

Part 6. Committees, Commissions & Boards

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.1 COUNCIL-APPOINTED LEGISLATIVE BODIES		
	Adoption Date: 6/8/2009	Adopted by: City Council Motion	
Revised Date: 11/2010 & 12/2011 3/11/2019, 5/13/2019&6/10/2019 8/12/2019 12/14/2020 5/9/2022	Revised by: Unknown City Council Resolution No. 2019-04 City Council Motion (Item 18) City Council Motion (Item 17) City Council Resolution No. 2020-46 City Council Resolution No. 2022-24		
Authority:	City Council		

6.1.1 RESPONSIBILITIES & TERM LENGTHS¹

Body	Term Begins	Term Length	Term Limit
Belvedere-Tiburon Joint Disaster Advisory Council	NA	NA	NA
<p>The Joint Disaster Council was created by the municipalities of Belvedere and Tiburon as an advisory body to help both cities to better prepare for and respond to disasters that will eventually strike the peninsula.</p> <p>At the present time, there are 14 voting members on the Council: One councilmember (or resident liaison to the council), the city managers, and police chiefs from both municipalities; two residents from each municipality appointed by their Councils; one resident of the Tiburon unincorporated area; the Bel-Tib Disaster Coordinator; the Chief of Tiburon Fire Protection District; one member each from the Marin Operational Area Disaster & Citizen Corps Council, Reed Union School District and the Bel-Tib Library staff. There are no defined terms or term limits.</p> <p>The Disaster Council meets once every three months; the day is not fixed, but the meeting is always from 4:00 to 5:30 PM.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws and FPPC Conflict of Interest regulations. Members are not required to file individual Statements of Economic Interests.</p>			
Belvedere-Tiburon Joint Recreation Committee	June 1 ²	4 years	NA
<p>The Committee was created as a joint powers authority (JPA) between the city and the town</p>			

¹ Refer to § 5.2.25 of this manual for appointment procedures.

² Town of Tiburon members’ terms expire on the last day of Feb. The at-large member’s term expires in mid-Dec.)

Body	Term Begins	Term Length	Term Limit
<p>in 1975 and is responsible for providing the residents of both communities with recreational programming.</p> <p>There are nine voting members of the Committee: Three residents from each municipality appointed by their Councils; one at-large member, if possible a member of the Reed Union School District Board, who is approved by both Councils; and one Council Member from each municipality. Council appointees serve a four-year term; there are no term limits.</p> <p>The committee meets on the 3rd Monday of every-other month at 7:00 p.m. at the Dairy Knoll Recreation Center.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws, the FPPC Conflict of Interest regulations, and must file individual Statements of Economic Interests upon appointment and annually thereafter.</p>			
<p>Belvedere-Tiburon Library Agency Board of Trustees</p>	<p>July 1</p>	<p>4 years</p>	<p>Max. 2 terms</p>
<p>The Joint Library Agency oversees the operation of the library that serves both Belvedere and Tiburon.</p> <p>There are seven voting members: Three residents from each municipality appointed by their Councils; one at-large member recommended by the RUSD Board of Trustees and approved by both Councils. Council appointees serve four-year terms and are limited to two terms.</p> <p>The Library Agency meets on the third Monday of each month at 6:15 PM in the Founders Room of the Library.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws, the FPPC Conflict of Interest regulations, and must file individual Statements of Economic Interests upon appointment and annually thereafter.</p>			
<p>City Council</p>	<p>With swearing in of new member in July.</p>	<p>4 years</p>	<p>Traditionally 2 terms</p>
<p>There are five members; elections are held in June in even-numbered years. The mayor and vice mayor are chosen by vote of Council at the regular July meeting and serve for one year in that capacity. Councilmembers serve a four-year term; there are no term limits.</p> <p>The Council meets on the second Monday of each month at 6:30 PM in the City Council Chambers at Belvedere City Hall. Starting time may be earlier when a closed session is held. The Council meets once a year in joint session with the Planning Commission, and special Council meetings are occasionally held as needed. The Councilmembers divide between themselves appointments as liaisons and voting members to approximately 22 community, municipal, county, and regional committees and agencies ranging from recreation and traffic to finance and insurance.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws, the FPPC Conflict of Interest regulations, and must file individual Statements of Economic Interests upon appointment and annually thereafter.</p>			

Body	Term Begins	Term Length	Term Limit
Finance Committee	July 1	4 years	NA
<p>There are five citizen members appointed by the City Council with voting rights. Citizen appointees serve four-year terms; there are no term limits. Two Council members are appointed as non-voting representatives to the Committee and shall serve for one year and may be reappointed by the City Council. The City Manager and Administrative Services Manager/Finance Officer serve as non-voting staff liaisons. Committee members select a Chair, who serves for a one-year term.</p> <p>The Committee meets at least twice a year: to review the draft annual operating budget for the upcoming fiscal year and make its recommendation to the City Council; and to review the City's Comprehensive Annual Financial Report (CAFR). The Committee may also meet to review the mid-year budget report; to make recommendations to the City Council regarding the selection of an auditing firm to conduct the City's annual audit and to conduct other activities assigned to it by the City Council or City staff associated with the management of the City's financial resources.</p> <p>Members are subject to the State's Brown Act Open Meeting laws and FPPC Conflict of Interest regulations. Members are not required to file individual Statements of Economic Interests.</p>			
Historic Preservation Committee	July 1	4 years	NA
<p>This Committee is a quasi-legislative body which considers applications for historic preservation recognition and makes recommendations to the Planning Commission and/or City Council regarding the granting of historic preservation status. The committee meets periodically whenever an application is filed or a matter of relevant business is to be considered</p> <p>The seven voting members are appointed by the Council. There is one non-voting City Council representative. The City Planner serves as non-voting staff liaison. Council appointees serve a four-year term; there are no term limits.</p> <p>While the committee meets as needed, they typically meet on the second Tuesday of each month at 5:30 p.m. at Belvedere City Hall.</p> <p>Members are subject to the State's Brown Act Open Meeting laws and FPPC Conflict of Interest regulations. Members are not required to file individual Statements of Economic Interests.</p>			
Marin County Commission on Aging	July 1	3 years	NA
<p>The Core purpose of the MCCA is to make life better for older adults. The Marin County Commission on Aging is a 23-member federally mandated advisory council to the Marin County Board of Supervisors. The Commission works closely with the County's Division of Aging on behalf of Marin's older adults.</p> <p>Commissioners are appointed by either the Board of Supervisors or the 11 incorporated Cities and Towns in Marin. In addition, Marin County's Senior Assembly Member and Senior Senator, representatives of the California Senior Legislature (CSL) also serve as ex-officio members for a two-year term. Members also serve on approximately eight subcommittees and two task forces.</p>			

Body	Term Begins	Term Length	Term Limit
<p>Commissioners serve three-year terms; there are no term limits.</p> <p>State and Federal laws and regulations require the following for the membership of the Commission:</p> <ul style="list-style-type: none"> • A majority of persons 60 years of age or older; • Service providers and consumers; • Members who reflect the geographic, racial, economic, and social complexion of the planning and service area they represent. <p>In the Spring of 2010, the Marin County Director of the Division of Aging and Adult Services strongly encouraged the City Council to consider appointing a representative from a low-income and/or a minority group in order to increase the diversity of the Commission at that time.</p> <p>The Commission meets on the second Thursday of each month in the morning at a different location in Marin.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws and FPPC Conflict of Interest regulations.</p>			
<p>Marin/Sonoma Mosquito & Vector Control District</p>	<p>The first Monday in January</p>	<p>2 or 4 years</p>	<p>NA</p>
<p>The Board serves as the governing body of a special district which exists to prevent mosquito vector and pest populations from transmitting infectious diseases and to reduce their ability to cause annoyance and discomfort.</p> <p>One Board member is appointed for Belvedere by the City Council to serve a term of either two or four years; there are no term limits.</p> <p>The Board meets on the second Wednesday of each month at 7:00 PM at the District office, 595 Helman Lane, Cotati.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws and FPPC Conflict of Interest regulations.</p>			
<p>Parks, Open Spaces and Lanes Committee</p>	<p>June 1</p>	<p>3 years</p>	<p>No lifetime limit. Council encourages a hiatus after each consecutive 9 years of service</p>
<p>This Committee is comprised of residents who have an interest in landscaping. The committee considers various projects—such as infrastructure improvements, landscaping, and memorial designations--that are proposed on City-owned property, including the park areas, the playground, open space and median strips.</p> <p>Five voting members appointed by the City Council. There is one non-voting City Council representative and the Public Works Manager serves as a non-voting staff liaison.</p> <p>The committee meets four times each year during the third week of each fiscal quarter. Members are subject to the State’s Brown Act Open Meeting laws and FPPC Conflict of Interest regulations. Members are not required to file individual Statements of Economic Interests.</p>			

Body	Term Begins	Term Length	Term Limit
Planning Commission	July 1	4 years	No lifetime limit. Council encourages a hiatus after each consecutive 12 years of service.
<p>The Planning Commission is comprised of seven council-appointed volunteers who have some professional background in architecture or design. The Commission reviews development applications for design review and zoning conformity in accordance with the Belvedere Municipal Code.</p> <p>The Commission meets once per month on the third Tuesday of each month at 6:30 p.m. and at other times as necessary. Service as a Planning Commissioner generally will involve approximately 10-15 hours per month, inclusive of meetings. Service outside of regular meetings involves site visits to development projects, review of development materials and applications, and special meetings and training as required. Commissioners serve a four-year term; there are no enforced term limits.</p> <p>Members are subject to the State’s Brown Act Open Meeting laws, the FPPC Conflict of Interest regulations, and must file individual Statements of Economic Interests upon appointment and annually thereafter.</p>			
So. Marin Emergency & Paramedic System	NA	NA	NA
<p>One City representative appointed by the City Council to serve on the Board of this special district. There is no set term or term limits</p>			
Traffic Safety & Circulation Committee	NA	NA	NA
<p>This committee reviews and decides on all traffic control issues that arise from time-to-time in the community and reviews traffic circulation and the challenges that Belvedere’s narrow roads pose particularly during an evacuation related to disaster preparedness.</p> <p>There are currently thirteen voting members: The City Manager, Public Works Director, Police Chief, nine residents appointed by the City Council(or as many Belvedere residents as the Council sees fit to address the disaster circulation and evacuation topic) and one City Council representative(with one alternate). The City Engineer and Building Official are an ad hoc, non-voting member who attends as needed. There are no set terms or term limits.</p> <p>The Committee meets on a non-regular basis whenever it has sufficient business to consider.</p>			

6.1.2 DESIGNATED F.P.P.C. FILING OFFICER & ETHICS TRAINING

F.P.P.C. Filing Officer for Statements of Economic Interest – Belvedere City Clerk:

<p>Belvedere City Council Members Belvedere Planning Commissioners Belvedere-Tiburon Joint Recreation Committee Members Belvedere-Tiburon Joint Recreation Department staff</p>
<p>Ethics Training Provided By – City of Belvedere:</p>
<p>Belvedere City Council Members Belvedere Planning Commissioners City of Belvedere staff who file the Form 700</p>
<p>Ethics Training Provided By – Town of Tiburon:</p>
<p>Town of Tiburon staff Belvedere-Tiburon Joint Disaster Advisory Council Members who live in Tiburon</p>
<p>Ethics Training Provided By – Belvedere-Tiburon Recreation Department:</p>
<p>Belvedere-Tiburon Joint Recreation Committee Belvedere-Tiburon Recreation Department staff</p>
<p>The following boards and agency staff file F.P.P.C. statements with, and receive ethics training from, their parent agencies:</p>
<p>Marin County Commission on Aging Marin/Sonoma Mosquito and Vector Control District Southern Marin Emergency and Paramedic System Belvedere-Tiburon Library Agency Board of Trustees Belvedere-Tiburon Library staff</p>
<p>The following are not required to file Statements of Economic Interest:</p>
<p>Belvedere-Tiburon Joint Disaster Advisory Council Finance Committee Historic Preservation Committee Parks and Open Space Committee Traffic Safety Committee Members of temporary committees</p>
<p>The following are not required to take ethics training:</p>
<p>Members of temporary committees and committees which do not file the Form 700</p>

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.2 PARKS, OPEN SPACES & LANES COMMITTEE OPERATIONS		
	Adoption Date:	11/14/2011	Adopted by:
Revised Date:	3/11/2019 3/22/2022	Revised by:	City Council Resolution No. 2019-04 City Council Resolution No. 2022-16
Authority:	City Council		

6.2.1 PURPOSE

The Parks, Open Spaces and Lanes (the “Committee”) is established to study and provide community input into measures to protect Belvedere’s Parks, Open Spaces and Lanes and to develop Belvedere’s Parks, Open Spaces and Lanes in a manner consistent with Belvedere’s General Plan and the best interests of the citizens of Belvedere. For purposes of this Charter, the term “Parks, Open Spaces and Lanes” shall include city-owned parks, open spaces, lanes, and other areas of interest that are included in Exhibit 6 to the Belvedere General Plan and entitled: [PARKS, RECREATION AND OPEN SPACE MAP CITY OF BELVEDERE](#).

6.2.2 DUTIES

In furtherance of this mission, the Committee shall carry out the following duties only:

- (1) Provide a set of recommendations to staff and Belvedere City Council each year prioritizing measures to improve or protect Belvedere’s Parks, Open Spaces and Lanes during each of the subsequent 5 fiscal years;
- (2) Provide a report to the Belvedere City staff and to Belvedere City Council regarding the status of measures taken to address the priorities adopted by the Belvedere City Council for Belvedere’s Parks, Open Spaces and Lanes during the preceding fiscal year;
- (3) Provide recommendations to the Belvedere Planning Commission with respect to any proposed project directly effecting Belvedere’s Parks, Open Spaces and Lanes;
- (4) Undertake such additional studies and reporting as the Belvedere City Council or the Belvedere City staff may request from time to time regarding measures to improve or protect Belvedere’s Parks, Open Spaces and Lanes.

6.2.3 REPORTING

The Committee shall report its annual recommendation on priorities for measures to improve or protect Belvedere's Parks, Open Spaces and Lanes not later than December 31 of each year.

The Committee shall make its annual report on the status and progress of the City's measures to protect and improve Belvedere's Parks, Open Spaces and Lanes not later than August 30 of each year.

The Committee shall provide any comment described in Section 6.3.3 of the Belvedere Administrative Policy Manual relating to an application for entitlement affecting Belvedere's Parks, Open Spaces and Lanes to the Belvedere Planning Commission not later than 72 hours before the Planning Commission hearing at which such objection shall be heard;

The Committee shall make such additional reports as requested from time to time by the Belvedere City staff and the Belvedere City Council on a schedule that shall be specified together with such requests.

6.2.4 Duration

The Committee shall be a Standing Committee and shall continue in operation until such time as this charter is revoked by the Belvedere City Council.

6.2.5 Meetings

The Committee shall meet four times each year during the third week of each fiscal quarter and at such additional times as requested by the Belvedere City Council and Belvedere City staff. A special meeting may be called by the Chair of the Committee upon receipt of notice that an entitlement has been requested relating that has a significant impact on Belvedere's Parks, Open Spaces and Lanes.

6.2.6 MEMBERS; TERM OF OFFICE

Non-Voting Council Liaisons:

The Committee shall have one Belvedere City Council liaison and one Council liaison alternate both of whom shall be charged with guiding the committee's deliberations.

Public Members:

The Council shall appoint five members from the public who shall have a demonstrated interest in the City's Parks and Open Spaces (the "Public Members"). Public members shall be appointed for a term of four years. The Belvedere City Council shall appoint members to the committee on a staggered basis so that not more than three committee members' terms expire in any given year. Preference for appointments shall generally be given to Master Gardeners, parents with

young children, and volunteers from community environmental organizations such as Broom Busters and the Richardson Bay Audubon Society. Public Members may be removed from the Committee by the Belvedere City Council.

Non-voting Ex-Officio:

The Belvedere City Manager

The Belvedere City Director of Public Works

6.2.7 PROCEDURE

The Committee shall follow Rosenberg's Rules of Order except as modified by this charter.

6.2.8 REORGANIZATION

The Committee shall reorganize under this charter at the next meeting contemplated by this Charter and shall include only such existing members of the Belvedere Parks and Open Space Committee who have the longest time remaining in their respective terms of office. The reorganized committee shall elect new officers at its next meeting. Notwithstanding Section 6.2.7 of this Charter, the Committee may elect its existing officers to a new term.

6.2.9 QUORUM

A quorum shall require a majority of the Public Members.

6.2.10 OFFICERS

The Committee shall elect Public Members as a Chair and a Vice-chair and such officers shall serve for a term of one year. Public Members may serve for more than one term of office provided that no two such terms may be consecutive. The Belvedere City Manager shall appoint a Secretary to serve on an Ex-Officio basis.

6.2.11 SUBCOMMITTEES

The Chair of the Committee shall be empowered to appoint, upon prior notice to and consultation with the Mayor, *ad hoc* sub-committees to assist in the Committee's deliberations.

6.2.12 NO IMPLIED AUTHORITY

The duties and authorities set forth in this Charter imply no additional authorities or duties. Any independent unauthorized actions including but not limited to contracting with third parties and undertaking public opinion polls are *ultra vires*, expressly forbidden by the Belvedere City Council.

6.2.13 BROWN ACT COMMITTEE

The Committee is subject to the open meeting requirements of the Brown Act (Govt. Code sec. 54950).

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.3 PLANNING COMMISSION OPERATIONS		
	Adoption Date:	6/8/2009	Adopted by:
Revised Date:	3/11/2019	Revised by:	City Council Resolution No. 2019-04
Authority:	City Council		

6.3.1 PURPOSE

Pursuant to Section 2.28.030 of the Belvedere Municipal Code, the Planning Commission may make and alter rules and regulations for its own organization and proceedings consistent with the ordinances of the City and the laws of the State. The purpose of this Policy is to assist the Planning Commission in the process of developing and memorializing relevant rules and procedures of the Commission. A number of different categories of procedures and/or policies of the Commission are currently followed but not written down, or simply have not been addressed and need to be. The Belvedere Planning Commission rules for motions, quorum, voting, elections, and amendments are provided herein.

6.3.2 COMMISSION COMPOSITION

Varying perspectives and expertise are beneficial to any board or commission. As a policy, the Belvedere Planning Commission seeks to enlist at least one member from each of the following fields:

- Architecture
- Landscape architecture, master gardener, or equivalent
- Law

The presence of these different backgrounds on the Commission ensures specialized expertise which is often integral to planning decisions. The Planning Commission also seeks to have geographical diversity through Commissioners living in a variety of neighborhoods and zoning districts.

6.3.3 SELECTION OF CHAIR AND VICE CHAIR

The issue of determining chair and vice-chair positions is handled in many different ways by municipalities. Options include both rotation and election of these positions. Belvedere’s Planning Commissioners are appointed for a term of four years. The Belvedere Planning Commission chooses to hold elections for the positions of chair and vice chair every two years, beginning in July of 2010 (or earlier, if requested by any member of the Commission prior to that date). No

Commissioner shall serve more than two consecutive two-year terms in each position.

Examples of acceptable and unacceptable term limits for a Commissioner

Years 1 & 2	Year 3 & 4	Year 5 & 6	Year 7 & 8	Year 9 & 10	Allowed?
Vice Chair	Vice Chair	Chair	Chair	Vice Chair	Yes
Vice Chair	Chair	Vice Chair	Chair	Vice Chair	Yes
Chair	Chair	-	Chair	Chair	Yes
Member	Vice Chair	Vice Chair	Vice Chair	Member	No
Member	Vice Chair	Chair	Chair	Chair	No

6.3.4 MOTIONS

Robert’s Rules of Order is a frequently cited source of procedure in regards to motions for decision-making bodies. However, a close review of Robert’s Rules reveals that there can be some unintended, or at least complicated, motion results. Accordingly, *Rosenberg’s Rules of Order*, excerpts from which are included in this Manual under Appendix 55.A, was developed specifically for municipal bodies such as the Planning Commission and provides a more streamlined and easier to understand set of parameters for making motions. The Planning Commission has adopted Rosenberg’s Rules for its procedural source for motions, with the exception that the Commission chooses to amend Rosenberg’s Rules to allow Commission deliberation both before and after a motion is made.

6.3.5 QUORUM AND VOTING

The quorum of the Commission is set at four members by Section 2.28.030 of the Belvedere Municipal Code. The issue of recusals and their effect on the quorum was raised at a number of different Commission hearings. Prior to the effective date of this Policy (June 18, 2009), this issue was handled in accordance with Robert’s Rules in that the quorum was counted before recusals took place, and then majority rule continued to govern. Accordingly, in a scenario where four Commissioners were present and one of them was recused, a 2-1 vote was still adequate to pass a particular motion.

With the adoption of this Policy, the Belvedere Planning Commission has chosen to amend Robert’s Rules for the purposes of establishing a quorum. Under the Commission’s rules, a quorum is tallied after recusals have taken place. This means that, if four Commissioners attend a meeting and one of the four is recused from an item, then this item cannot be heard for lack of quorum. Because of the small size of Belvedere, regular Commissioner participation continues to be crucial to the timely review of pending applications.

6.3.6 TIE VOTES

Currently, a tie vote is considered “no action,” and is therefore tantamount to a denial. The

Belvedere Planning Commission chooses to continue this policy. In the event of a tie vote on a motion, a motion containing alternative measures can be made to see if it can successfully pass. A motion to continue can also be made. The alternative motion or motion to continue must be made during the hearing on the particular item. If the alternative motion and/or continuance motion also ties and/or fails, the result remains “no action” and the item is ultimately denied. The Chair may reopen the public hearing prior to a new vote if, in his/her opinion, additional information from the applicant, neighbors, and other interested parties would benefit the discussion.

6.3.7 FINDINGS FOR AFFIRMATIVE VOTES

It is State law that each affirmative vote by the Commission be supported by necessary findings. Besides complying with State law, the practice of specifically articulating findings assists applicants in understanding the crucial components of their projects and also provides member transparency for the public. Accordingly, it is important that each Commissioner articulate, in one way or another, his/her position on the findings for a particular matter.

The Belvedere Planning Commission chooses to make findings by stating the following:

- The specific findings that the Commissioner can make in support of the project;
- That the Commissioner concurs with the findings as written in the staff report;
- That the Commissioner concurs with findings already articulated by another member of the Commission; or
- That the Commissioner **cannot** make certain findings necessary for an approval and **why**.

6.3.8 RESOLUTION AMENDMENTS

Often project details are more fully explored in the hearing process and this leads to a Commission’s desire for additions, changes, or deletions to a resolution drafted in advance of a hearing. When this situation occurs, the Belvedere Planning Commission chooses to use the following formats to accurately reflect the desired changes in the record:

1. State the changes desired when making the corresponding motion on a project, or
2. Ask staff to read into the record the changes to the resolution proposed by Commissioners X, Y, and Z, and then make a motion concerning the project and state that said motion, “includes the changes to the resolution as read by staff.”

6.3.9 NEW RULES

The Planning Commission may make recommendations for amendments to this Policy at a public hearing by a vote of the majority of Planning Commissioners. Amendments shall take effect 30 days after approval by a majority of Planning Commissioners or immediately upon affirmation by the City Council, whichever is later.