

TOWN ATTORNEY

The Town has retained the municipal law firm of Best Best & Krieger (BBK) to provide Town Attorney services. One designated member of the law firm serves as the Town Attorney. The Town Attorney coordinates provision of the Town's legal services using law firm personnel.

2022 - 2023 ACCOMPLISHMENTS

- Drafted or reviewed/revised ordinances, resolutions and staff reports
- Provided assistance to Town Manager and Staff in all Departments
- Provided advice to the Town Council and Planning Commission on matters before them, both legislative and adjudicatory
- Responded to a record number of requests¹ under the Public Records Act
- Provided updates on new laws and regulations
- Assisted with and provided information on referendum and initiative measures
- Provided advice and assistance with employment law and pension matters
- Handled litigation and threatened litigation against the Town
- Assisted with Housing Element and General Plan Update, including environmental review (CEQA)
- Reviewed, revised and provided assistance with modifications to just cause eviction and rent stabilization ordinances

2023 - 2024 GOALS AND OBJECTIVES

- Complete revisions to Town Code to bring Code into compliance with current law
- Assist staff and consultants with adoption of Housing Element, General Plan Update, and rezonings necessary to implement the Update
- Review/revise Environmental Impact Report (CEQA) for Housing Element and General Plan Update
- Continue providing assistance with above list of accomplishments that are ongoing
- Continue providing representation for litigation
- Provide assistance with elections issues, including initiative or referendum, before the next General Municipal Election

¹ For the period of July 1, 2022 through June 7, 2023, responses have been sent from the Town Attorney's Office for 42 requests under the California Public Records Act (CPRA). Of those 42 responses, many contained multiple requests. As just one example, 6 of the 42 requests contained 16 to 45 separate requests for a total of 166 requests. Please note that while the Town Attorney's Office responds to many requests under the CPRA, the Town Clerk also responds to PRAs and coordinates all provision of documents.

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, with the elected Clerk responsible to the voters directly. Many of the duties of the Clerk are mandated by Government Code, and include conducting elections; recording, publication, filing, indexing, and safekeeping of Town Council proceedings; authenticating official records on behalf of the Town; maintaining the Town Code; serving as custodian of official Town records; publishing legal notices; filling public records requests; serving as filing officer for economic interest and campaign disclosure statements; and serving as the financial disclosure officer. This department is also responsible for managing the Town website, newsletters, publications, social media, outreach, surveys, and the IT program. The Department has two staff members: the Town Clerk/Deputy Town Clerk/Assistant to the Town Manager and the Deputy Town Clerk/Administrative Analyst.

2022 – 2023 ACCOMPLISHMENTS

- Implemented hybrid meetings with CMCM TV for Town Council and Planning Commission
- Hosted and supported 27 Town Council meetings
- Conducted successful recruitment for Deputy Town Clerk/Administrative Analyst
- Administered the 2022 General Municipal Election, with six candidates and one measure
- Received and processed four “Intent to File Initiative” documents and one referendum petition
- Transitioned from in-house Communication Coordinator to contractual interim provider; coordinated all Town communication efforts (website, newsletter, social media)
- Supported IT needs of staff including onboarding/offboarding of multiple staff members; acquired hardware, licenses, email boxes; provided training and support; coordinated contractual IT support, including software and equipment upgrades, network refresh and upgrades to cyber security
- Negotiated new leases for copiers and coordinated installation
- Coordinated the online and print updates to the Town Code
- Responded to approximately 120 Public Records Act requests

2023 – 2024 GOALS AND OBJECTIVES

- Adopt electronic signatures ordinance
- Update the records retention schedule
- Deploy records digitization project