



TOWN OF HILLSBOROUGH

COMMITTEES AND BOARDS POLICY

POLICY 412

LAST REVISED 2/14/22

PURPOSE: To identify the committees and boards that are advisory to the City Council and serve at the City Council's discretion and to outline requirements of appointed members.

POLICY:

Appointment

Any resident of Hillsborough (and registered voter of the Town of Hillsborough per the Hillsborough Municipal Code for the Architecture and Design Review Board) can apply to become a member of a committee or board by filing a letter of interest, Committees and Boards Application and a current resume with the City Clerk. Persons who own property "directly or indirectly" can apply to become a member of the Administrative Hearing Panel. The letter of interest, application and resume will be kept on file for one year. When a vacancy occurs, the Committee or Board Chair and one or more of the following, Mayor, Council Liaison, City Manager and Staff Liaison(s) to that committee or board, may interview prospective candidates. Candidates are encouraged to attend a committee or board meeting or review a meeting agenda packet before being considered for formal appointment by the City Council.

The state legislature adopted the Maddy Local Appointive List Act of 1975, California Government Code Section 54970, *et seq.*, for vacancies and appointments of citizens to public committees, commissions and boards. The Act provides that an appointment list be prepared each year by the City Council and posted by December 31st noting the names of members whose terms will expire in the upcoming year as well as their appointment date, date the term expires, and qualifications for being a member of each committee or board. The appointment list shall also contain a list of all public committees, commissions and boards that serve at the pleasure of the City Council and the necessary qualifications for each position. The appointment list is posted on the Town's three official bulletin boards; at the Burlingame Public Library, San Mateo Public Library and Hillsborough schools; and on the Town's website.

In the event a member of a committee or board is unable to continue to serve, a formal letter of resignation shall be submitted to the City Clerk. Any member of a committee or board may be removed at any time by a majority vote of the City Council with or without cause.

Whenever an unscheduled vacancy occurs on one of the committees or boards due to resignation, death, termination or other reason, a special vacancy notice shall be posted in the office of the City Clerk; on the Town's three official bulletin boards; at the Burlingame Public Library, San Mateo Public Library and Hillsborough schools; on the Town's website; and if time allows, the Town's monthly e-Announcement, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Appointment to that vacancy must not be made for at least 10 working days after posting of the special notice. The City Council may find that an emergency exists and fill the unscheduled vacancy immediately. A person appointed in this instance shall serve only until the final appointment is made.

Terms

Committee and board members may serve two consecutive full three-year terms. Partial terms are in addition to this time limit. 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. The City Council may reappoint members to serve additional terms if it is necessary, desirable or beneficial for the effective functioning of the committee or board.

Chair

The Mayor shall 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. Reappointment may not exceed two full terms; however, the Mayor may reappoint the Chair to serve additional terms if it is necessary, desirable or beneficial for the effective functioning of the committee or board.

Special Appointments

The City Council shall designate City Council representatives to all regional and intergovernmental organizations and Joint Powers Authorities requiring City Council representation. The City Council 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.

Brown Act

All meetings of the committees and boards are subject to the Brown Act. Members of the committees and boards will be required to attend Brown Act training.

AB 1234 Ethics Training

Members of the Architecture and Design Review Board, Administrative Hearing Panel and Financial Advisory Committee will be required to complete two hours of ethics training on an on-going basis consistent with the required timeframes contained in [California Government Code Section 53235.1\(b\)](#).

AB 1661 Sexual Harassment Prevention Training

All committee and board members are required to complete two hours of sexual harassment prevention training on an on-going basis consistent with the required timeframes contained in [California Government Code Section 53237.1\(b\)](#).

Statement of Economic Interests

Members of the Financial Advisory Committee, Architecture and Design Review Board and Administrative Hearing Panel will be required to file a Statement of Economic Interests (California Fair Political Practices Commission Form 700) with the City Clerk within 30 days of assuming office, annually and within 30 days of leaving office.

Oath of Office

Members of the Architecture and Design Review Board and Administrative Hearing Panel having sovereign governmental functions shall be required to take an oath of office before serving on the committee or board.

Written Communications

All City Council-appointed board and committee members are issued Town email addresses, which must be utilized for all Town business.

Designation of Committees and Boards

The following are the committees and boards and their areas of responsibility as established by the Town of Hillsborough:

ADMINISTRATIVE 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. Hold hearings and issue decisions regarding Code violations and hear appeals on fines and penalties.

Qualifications/Composition: The preferred composition of the board shall be residents of the Town, or persons who own property "directly or indirectly", familiar with the Town's government and municipal code, with prior experience serving on committees or boards and an interest in fostering the Town's beauty and property values.

Responsibilities:

- Review neighborhood complaints received by Code Enforcement.
- Review complaints received by the Building and Planning Department.
- Issue Decision and Orders outlining timeframes for homeowners to complete construction projects and hear appeals of penalties for delayed completion.
- Hear appeals of other matters as delegated by the City Council.
- Enforce municipal, state and federal regulations to protect the general public welfare.

- Support property rights.
- Preserve the value of public and private property.

Membership: Up to five members. Three-year term.

Hearings: Monthly as needed

Staff Liaison: Code Enforcement Officer/Assistant City Attorney

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.

Qualifications/Composition: “The preferred composition of the board shall be two architects or building designers, two other design professionals, and one resident-at-large; however, other residents from the town may be appointed, if necessary, to complete the five-member board.” Hillsborough Municipal Code Section 2.12.030

Responsibilities:

- 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 values that make the Town unique.
- Guidelines: To adopt guidelines for the review of applications.

Membership: Five members and one alternate. Three-year term.

Meetings: Once or twice per month

Staff Liaison: Director of Building and Planning

CITIZENS COMMUNICATION ADVISORY COMMITTEE

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

Qualifications/Composition: The Citizens Communication Advisory Committee is composed of Hillsborough residents who are familiar with the Town and possess a desire to assist the Town in its communications with the residents.

Responsibilities:

- Oversee the development, editing and printing of the quarterly Town newsletter.
- Review key City Council actions for communications.
- Explore methods of communicating with residents.

Membership: Five members. Three-year term.

Meetings: Once a month

Staff Liaison: City Manager

FINANCIAL ADVISORY COMMITTEE

Purpose: The purpose of the Financial Advisory Committee is to advise the City Council and Town staff on the Town's financial matters and make recommendations to the City Council regarding budgetary management and the Town's financial stability, and to advise on matters involving the City Council's function in audit committee matters.

Qualifications/Composition: The Financial Advisory Committee is composed of Hillsborough residents who represent a broad spectrum of expertise from the fields of accountancy, investment management and fiscal control. The preferred qualifications include a familiarity with local government finance, prior experience serving on committees or boards, and an interest in advising the City Council and Town staff on financial matters.

Responsibilities:

Among other tasks, the Committee will review financial statements, provide guidance on the annual budget, monitor the Town's investment program, review the annual audit and make recommendations to explore alternative strategies to further long-range financial objectives. The Financial Advisory Committee assists in assuring conformity to laws regarding state spending limits, revenue and taxation, and audits.

Membership: Seven members. Three-year term.

Meetings: Quarterly

Staff Liaison: Finance Director

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