

Town of San Anselmo

Staff Report
October 12, 2022

For the Meeting of October 18, 2022

TO: Parks and Recreation Commission

FROM: Dannielle Mauk, Community Services Director

SUBJECT: Review and Approve Updated Parks and Recreation Commission Meeting Format for Implementation in November 2022

RECOMMENDATION

That the Parks and Recreation Commission review and approve the updated public meeting format set to begin in November 2022.

BACKGROUND

At their meeting on September 27, 2022, the Town Council considered several options for conducting public meetings. These options included:

- 1) Continue to utilize a hybrid meeting format which allows for participation by elected/appointed officials and staff either in-person or virtually, with public participation remaining virtual.
- 2) Continue to utilize a hybrid meeting format for both elected/appointed officials and allow the public to join in-person and/or virtually.
- 3) Return to in person only without a virtual/hybrid component to the meeting.

DISCUSSION

The Council discussed the various options and there was consensus to select Option #2.

As this option will allow for in-person public participation, the Council requested that staff arrange the seating for the public so that there is space between the seats and that we allow no more than 50% of the legal occupancy of the room in at one time. It was noted that the lobby and adjacent outdoor space under the arbor have speakers and the meeting can be viewed through windows. The Council also requested that the microphone to be used for in-person

public input be placed in the center isle towards the back of the room and that any queue that is formed be in the lobby.

In addition, the Council requested that Town Council members be seated with one seat space between them. Staff will also place HEPA-filtered air purifiers in the Council Chambers to be operating during meetings.

It is suggested that the new meeting format policy be instituted for all Town boards, commissions and committees beginning in November of 2022. For meeting taking place in the Historical Museum, it is recommended that only 50% of the seating for public participation be available.

CONCLUSION

That the Parks and Recreation Commission review and approve the updated public meeting format set to begin in November 2022

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

Respectfully submitted,
Dannielle Mauk
Community Services Director