TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 412 LAST REVISED 4/23/07

SUBJECT: CITY COUNCIL COMMITTEES AND BOARDS

PURPOSE: To identify the Committees and Boards that are advisory to the City Council and serve at the City Council's discretion.

POLICY:

Appointment
Any resident of Hillsborough can apply to become a member of a Committee or Board by filing a letter of interest and a current resume with the City Clerk. Letters of interest and resumes will be kept on file for one year. When a vacancy occurs, the Committee Chair, Mayor, Council Liaison to that Committee and Department Head will interview prospective candidates. Members are appointed by the Mayor.

Terms
Committee members may serve two consecutive full three-year terms. Partial terms are in addition to this time limit. The Mayor may reappoint members to serve additional terms if it is necessary for the effective functioning of the Committee. An Architecture and Design Review Board member may remain for all or a portion of a third consecutive three-year term, if so requested by the Mayor.

Chair
The Mayor will annually appoint the Chair of all Committees and Boards. The term of the Chair shall be for one year. However, the Chair serves at the Mayor's discretion and can be changed at any time.

Special Appointments
The Mayor will designate City Council representatives to all regional and intergovernmental organizations and Joint Powers Authorities requiring City Council representation. The Mayor at his or her discretion, may make special appointments to Committees or Boards or assign special projects to resident volunteers.

Meetings
The frequency of regular meetings shall be determined upon consultation with the assigned City Council liaison. Meetings shall be posted by the City Clerk and summary minutes shall be taken of the proceedings.

Designation of Committees
The following are the Committees and their areas of responsibility as established by the Town of Hillsborough:

ARCHITECTURE AND DESIGN REVIEW BOARD

Purpose
The purpose of the Architecture and Design Review Board is to encourage design that is responsive to the site, compatible with the surrounding neighborhood, in harmony with the natural environment and in keeping with the character of the Town.

Duties
- Design: To consider, render decisions and make recommendations to the City Council on applications and matters affecting the design of buildings, structures, landscaping and other improvements, with the goal of maintaining the environmental quality and high quality of aesthetic vaules that make the Town unique.

- Guidelines: To adopt guidelines for the review of applications.

Membership
Five members and one alternate.

Meetings
Once or twice per month.

Staff Liaison
Director of Planning and Building

FINANCIAL ADVISORY COMMITTEE

Mission
Advise the City Council and Town staff on the fiscal operations of the Town and maintain the financial stability of the Town government by reviewing finance statements, audit reports and the budget preparation process.

Typical Responsibilities
- Reviews financial statements, audits and operating and capital budgets for funding methods, investment strategies and accounting practices.
- Provides the City Council with recommendations regarding financial matters.
- Monitors the investment program.
- Monitors enterprise funds.
- Reviews the risk insurance program.
- Recommends new sources of revenue.

Membership

Seven members

Meetings
Quarterly

Staff Liaison
Finance Director

CITIZENS COMMUNICATION ADVISORY COMMITTEE

Mission
Assist the City Council and the Town staff in communicating with residents regarding Town news, programs and issues.

Typical Responsibilities

- Oversees the development, editing and printing of the quarterly Town newsletter.
- Reviews key City Council actions.
- Explores methods of communicating with residents.

Membership
Five members

Meetings
Once a month

Staff Liaison
City Manager

CODE ENFORCEMENT HEARING PANEL

Mission
Develop and administer a program of education and policy compliance overseeing the condition of public and private property in order to enhance the Town's heritage of natural beauty, foster its legacy of public safety and sustain the value of property for all residents.

Typical Responsibilities

- Reviews neighborhood complaints received by Code Enforcement.
- Reviews complaints received by the Building & Planning Department.
- Issues Decision & Orders outlining timeframes for homeowners to complete property projects.
- Enforces Municipal, State and Federal regulations to protect the general public welfare.
- Supports property rights.
- Preserves the value of public and private property.

Membership
Three members

Hearings
Once a month

Staff Liaison
Code Enforcement Officer