

Part 6. Committees, Commissions & Boards

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.1 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 3/22/2022 5/9/2022 11/5/2024 11/5/2024 03/10/2025 08/11/2025 08/11/2025	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. 2022-18 City Council Resolution No. 2022-24 City Council Resolution No. 2024-35 City Council Resolution No. 2024-36 City Council Resolution No. 2025-06 City Council Resolution No. 2025-25 City Council Resolution No. 2025-26
Authority:	City Council		

6.1.05 PURPOSE

The purpose of this policy is to describe the size, term, meeting schedules, eligibility requirements, and responsibilities of the City of Belvedere’s legislative bodies. All appointees are expected to attend all commission or committee meetings, within reason. All appointees serve at the pleasure of the City Council.

6.1.1 Responsibilities & Term Lengths¹

Body	Term Begins	Term Length	Term Limit
Belvedere-Tiburon Joint Disaster Advisory Council	NA	NA	NA
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. 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. Belvedere City Council will review appointments at least every four years. The Disaster Council meets once every three months; the day is not fixed, but the meeting is			

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

Body	Term Begins	Term Length	Term Limit
always from 4:00 to 5:30 PM. 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.			
Belvedere-Tiburon Joint Recreation Committee	June 1¹	4 years	NA
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 programming. 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. The committee meets on the 3rd Monday of every-other month at 7:00 p.m. at the Dairy Knoll Recreation Center. 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.			
Belvedere-Tiburon Library Agency Board of Trustees	July 1	4 years	Max. 2 terms
The Joint Library Agency oversees the operation of the library that serves both Belvedere and Tiburon. 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. The Library Agency meets on the third Monday of each month at 6:15 PM in the Founders Room of the Library. 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.			
City Council	With swearing in of new member in July.	4 years	Traditionally 2 terms
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.			

¹ 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
The Council meets on the second Monday of each month at 5:30 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. 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.			
Finance Committee	July 1	4 years	NA
The Council shall appoint five members from the public who shall have significant financial expertise (the "Public Members"). Committee members shall serve for a period 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 shall expire in any given year. Committee members may be removed by a resolution of Council. The Committee shall have one Belvedere City Council liaison and one alternate, both of whom shall be charged with guiding the committee's deliberations. The City Manager and Administrative Services Manager/Finance Officer serve as non-voting staff. The Committee shall meet three times each year on a schedule set by the Committee's Chair and at such additional times as requested by the Belvedere City Council and Belvedere City Staff. The Committee shall elect Public Members as Chair and a Vice-chair, and such officers shall serve for a term of three years. A Public Member may serve for more than one term as Chair or Vice-chair. The City Manager shall appoint a Secretary to serve on an Ex-Officio basis. The Belvedere Finance Committee is subject to the requirements of the Brown Act (Govt. Code sec. 54950) and its meetings <i>shall</i> be open to the public. Members are not required to file individual Statements of Economic Interests.			
Historic Preservation Committee	July 1	4 years	NA
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 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			

Body	Term Begins	Term Length	Term Limit
serve a four-year term; there are no term limits. 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. 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.			
Marin County Commission on Aging	July 1	3 years	NA
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. 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. State and Federal laws and regulations require the following for the membership of the Commission: • 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. 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. The Commission meets on the second Thursday of each month in the morning at a different location in Marin. Members are subject to the State's Brown Act Open Meeting laws and FPPC Conflict of Interest regulations.			
Marin/Sonoma Mosquito & Vector Control District	The first Monday in January	2 or 4 years	NA
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. 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. The Board meets on the second Wednesday of each month at 7:00 PM at the District office, 595 Helman Lane, Cotati. Members are subject to the State's Brown Act Open Meeting laws and FPPC Conflict of			

Body	Term Begins	Term Length	Term Limit
Interest regulations.			
Parks, Open Spaces and Lanes Committee	June 1	4 years	No lifetime limit. Council encourages a hiatus after each consecutive 8 years of service
This Committee is comprised of residents who have an interest in public open spaces. 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. 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. The committee meets four times each year, once during 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.			
Planning Commission	July 1	4 years	No lifetime limit. Council encourages a hiatus after each consecutive 8 years of service.
The Planning Commission is comprised of five council-appointed volunteers who review development applications for design review and zoning conformity in accordance with the Belvedere Municipal Code. Additional responsibilities include review of broader land use ordinances and oversight of General Plan Housing Element development and compliance. Commissioners are to have personal or professional background experience relevant to these land use, planning, and zoning oversight responsibilities. In making its appointments, the City Council shall also consider the geographic diversity of the Planning Commission. In addition, the City Council may appoint up to two alternate members who shall be eligible to vote when serving in the absence of any of the Planning Commission's regular voting members. The intent of the Planning Commission's two alternate positions is to provide experienced depth in case of recusal or absences and/or to assist in the training and development of first-time commissioners. The Commission meets once per month on the third Tuesday of each month at 5:30 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. 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.			
So. Marin Emergency & Paramedic System	NA	NA	NA

Body	Term Begins	Term Length	Term Limit
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.			
Traffic Safety & Circulation Committee	NA	NA	NA
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. 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. The Committee meets on a non-regular basis whenever it has sufficient business to consider.			

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:
Belvedere City Council Members Belvedere Planning Commissioners Belvedere-Tiburon Joint Recreation Committee Members Belvedere-Tiburon Joint Recreation Department staff
Ethics Training Provided By – City of Belvedere:
Belvedere City Council Members Belvedere Planning Commissioners City of Belvedere staff who file the Form 700
Ethics Training Provided By – Town of Tiburon:
Town of Tiburon staff Belvedere-Tiburon Joint Disaster Advisory Council Members who live in Tiburon
Ethics Training Provided By – Belvedere-Tiburon Recreation Department:
Belvedere-Tiburon Joint Recreation Committee Belvedere-Tiburon Recreation Department staff

The following boards and agency staff file F.P.P.C. statements with, and receive ethics training from, their parent agencies:
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
The following are not required to file Statements of Economic Interest:
Belvedere-Tiburon Joint Disaster Advisory Council Finance Committee Historic Preservation Committee Parks and Open Space Committee Traffic Safety Committee Members of temporary committees
The following are not required to take ethics training:
Members of temporary committees and committees which do not file the Form 700

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.2 PARKS, OPEN SPACES & LANES COMMITTEE OPERATIONS		
Adoption Date:	11/14/2011	Adopted by:	City Council Motion
Revised Date:	3/11/2019 3/22/2022 12/12/2024 11/12/2024	Revised by:	City Council Resolution No. 2019-04 City Council Resolution No. 2022-16 City Council Resolution No. 2022-59 City Council Resolution No. 2024-35
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 an annual report to staff and the City Council on the Committee’s recommendations on priorities and measures to improve or protect Belvedere’s Parks, Open Spaces and Lanes, and on the status of measures taken on priorities to protect and improve Belvedere’s Parks, Open Spaces and Lanes;
- (2) Provide recommendations to the Belvedere Planning Commission with respect to any proposed project directly effecting Belvedere’s Parks, Open Spaces and Lanes;
- (3) 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 provide its annual report on recommendations to improve or protect Belvedere’s Parks, Open Spaces and Lanes and progress made on measures to protect and

improve Belvedere's Parks, Open Spaces and Lanes not later than February 28 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 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 QUORUM

A quorum shall require a majority of the Public Members.

6.2.9 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 may at their discretion appoint a Secretary to serve on an Ex-Officio basis.

6.2.10 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.

6.2.11 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.

6.2.12 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:	City Council Motion
Revised Date:	3/11/2019 7/11/2022 3/10/2025	Revised by:	City Council Resolution No. 2019-04 City Council Resolution No. 2022-62 City Council Resolution No. 2025-06
Authority:	City Council		

6.3.1 PROCEDURE

The Planning Commission shall follow Rosenberg Rules of Order except as provided by this Chapter. The Planning Commission may make additional rules and regulations for their own organization and proceedings consistent with this Chapter and the laws of the City and of the State.

6.3.2 SUB-COMMITTEES

The Chair of the Commission may appoint, upon prior notice to and consultation with the Mayor, *ad hoc* sub-committees to assist in the Commission’s deliberations.

6.3.3 CONSULTATION WITH THE PARKS, OPEN SPACES AND LANES COMMITTEE.

In addition to such notice to the public generally as may be required in order to comply with the open meeting laws of the State of California, the staff of the City of Belvedere shall provide to the Chair of the Parks, Open Spaces and Lanes Committee notice of any Application before the Planning Commission touching about the Open Lands of Belvedere (as described in Section __ of this Administrative Policy Manual, hereafter and “Application”) not less than two weeks prior to the time the Planning Commission is scheduled to consider said Application. The Chair of the Parks and Open Space Committee may at his or her discretion (1) meet and confer with the Chair of the Planning Commission to express concerns about the Application or (2) call a special meeting of the Parks, Open Spaces and Lanes Committee in order to consider a formal recommendation to the Planning Commission objecting to the Application. Such recommendation shall be made, if at all, not less than 72 hours before the time at which the matter is set to be heard and the City shall publish such recommendation together with the agenda containing the matter to be heard.

6.3.4. TRAINING REQUIREMENTS.

Newly appointed members of the Planning Commission shall, within one year of their appointment, attend the League of California Cities Planning Commissioner Academy or equivalent program that provides education and training on California land use and planning laws. Alternate members are not required to attend such training but may do so at their discretion.

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.6 FINANCE COMMITTEE COMMITTEE OPERATIONS		
	Adoption Date:	6/8/2009	Adopted by: City Council Motion
	Revised Date:	3/22/2022	Revised by: City Council Resolution No. 2022-18
	Authority:	City Council	

6.6.1 Purpose

The Belvedere Finance Committee (the “Committee”) is established to study and provide community input on Belvedere’s finances, financial policies and financial reporting.

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

- (1) Recommend the acceptance or non-acceptance of the annual budget prepared for the Belvedere City Council by the Belvedere City staff;
- (2) Conduct a mid-year review of the City’s financial performance vis-a-vis budget.
- (3) Recommend the acceptance or rejection of the City of Belvedere’s annual ACFR Report including the Report on Audit provided by its independent financial auditor;
- (4) Undertake such additional studies and reporting as the Belvedere City Council or the Belvedere City Staff may request from time to time regarding the City’s financial performance, financial policies, or financial reporting.

6.6.2 Duties

The Committee shall study each annual proposed budget prepared by the staff of the City of Belvedere prior to its submission to the Belvedere City Council to determine the fiscal soundness of the budget as a whole and the consistency of proposed appropriations with the priorities articulated by the Belvedere City Council at its annual January workshop.

The Committee shall meet with the City’s independent auditor and study the annual ACFR prepared for the City of Belvedere and its included Report on Audit prepared by the City’s independent auditor to confirm the soundness of the City’s accounting and the audit provided by the City’s auditor.

The Committee shall conduct a mid-year review of the City’s financial performance vis-a-vis the adopted budget.

The Committee shall undertake such additional studies and reporting as requested from time to time by the Belvedere City staff

6.6.3 Reporting

The Committee shall recommend acceptance or rejection of the proposed budget of the City of Belvedere to the Belvedere City Council within 45 days of receipt of the draft proposal from the Belvedere City staff.

The Committee shall recommend acceptance or rejection of the Belvedere City ACFR within 45 days of receipt of the draft proposal from the Belvedere City staff.

The Committee shall report any issues of concern regarding fiscal performance vis-a-vis budget to the Belvedere City Council within 45 days of receipt of mid-year budget data from the Belvedere City staff.

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.

6.6.4 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.

6.6.5 Meetings

The Committee shall meet three times each year on a schedule set by the Committee's Chair and at such additional times as requested by the Belvedere City Council and Belvedere City Staff.

6.6.6 Members; Terms of Office

Non-Voting Council Liaisons: The Committee shall have one Belvedere City Council liaison and one 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 significant financial expertise (the "Public Members"). Committee members shall serve for a period 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 shall expire in any given year. Committee members may be removed by a resolution of Council.

Non-voting Ex-Officio:

The Belvedere City Manager

The Belvedere Administrative Services Director

6.6.7 Reorganization

The Committee shall consist of the existing members of the Belvedere Finance Committee and its existing officers. Such members and officers shall continue with their existing terms of office as of the date of this Charter.

6.6.8 Procedure

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

6.6.9 Quorum

A quorum shall require a majority of the Public Members.

6.6.10 Officers

The Committee shall elect Public Members as a Chair and a Vice-chair and such officers shall serve for a term of three years. A Public Member may serve for more than one term as Chair or Vice-chair. The City Manager shall appoint a Secretary to serve on an Ex-Officio basis.

6.6.11 Subcommittees

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

6.6.12 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.

6.6.13 Brown Act Committee

The Belvedere Finance Committee is subject to the requirements of the Brown Act (Govt. Code sec. 54950) and its meetings *shall* be open to the public.

