

Important Information About Town Operations: Marin Municipalities To Close City/Town Facilities To The Public As Precaution

In an effort to limit potential exposure and community spread of COVID-19 (novel coronavirus), Municipalities in Marin County have been advised by Marin County Health and Human Services to close all City and Town facilities to the public, effective Monday, March 16. The closures are a precaution to slow the spread of COVID-19 by limiting non-essential contact between individuals. During this time, the Town will continue to provide as many services as possible by email and by phone.

The Town continues to work closely with our partners at the County of Marin's Health & Human Services Department and the California Department of Public Health and will provide ongoing information via the Town website and by email communications. Thank you for your understanding and cooperation.

DEPARTMENTAL OPERATIONS AS OF MARCH 16, 2020

Essential services offered by the Town, such as planning and building permits, will be conducted via telephone, email, or appointment when possible. Specific details are being worked out and will be posted to the [homepage](#) of the Town's website when available. Please use the following resources for any questions you may have:

Planning and Building: Submit questions regarding applications, plans, and other documents for building permits to the Building Department by **Email:** buildingpermit@tcmmail.org For questions and/or to schedule inspections, please contact the Building Department by **Phone:** (415) 927-5062.

Submit applications, plans, and other documents for planning projects, to your assigned Planner, or contact the Planning Department by **Email:** PLCounter@tcmmail.org or by **Phone:** (415) 927-5064.

Parks and Recreation: All events, activities, programs, and meetings have been cancelled or postponed and all indoor recreation facilities will be closed during this time. The Recreation Offices will be closed to walk-in service but will be available for online, email and phone service. **Phone:** (415) 927-5072. **Email:** Recreation_dept@tcmmail.org

Public Works: Submit questions regarding applications and other documents for Public Works permits including encroachment permits to the Public Works Department by **Email:** PWCounter@tcmmail.org or **Phone:** 415-927-5057. Public Works Engineers will be available for email and phone service at the contact information above.

Maintenance staff will continue regular schedules and service requests while taking precautions to protect themselves using personal protective equipment (PPE) and practicing social distancing. For any questions about Public Works issues over the weekend, please call 415-613-5437.

Sanitary District No. 2: Submit questions regarding applications, CCTV files and other documents for sewer permits to the Public Works Department by **Email:** PWCounter@tcmmail.org. For questions, please contact them by **Phone:** 415-927-5057. For help with any weekend sewer/overflow issues, please call 415-613-5437 or Central Marin Police Dispatch at 415-927-5150.

Town Manager's Office and Administration: 415-927-5050, tcusimano@tcmmail.org

Town Clerk/Assistant Town Manager: 415-927-5085, rvaughn@tcmmail.org

Finance: By phone: 415-927-5055 (general), 415-927-6725 (business license questions); By email: dcarrillo@tcmmail.org (Director of Finance); jintoschi@tcmmail.org (Payroll and personnel questions); lazevedo@tcmmail.org (Business license and accounts payable questions)

POLICE/FIRE: The Town of Corte Madera will continue to receive essential police, fire and paramedic services uninterrupted through the [Central Marin Police Authority](#) and [Central Marin Fire Authority](#).

Note Regarding the Town Council Regular and Special Meetings Scheduled for Tuesday, March 17, 2020:

As you know, there are a number of meetings and gatherings being postponed or cancelled due to the Coronavirus. At this point, the Town will still hold both the Regular and Special Town Council meetings scheduled for Tuesday, March 17th.

The Town is encouraging our community to take advantage of opportunities provided to watch and participate without attending these meetings in-person. All of our meetings are streamed live on the [Town's website](#), replayed on the government channel of your cable provider, archived on the Town's [YouTube Channel](#), and available on our [Agendas, Notices and Minutes](#) page.

For those who are limiting their attendance at public gatherings, we want to remind you that you can always submit written comments on an agenda item via email to Town staff for distribution to the Town Council, or any other Town Board/Commission/Committee and the public prior to their respective meetings. If you would like to support, oppose, or otherwise comment on a Town Council agenda item, please consider sending in your comment rather than attending the meeting in person. As is the Town's practice in accordance with the Brown Act, all communication, whether it is a formal letter or a one-line informal email, is made available to the Town Council and the public, and archived in the Town's records after the meeting. Also, if you are part of a large group that would like to comment on an agenda item, please consider commenting in writing or sending one spokesperson to speak on behalf of the group. This will be as impactful to the Town Council as having a large group in attendance.

Beginning with the March 17 Town Council meeting, the Town will also accept public comment via email during the meeting starting from 6:30 p.m. until public comment is called for the particular agenda item. All public comment received via email during the meeting will be read aloud by staff at the appropriate time on the agenda for each agenda item forwarded to the Town Council, posted to the Town website, and placed in the Town's permanent records. Emailed public comment for the Town Council meeting should be sent to PublicComment@tcmmail.org. Other technological opportunities to allow real time comment and participation via live stream are currently being explored and may be introduced at a later date.

Thank you for your understanding and if you have any questions please call the Town Hall Administrative Office at 415-927-5050.