

RESOLUTION NO. 2004-185

RESOLUTION OF THE COUNCIL OF THE CITY OF  
FRESNO ESTABLISHING A PROCEDURE FOR THE  
CREATION OF BOARDS, COMMISSIONS, COMMITTEES,  
AND SIMILAR BODIES OF THE CITY OF FRESNO BY  
COUNCIL, MAYOR AND INDIVIDUAL COUNCILMEMBERS.

WHEREAS, the City of Fresno has a number of boards, commissions, committees, and similar bodies (collectively "bodies") that carry out the duties of City government; and

WHEREAS, members who serve on City bodies are public officers and may be subject to various state and local laws; and

WHEREAS, establishing a procedure for the creation of City bodies will ensure that its mission and its internal governance are clearly established and recorded; and

WHEREAS, maintaining accurate records of City bodies will assist in the administration of City bodies and ensure compliance with applicable laws.

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF FRESNO HEREBY:

1. Adopts the resolution form which is attached, for use by Council when creating a City board, commission, committee, or similar body. (Exhibit "A").
2. Adopts the organizational form which is attached, for use by the Mayor or individual Councilmember when creating a City board, commission, committee, or similar body. (Exhibit "B").
3. When Council creates a City body, the resolution form taken together with the organizational form shall be the enabling legislation for that City body. The City

Clerk shall record the information from the resolution form into the organizational form which is attached as Exhibit "B".

4. The City body shall be responsible for completing the organizational form filed with the City Clerk, by identifying the name and title of the contact person for the City body, mailing address, and location of its records. The City Clerk, with the advice of the City Attorney, shall designate on the organizational form whether the City body is subject to the Brown Act and whether its members must file annual Statements of Economic Interest pursuant to the Political Reform Act.

5. The organizational form shall also be used by the Mayor or individual Councilmember when creating a City body. It shall be the responsibility of the Mayor or individual Councilmember creating the City body, to complete the organizational form and have it filed with the City Clerk. The City Clerk, with the advice of the City Attorney, shall complete that portion of the form as to whether its members must file Statements of Economic Interest pursuant to the Political Reform Act.

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CLERK'S CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF FRESNO ) ss.  
CITY OF FRESNO )

I, REBECCA E. KLISCH, City Clerk of the City of Fresno, certify that the foregoing Resolution was adopted by the Council of the City of Fresno, California, at a regular meeting thereof, held on the \_\_\_ day of \*, 2004.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Mayor Approval: \_\_\_\_\_, 2004

Mayor Approval/No Return: \_\_\_\_\_, 2004

Mayor Veto: \_\_\_\_\_, 2004

Council Override Vote: \_\_\_\_\_, 2004

REBECCA E. KLISCH  
City Clerk

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:  
HILDA CANTÚ MONTOY

By: \_\_\_\_\_  
TEI YUKIMOTO  
Deputy City Attorney

Exhibit A- Resolution Form  
Exhibit B- Organizational Form

**Implementing Forms may be obtained in the  
City Clerks Office, or electronically at the  
City Web Site; Staff Area; City Forms  
Management; Resolution Form - Boards &  
Commissions**

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE COUNCIL ESTABLISHING [NAME OF  
CITY BOARD, COMMISSION, COMMITTEE, OR SIMILAR  
BODY OF THE CITY OF FRESNO.]

WHEREAS, [Recitals explaining need for the particular board. . . .];

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Fresno as follows:

1.     \_\_\_\_\_ [NAME] \_\_\_\_\_ is hereby established.
2.     The Purpose of \_\_\_\_\_ [NAME] \_\_\_\_\_ is to \_\_\_\_\_.
3.     The \_\_\_\_\_ [NAME] \_\_\_\_\_ shall continue to exist until \_\_\_\_\_ (e.g.,  
date, for "x" period of time; until the budget is adopted; until the mission of the body is  
completed; other). \_\_\_\_\_ [NAME] \_\_\_\_\_ shall automatically terminate four years from its creation  
unless expressly provided for herein or extended by Council resolution.
4.     The membership shall consist of:
  - a.     \_\_\_\_\_ [Number] \_\_\_\_\_ members.
  - b.     The members shall be appointed in the following manner \_\_\_\_\_ (e.g.,  
by Council as a body, by an individual Councilmember, by the President of the  
Council, by the Mayor, by particular community organization, or other).
  - c.     Qualifications for the members include: \_\_\_\_\_ (e.g., city  
residency, district residency, particular expertise).
5.     The term of office shall be \_\_\_\_\_ [e.g., "x period" or "at pleasure of  
the appointing authority"]. (Members appointed to a definite term may be removed for cause  
only, whereas pleasure appointments may be removed without cause.)
6.     (If applicable) Compensation shall be \_\_\_\_\_ [AMOUNT] \_\_\_\_\_.
7.     The Staff Representative shall be \_\_\_\_\_ [NAME OF INDIVIDUAL] \_\_\_\_\_.

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CLERK'S CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF FRESNO ) ss.  
CITY OF FRESNO )

I, REBECCA E. KLISCH, City Clerk of the City of Fresno, certify that the foregoing resolution was adopted by the Council of the City of Fresno, at a regular meeting held on the \_\_\_ day of \_\_\_\_\_, 200 .

AYES :  
NOES :  
ABSENT :  
ABSTAIN :

REBECCA E. KLISCH  
City Clerk

BY: \_\_\_\_\_  
DEPUTY

APPROVED AS TO FORM;  
CITY ATTORNEY'S OFFICE

BY: \_\_\_\_\_

Deputy City Attorney

**Implementing Forms may be obtained in the  
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City Web Site; Staff Area; City Forms  
Management; Organizational Form  
Boards & Commissions**

**ORGANIZATIONAL FORM FOR CITY OF FRESNO  
BOARDS, COMMISSIONS, COMMITTEES, AND SIMILAR BODIES.**

**This form shall be completed and filed with the City Clerk’s Office when the Council, Mayor, or individual Councilmember creates a City board, commission, committee, or similar body (“body”). The City Clerk shall complete the form when the body is created by Council action. If the body is created by the Mayor or individual Councilmember, the Mayor or that Councilmember is responsible for ensuring that the form is completed and filed with the City Clerk.**

**1. Name.**

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**2. Legal authority for creation. (Federal law, state law, Charter, ordinance, resolution, or other.)**

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**3. Purpose/ mission.**

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**4. How long body will be in existence.**

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\*All boards, commissions, committees and similar bodies not created by Charter, ordinance, or resolution of Council will automatically terminate two years from their creation unless otherwise specified by Council pursuant to Fresno Municipal Code Section 2-902.

**5. Membership.**

**a. Number of members.**

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**b. How members are appointed.**

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**c. Membership qualifications.**

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\*Examples include City residency, special expertise, etc.

**d. Term of Office.**

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\*Appointments for a definite term of office requires removal for cause only. Pleasure appointments may be removed without cause by the appointing authority.

**6. Contact person.**

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\*This individual shall also be responsible for ensuring that the information provided in this form is accurate and up to date.

**7. Mailing address:**

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**8. Location of the records.**

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**To be completed by City Clerk, with advice from City Attorney.**

**9. Brown Act/open meeting requirement.**

Yes \_\_\_\_\_ No \_\_\_\_\_ (Ad hoc committee or body created by a non-legislative body, such as the Mayor or individual Councilmember)

**10. Must file Statements of Economic Interest.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Date** \_\_\_\_\_