ravasio as Board Member and Town Manager Todd Cusimano as Operations Committee Member to Represent the Town of Corte Madera on the Marin Wildfire Prevention Joint Powers Authority Board of Directors and the Operations Group

**9. PUBLIC HEARINGS**

- A. Public Hearing for Consideration and Possible Action to (1) Adopt Resolution No. 17/2020 Authorizing The Marin General Services Authority To Collect Franchise and PEG Access Fees from Cable Television Providers and to Exercise all Powers and Functions Associated with the Digital Infrastructure and Video Competition Act; and (2) Introduce Ordinance No. 994 to Terminate the Marin Telecommunications Agency (MTA) by Repealing Chapter 5.10 of the Town of Corte Madera Municipal Code.

Town Manager Cusimano provided a historical background on the item as contained in the staff report on MTA's formation by Ordinance from each member agency. Members had hoped to be able to negotiate local franchises for all types of telecommunication facilities, and the organization was changed to the Marin County Cable Regulation JPA to MTA. Subsequent to the formation of MTA, there were a number of state and federal law changes that eliminated the local franchise authority over telecommunications entirely, leaving MTA in a much more limited role.

With the resignation and planned departure of the Executive Officer effective June 30, 2020, the MTA Board asked staff to consider options for transitioning MTA from its current structure to other alternative arrangements.

The Board deferred options to its Finance and Policy Committee members who met on December 12, 2019 to discuss four possible transition options; 1) to retain existing MTA structure and recruit a new Executive Officer; 2) to retain current structure and contract with other member agencies; 3) to dissolve MTA and transfer its functions to the MGSA; or 4) to dissolve the MTA entirely, allowing individual member agencies to collect franchise fees.

Of the four options, the Finance and Policy Committee members determined that transferring the MTA statutory administrative and financial contract management functions into the MGSA was its preferred option.

In 2019, a Grand Jury report discussed this issue and made a number of suggestions and requested tonight is for the Council to authorize moving the functions into MGSA and deconsolidate and cease MTA functions moving forward.

The collective financial benefit to jurisdictions is significant. While expenses for the first fiscal year will remain the same, future years would generate annual savings of approximately \$100,000. Additionally, multiple shared service levels are already in place between the MGSA and MTA. The two JPAs coordinate and have the same office space, accounting and financial staff, office furnishings, equipment, recording management systems and other items. The MTA Executive Officer and the MGSA Executive Officer also provide general administrative backup to each other when necessary.

If the recommendation is approved by a majority of the member agencies, the last meeting of the MTA Board would likely occur on Wednesday, June 10, 2020 which will close out the MTA and transfer functions to the MGSA.

At the bottom of page 3 and top of page 4 of the staff report are a number of functions outlined by bullet points which would have to happen for the closing of the MTA and transference of functions to the MGSA. There is currently no fiscal impact for this budget year and moving forward there would be savings or Corte Madera.

Vice Mayor Kunhardt added that as representative for Corte Madera, the elected Board Members from each jurisdiction are unanimously supportive of this recommendation. He reported there will be a virtual meeting of the MTA Board tomorrow evening at 7:00 p.m.

Councilmember Lee asked and confirmed with Mr. Cusimano that if adopted, the Council will not be nominating a new representative in the future under Business Item 10A.

Mayor Beckman opened the public hearing and comment period, and there were no speakers.

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

To Adopt Resolution No. 17/2020 Authorizing The Marin General Services Authority To Collect Franchise and PEG Access Fees from Cable Television Providers and to Exercise all Powers and Functions Associated with the Digital Infrastructure and Video Competition Act.

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

To Introduce Ordinance No. 994 to Terminate the Marin Telecommunications Agency (MTA) by Repealing Chapter 5.10 of the Town of Corte Madera Municipal Code.

## 10. BUSINESS ITEMS

### A. Discussion And Possible Action Concerning Council Committee Appointments For 2020-2021

Ms. Vaughn stated this item is an activity undertaken by the Council each time it reorganizes and new Council appointments are selected for the upcoming year. There is no further report other than many of these committees are not meeting at this time given the COVID-19 situation. She said if some of the appointments are deferred she recommended making appointments to subcommittees for Board and Commission interviews, given staff will be scheduling virtual interviews in May.

Mayor Beckman confirmed there were no questions from Councilmembers and no public comments.

Mayor Beckman suggested freezing his appointments, Vice Mayor Kunhardt and Councilmember Ravasio's appointments. All of Mayor Andrews and Councilmember Bailey's appointments can be held as vacant for the next two weeks and this will provide a chance to review committee assignments. A Council Strategic Retreat will be held on April 20<sup>th</sup> and, beforehand, Councilmembers can submit to him their preferences for which committees they would like to serve. At the April 21<sup>st</sup> Council meeting he can propose assignments based upon preferences and move forward.

Councilmembers voiced support of the Mayor's suggestion and Mayor Beckman turned to appointments for subcommittees for Board and Commission interviews.

Vice Mayor Kunhardt stated that in addition to deleting the MTA, he asked staff to add the Marin Wildfire Prevention Joint Powers Authority Board of Directors as well as the Town Manager's representation on the MGSA.

Mayor Beckman then referred to the Subcommittee for Board and Commission Interviews on page 5 of the staff report, as follows:

<i>Planning Commission:</i>	<i>Kunhardt and Ravasio (continue)</i>
<i>Parks &amp; Recreation Commission:</i>	<i>Beckman and Ravasio (continue)</i>
<i>Flood Control Board:</i>	<i>Beckman and <del>Andrews</del> Casissa</i>
<i>BPAC:</i>	<i>Ravasio and Kunhardt (continue)</i>
<i>Marin County Committee on Aging:</i>	<i>Bailey (<u>appoint in the future</u>) and Kunhardt</i>
<i>Sales Tax Citizens' Oversight Committee:</i>	<i>Beckman and <u>Casissa</u></i>

Mayor Beckman recommended adding to the motion authorizing the Mayor to make an interim appointment, should a representative be needed for a meeting.

Mayor Beckman opened the public comment period.

PATTI STOLIAR wrote and asked if it would be prudent to have Councilmember Casissa interview Parks and Recreation Commission applicants, and the same be done for Councilmember Lee for the Planning Commission applicants.

Mayor Beckman asked and confirmed with Councilmember Casissa that he will serve as representative for Mayor Beckman on the Parks and Recreation Commission interview subcommittee.

*Parks & Recreation Commission: Beckman Casissa and Ravasio*

Mayor Beckman asked Councilmember Ravasio if he would like to switch with Councilmember Lee for representation on the Planning Commission interview subcommittee.

*Planning Commission: Kunhardt and Ravasio Lee*

Vice Mayor Kunhardt stated he serves as Alternate for Councilmember Bailey on the MCE Board and he asked and confirmed with Mayor Beckman that if a meeting of MCE is held, he could serve as Alternate until the next Council meeting when final appointments are made.

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

To 1) Maintain Councilmember Bailey and Mayor Andrews' committee assignments vacant for the next two weeks; 2) to continue remaining committee assignments as they stand; 3) to modify the Subcommittees, Boards and Commission Interviews as above; and 4) to authorize the Mayor to make interim appointments, as needed, until the next Council meeting when appointments will be finalized.

## 11. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
  - - Update on Town activities in response to Coronavirus (COVID-19)

Town Manager Cusimano provided an update on COVID-19, stating the impacts socially, medically and economically to the Town will be immense, but the Town is resilient and will get through this. He thanked and described the work of Town staff for their dedication and outstanding leadership during this time. Decisions are occurring throughout the day and updates change every few hours. Approximately 60% to 70% of Town staff are working from home and telecommuting. Those at Town Hall are staggering shifts and work is being done.

He then summarized departmental staff updates relating to the Building Department and the issuance and processing of building permits, site visits and fielding of numerous emails and phone calls regarding construction projects, and mediation of issues. Town staff has received 60 complaints regarding those not sheltering in place and adhering to social distancing. Town staff has had to limit access to parks, skate parks, schools and walking paths with barricades and signage and CMPA are handling violations of the shelter in place order. They continue to send out regular updates to the community via the News Flash, Next Door, the Town's website, newsletters and all social media avenues.

From a public works standpoint, the engineering team continues with 5-6 small projects, a majority of which are safety items and sanitary district items. Maintenance crews are being staggered and will continue to maintain

parks and properties from a health and safety standpoint. They are continuing with vegetation management in high risk areas.

In addition, the Town's new Parks and Recreation Director instituted a virtual recreation and resource point page which offers ideas to keep residents healthy and active, and she will develop a door hanger via a mailer which provides COVID-19 updates and fact sheets.

The Town is also soliciting volunteers and those interested can contact Town Hall's main line or their website to sign up. Staff has begun calling 346 seniors from the Parks and Recreation and Age-Friendly database to check-in with them, and volunteers have come forward.

Staff and Mayor Beckman are working closely with the Chamber of Commerce and business community to support them. One initiative is support of the 14 local restaurants that are open, two pet stores and 5 food stores.

Mr. Cusimano then spoke of the CARES Act which was approved over a week ago and includes several new programs to help residents and businesses. It provides direct cash rebate of up to \$1,200 per taxpayer and \$500 per child, expands eligibility for unemployment compensation, provides an additional \$600 per week to each recipient of unemployment compensation for 4 months, defers student loan payments, waives tax on seniors, limits evictions on renters and foreclosures for homeowners, and it ensures COVID-19 testing is covered by all private insurance plans without cost-sharing.

It also supports the business community with a \$376 billion relief package for small and medium sized businesses. Corte Madera has 511 businesses and of that 450 would meet criteria of \$5 million in annual taxable sales or less in a 12 month period. It provides loans to employees to maintain payroll, and if payroll is maintained, the loan is forgiven.

The Emergency Economic Injury grant provides an advance which does not need to be repaid of up to \$10,000 within 3 days of applying for an Economic Disaster Loan. The Small Business Debt Relief Program provides immediate relief with non-disaster loans and microloans, and provides employee retention credit for employers subject to closure or economic hardship through a refundable payroll tax for 50% of wages, delays and payments of employer payroll taxes.

Effective April 2, 2020 was the Small Business Relief Payment Plans for those with less than \$5 million in taxable annual sales can take advantage of a 12-month interest-free payment plan for up to \$50,000 of sales and use tax liability. Requests can be made on-line in coming months and staff is putting out information for three major groups to the Town, Chamber of Commerce and the Small Business Development Center (SBDC) which is linked on the Town's website.

The Marin County Board of Supervisors approved an emergency resolution to prevent residents and business owners from being evicted because of a sudden loss of income tied to the pandemic. This ban is in effect in every town and in unincorporated areas, and it lasts until May 31<sup>st</sup> of this year unless extended by the Board of Supervisors, which he described.

Many business owners are not owners of the property such as the shopping centers and staff is working with them on rents and bridging support to obtain resources.

Lately, the Police Department has seen an increase in domestic violence and mental health calls and are working together to get people resources. The stay at home order has also caused an influx of calls, and police and code enforcement are keeping the community safe. He reported two police officers died in the region and he recognized police and fire for their work, given the difficulty in their jobs. Three firefighters were exposed to COVID-19 and were quarantined. All three are okay and should be back soon.

He recognized Marin Suites Hotel that has offered to house public safety and health care personnel that may need to be quarantined from families while doing their job.

He congratulated new Councilmembers Casissa and Lee and welcomed them to upcoming budget conversations on April 20<sup>th</sup>. This pandemic has caused the worst economic downturn the Town has ever experienced and fiscal prudence is in place to sustain the Town's resources. Staff has looked out 28 months in its financial planning for a worst-case scenario. They are preparing for an approximate \$1.6 million shortfall in lost revenues for this fiscal year primarily from sales tax, Transient Occupancy Tax (TOT) and construction permits.

Staff is freezing spending in certain areas and using \$400,000 to \$500,000 surplus in revenues to offset this. They hope to have the shortfall in the \$900,000 range or less. Assuming the Health Order is lifted in June and a similar order occurs sometime in the next fiscal year given a slow ramp-up, staff believes this would be a \$2.4 million impact in revenues for the next fiscal year (FY).

For FY 2021/2022 it is difficult to determine, and he projected worst case scenario of \$4-\$5 million loss of revenues over the 28-month period. If this were to happen, they would be able to utilize the \$2 million surplus in the General Fund and the \$2.5 million emergency reserve currently in place within the sales tax measure to offset this. Therefore, the measures the Finance Committee and the Council put in place keeps the Town positioned to meet the challenges.

Staff is also preparing for the loss of property and sales tax postponements and the next round for both could be postponed. Staff is working with the League of California Cities for support as well as the County Managers and Senator McGuire's Office to work on relief for local jurisdictions that are sales tax-based, as well as residents.

In summary, he thinks using technology through this time has been great. The Town continues to be able to engage the community and they will plan to hold a Virtual State of the Town, with a number of single-topic discussions focused around the Town's budget. A Communications Plan will be discussed at the April 20<sup>th</sup> retreat.

There has been a lot of discussion over the Town Hall project which is important but they also recognize prioritization is needed. He is recommending continuing with the discussion of the design review process for the building, given the community is engaged. Once that is complete, he recommended putting the project on the side, as they have a three-year period for the project once the design review is done and they need about 12-18 months to determine their budget and paying for it. They will not supplant the CIP projects promised to the community over the next five years.

- Council Reports

- Councilmember Ravasio gave the following report:
  - A Twin Cities Disaster Preparation Council virtual meeting was held yesterday with over 20 people on Zoom. They are ready and willing to help and are staying in touch with neighbors if they need help.
  
- Vice Mayor Kunhardt gave the following report:
  - He attended a Marin Clean Energy (MCE) Technical Committee Meeting last Thursday and a Board meeting on Friday. Solano County has been added as an additional service area for MCE. Their credit rating has improved and they have just approved a \$3 million contract to an engineering firm called TRC which includes a couple of other entities for the state expanding projects in community resilience and critical entity resilience and energy storage to roll through public safety power shutoff (PSPS) power outages in a cleaner fashion.
  - MCE has been asked to co-sign with other Marin communities on two different bills; one from Senator Dodd, SB 1314 relating to the Community Energy Resilience Act, and Marin County Council of Mayors and Councilmembers (MCCMC) are beginning to discuss this as well as micro-grids as an important topic.
  
- Mayor Beckman gave the following report:
  - He has been working with staff and local volunteer organizations to get the hotline up and running. Any at-risk resident that needs help or those that can volunteer should call 415-991-4040 which is manned by Town staff Monday through Friday during business hours. He recognized the Town Manager and staff for getting this system up and running on short notice which can serve 346 seniors as well as mailers.
  - He highlighted that the Town is in an impressive financial position now but they will need to brace themselves for the hard decisions coming in the future and Councilmember Ravasio's experience with the last recession will be a valuable asset in working on this.
  - He extended a warm welcome to new Councilmembers Casissa and Lee.

Town Attorney Stricker suggested, and Mayor Beckman agreed to take public comments for the Town Manager and Council Reports or any other matters not on the agenda.

ROY WOLFORD referred to landscaping maintenance and asked if complaints were primarily all relating to contractors and gardeners maintaining properties and landscape or was it a combination of the owners doing this work.

Mr. Cusimano clarified that complaints were made on landscapers and gardeners coming in to do the work, some were residents and some had to do with noise levels from gas-powered leaf blowers which are not allowed as of March. Staff slowed about 60% of these and allowed about 40%.

Mr. Wolford said his concern is that if things are shut down too far such as not being able to do grocery shopping or picking up food at restaurants, everything will be shut down and this will make things worse. These people are also on the front lines and he credited them. Therefore, he recommended Town Councilmembers work closely with the County to receive clear messages on social distancing and which businesses can stay open. Lastly, he thanked Mr. Cusimano and staff for their great work.

PAT RAVASIO thanked staff and the Council for their service during this difficult time and especially to Ms. Vaughn for her technical achievements in being able to virtually meet and provide public comments.

**12. ADJOURNMENT**

The meeting was adjourned at 8:20 p.m. to the next regular Town Council Meeting on April 21, 2020 at Town Hall Council Chambers.