

Fairfax Town Council Minutes
Adjourned Meeting
Fairfax Women's Club
Saturday, September 11, 2010

Call to Order/Roll Call:

COUNCILMEMBERS PRESENT: Larry Bragman
Pam Hartwell-Herrero
John Reed
Lew Tremaine
David Weinssoff

STAFF MEMBERS PRESENT: Michael Rock, Town Manager
Jim Moore, Planning Director
Kathy Wilkie, Public Works Director
Chris Morin, Chief of Police
Laurie Ireland-Ashley, Finance Director
Judy Anderson, Town Clerk

Mayor Tremaine called the meeting to order at 9:10 a.m.

Approval of Agenda and Affidavit of Posting

M/S, Bragman/Weinssoff, Motion to approve the agenda and the affidavit of posting.

AYES: All

Open Time for Public Expression

Town Manager Rock suggested that a Closed Session starting at 6 p.m. be held before the special meeting scheduled for 7 p.m. on September 15th and that closed sessions begin at 6 p.m. instead of 6:30 p.m. when necessary.

There was a consensus of the Council to direct staff to re-post the agenda for the September 15th meeting with the addition of a closed session scheduled for 6:00 p.m.

Authorization for the Town Manager to sign an agreement with Muni Services to process Fairfax business licenses - Finance

Finance Director Ireland-Ashley presented the staff report.

M/S, Weinssoff/Hartwell-Herrero, Motion to authorize the Town Manager to sign an agreement with Muni Services to process Fairfax business licenses.

AYES: All

Discussion/Consideration of approval of participation in Cal Purchasing Card program – Finance

Finance Director Ireland-Ashley presented the staff report.

Vice Mayor Bragman suggested that a per diem or per purchase limit was needed; that he wasn't comfortable with a \$25,000 limit; that larger ticket items should be paid by check; and asked why every employee was getting a credit card.

Police Chief Morin stated that he and the three sergeants would have possession of the cards for the Police Department.

Mayor Tremaine stated that the department heads should hold the cards.

Finance Director Ireland-Ashley estimated that the use of the cards would save the Town about \$25,000 a year because their use would dramatically reduce the number of checks written.

Vice Mayor Bragman stated that he would like to see a report of the purchases made with the cards.

Mayor Tremaine suggested that the program could be suspended if reports weren't made.

Councilmember Reed described conversations he had with a local resident who worked for Circle Bank and talked of the possibility of opening a branch in Fairfax and he stated his preference for the Town to use a small local bank rather than Bank of America.

Mayor Tremaine stated that he would like to see the list of vendors to be used with the Cal Cards.

Vice Mayor Bragman stated he wanted to see limits on the daily purchase amount and on individual transactions and a list of who would be holding the cards before approving the program.

M/S, Weinsoff/Hartwell-Herrero, Motion to approve of the Cal Purchasing Card program.

AYES: Hartwell-Herrero, Reed, Tremaine, Weinsoff

NOES: Bragman

Adoption of a Resolution of the Town Council of the Town of Fairfax adopting a telecommuting policy – Finance

Finance Director Ireland-Ashley presented the staff report.

Vice Mayor Bragman stated that he didn't think the policy served the public well; that it shouldn't be institutionalized; that it was too broad; and that he accepted it that the Finance Director was telecommuting and that it was a condition of her employment.

Councilmember Reed stated that he agreed with Vice Mayor Bragman; that he liked to have a human face available; that it made sense for finance but not for other departments; that as a policy it would move away from human face-to-face interaction; and that he would like the Town to adopt a local hiring policy.

Councilmember Weinsoff made a motion to adopt the resolution and the policy but it died for lack of a second.

Town Manager Rock suggested that the employees who were telecommuting could still sign the related agreements to protect the Town even without the adoption of the formal policy. There was a consensus of the Council to have the employees who were telecommuting sign the related agreements.

Discussion of proposed Electronics Communication policy – Finance

Finance Director Ireland-Ashley presented the staff report.

Town Manager Rock led a discussion of the application of the Public Records Act to email correspondence and the potential for liability exposure. The discussion included precautions that could

be taken to avoid lawsuits and/or request to produce documents as part of the discovery in a lawsuit.

Staff was directed to review policies from other jurisdictions including those from San Anselmo, Ross Valley Fire and Fairfax Police to use to streamline the proposed policy.

Mayor Tremaine adjourned the meeting for a break from 10:20 to 10:30 a.m.

Discussion/Consideration of recommendations to balance the 2010-2011 budget

Councilmember Weinsoff requested that the Council re-form the Shared Services Committee to consider police consolidation with San Anselmo; that, since 37% of the budget was for police services and money was tight, it warranted another review; that San Anselmo should be invited back to the table to discuss the issue; that the Council had stated that the water district should put the issue of desalination on the ballot for the people to decide and that no less should be done for police consolidation.

Mayor Tremaine directed staff to put the item on the October 6th agenda and to include all the information on the subject in the packet for that item, including studies previously conducted.

Various aspects of the recommendations to balance the budget were discussed including the Public Works Director position becoming half-time and not filling either the sergeant's position in the police department or the lead worker position in Public Works for three months.

M/S, Weinsoff/Hartwell-Herrero, Motion to adopt the budget proposal presented.

AYES: All

Discussion/Consideration of approval of the Updated Strategic Plan

Town Manager Rock presented the staff report and requested that the Council first accept the changes made to the Plan on May 20th.

Public Works Director Wilkie described the status of some of the capital improvement projects. There was a request to add an annual disaster drill for Town staff as part of the Strategic Plan.

M/S, Weinsoff/Reed, Motion to accept the changes to the Strategic Plan from May 20th and to incorporate the requests made at the meeting.

Mayor Tremaine adjourned the meeting at 11:20 a.m. in memory of Angelo Vassallo, Vice President of Cittaslow International.

Respectfully submitted,

Judy Anderson, Town Clerk