

# Town of San Anselmo

Staff Report  
April 11, 2022

For the Meeting of April 19, 2022

TO: Parks and Recreation Commission

FROM: Dannielle Mauk, Community Services Director

SUBJECT: Determine the Commission's Preferred Meeting Format Based on Town Council Direction

---

## RECOMMENDATION

Staff recommends that the Commission decide on the desired format for upcoming meetings within the limits set by the Town Council.

## BACKGROUND

At its meeting on March 22, 2022, the Town Council determined that it would use a hybrid meeting format, which allows the Town Council to participate in person or virtually and requires the public to participate virtually. The Council will adopt a resolution consistent with state law, which allows for virtual participation for all Town public meetings based on guidance from local health officials and due to health concerns associated with COVID-19.

The Council specified that Town Commissions should have the opportunity to choose their desired meeting formats; however, for the time being, the Council limited the Commissions' options to those that do not permit in-person public attendance. This Commission may choose to have its members utilize a fully virtual format or require that the members participate in person or allow members to choose between in person or virtual participation (See table below for the 3 options). In addition, the Council added a vaccination requirement as a prerequisite to in-person attendance at Council and Commission meetings. Any Commission member who desires to attend in person must provide proof of at least 2 vaccinations.

<u>Option #</u>	<u>Committee</u>	<u>Public</u>
1	Virtual	Virtual
2 (not recommended)	In Person	Virtual
3	Virtual/In Person	Virtual

## **ANALYSIS**

The Council has directed that the public cannot attend in-person. Therefore, the focus of the Commission's decision will be on the Commission members' attendance options.

Staff recommends that the Commission choose either to continue utilizing zoom for all members or that it allow for a hybrid option, which would permit members to choose between attending in-person or virtually. Given the proof of vaccination requirement imposed by the Council, allowing virtual participation by Commission members will ensure that all members can take part in the meetings, regardless of vaccination status.

## **CONCLUSION**

The Commission should vote on a motion that reflects the desired meeting format based on Council direction.

A handwritten signature in black ink, appearing to read 'Dannielle Mauk', with a horizontal line underneath.

Respectfully submitted,  
Dannielle Mauk  
Community Services Director