

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.1 COUNCIL-APPOINTED LEGISLATIVE BODIES		
	Adoption Date:	6/8/2009	Adopted by:
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 in 1975 and is responsible for providing the residents of both communities with recreational</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>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>			
Belvedere-Tiburon Library Agency Board of Trustees	July 1	4 years	Max. 2 terms
<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>			
City Council	With swearing in of new member in July.	4 years	Traditionally 2 terms
<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>			
Finance Committee	July 1	4 years	NA

Body	Term Begins	Term Length	Term Limit
<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. Commissioners serve three-year terms; there are no term limits.</p>			

Body	Term Begins	Term Length	Term Limit
<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 and Open Space 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>Seven 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 in odd months, on the second Thursday at 4:00 PM 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>			

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>