

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council
From: Michael Rock, Town Manager
Date: October 7, 2009
**Subject: Adopt Resolution 09-__ Adopting Guidelines for all Town
Commissions, Committees, and Boards**

RECOMMENDATION

Adopt Resolution No. 09-__ adopting guidelines for all Town commissions, committees and boards.

DISCUSSION

At the April 1, 2009 Town Council meeting Town commissions, committees, and boards were discussed. The Town Manager briefed the Town Council on current practices of the many Council appointed commissions, committees and boards. Suggestions from this discussion are incorporated into the guidelines.

The goal of the guidelines is to create a common understanding of the duties and responsibilities of all the various commissions, committees and boards and to have more effective and frequent communication with the Town Council on the accomplishments of each of these volunteer groups. The guidelines call for an annual report, minutes to be taken at each meeting and for all monies collected for Town purposes to be deposited into the Town treasury. These guidelines will make all the commissions, committees and boards more accountable to the public and allow for a better understanding of their tremendous value to the community.

FISCAL IMPACT

There is no fiscal impact. Tasks outlined in the guidelines will be accomplished by existing Town staff and/or the various volunteer commissions, committees and boards.

ATTACHMENTS

Attachment A: Summary listing of all Council appointed Commissions, Committees and Boards

RESOLUTION NO. 09-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX ADOPTING GUIDELINES FOR ALL TOWN COMMISSIONS, COMMITTEES AND BOARDS

WHEREAS, it is the desire of the Town Council to create guidelines for all Town commissions, committees and boards in order to establish a common understanding of the responsibilities and duties of said commissions, committees and boards; and

WHEREAS, it is also the desire of the Town Council to create guidelines in order to have more effective and frequent communication with each commission, committee and board through a transparent public process; and

WHEREAS, the Town Council wishes to establish consistent and common practices for all commissions, committees and boards particularly as it relates to the handling of public funds;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax, adopts the following guidelines for all commissions, committees and boards:

1. An annual report from the Chair of each commission, committee and board will be required in writing and the option to appear before the Town Council to deliver this annual report is granted so long as the Chair of said commission, committee or board informs the Town Manager so the item may be placed on the agenda as a presentation.
2. All agendas shall be posted a minimum of 72 hours prior to the meeting time in accordance with the Brown Act. An item for "Public Comment" shall be on each agenda for all commissions, committees and boards. Minutes shall be written for each meeting of all commissions, committees and boards. A copy of the minutes shall be forwarded to the Town Manager.
3. All monies collected by a commission, committee or board for any purpose related to the committee's charge or related to a Town sponsored event or fundraising activity for the benefit of the Town shall be deposited into the Town treasury. All monies collected by a commission, committee or board shall be dedicated and placed into a restricted fund in the Town budget and used solely for the purposes of that commission, committee or board. The Town Finance Department shall produce an annual accounting for each commission, committee and board of their funds and present this to the Town Council annually when the Town budget is adopted.

The foregoing Resolution was duly introduced and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 7th day of October 2009, by the following vote:

AYES:

NOES:

ABSENT:

DAVID WEINSOFF, MAYOR

Attest:

Judy Anderson, Town Clerk

ATTACHMENT A

TOWN COUNCIL APPOINTED COMMISSIONS, COMMITTEES AND BOARDS

NAME OF COMMITTEE	RESOLUTION/ORDINANCE	OTHER COMMENTS
Planning Commission	Town Code Chapter 2.28	7 Members. Four Year Terms. File FPPC Statement.
Parks and Recreation Commission	Town Code Chapter 2.32	5 Voting Members 1 non-voting member (Youth Commissioner) 4-Year Terms. File FPPC Statement.
Design Review Board	Town Code Chapter 2.40	5 Members. 3-Year Terms File FPPC Statement
Tree Committee	Town Code Chapter 8.36	4 Members – one from PC, PARC, FOOSC, and Town Council. No terms specified.
Volunteer Board	Resolution 1542	5 Members. 3-Year Terms
Youth Commission	Resolution 2457	5-7 Members. Terms determined by age
Affordable Housing Advisory Committee	Resolution 2555-A	3 Residents and 2 Council Members. Four Year Terms
Open Space Committee	Resolutions 2323 and 2528	11 Members, 4-Year Terms
General Plan Advisory Committee		No Terms, no set membership
Measure F Oversight Committee	Set by Referendum	Appointed by Town Council
Measure K Oversight Committee	Set by Referendum	Appointed by Town Council
Artists in Residence	Established in 1992 by PARC and the Town Council	Appointed by Town Council for renewal one-year terms
Marin Commission on Aging	Fairfax Representative to Council Commission	Appointed by Town Council for 3-year term
Citizens Disaster Council	Town Code Chapter 2.52	Mayor is Director of Council
Economic Development Advisory Committee	Resolution 2458	All Town Council Members; 1 Member from the Chamber of Commerce; Five members from the community. No terms specified.