



# TOWN OF FAIRFAX

## STAFF REPORT

### April 4, 2018

**TO:** Mayor and Town Council

**FROM:** Michele Gardner, Assistant to the Town Manager *MG*

**SUBJECT:** Adopt a Resolution Expanding the Membership of the Fairfax Climate Action Committee

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#### **RECOMMENDATION**

Adopt the resolution.

#### **DISCUSSION**

The Climate Action Committee (CAC) requested this item be brought to the Town Council for consideration. The CAC is requesting the Council to change the maximum number of members (currently seven) to allow more interested community members to join, more flexibility, and to allow for the inclusion of youth. They are proposing to have a range of seven to thirteen voting members. With each Council appointment of an additional member within that range, the total number of voting members will be set for purposes of a quorum. At the time of the appointment, the Council will confirm by minute action the total number of voting members.

The CAC also wishes to appoint up to two youth members, ages 12 or older, to serve as non-voting (ex officio) members, which does not affect the quorum requirement. To avoid any future confusion, the attached resolution contains a provision that any language contained in previous resolutions pertaining to the CAC (Resolutions 14-10 and 15-26) that conflicts with this resolution is repealed and superseded.

#### **FISCAL IMPACT**

n/a

#### **ATTACHMENT**

Resolution

**RESOLUTION 18-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
REPLACING RESOLUTION NOS. 14-10 AND 15-26 ESTABLISHING THE FAIRFAX  
CLIMATE ACTION COMMITTEE TO EXPAND THE MEMBERSHIP**

**WHEREAS**, the Conservation Element within the adopted 2010 -2030 General Plan calls for the creation of a Climate Action Plan or CAP (Program CON-1.1.1.3) and for the creation of a Climate Action Committee (CAC) whose primary responsibility is to create and implement the CAP; and

**WHEREAS**, the Town Council established the Fairfax Climate Action Committee (CAC) by Resolution 14-10 as a subcommittee of the General Plan Implementation Committee (GPIC), and later by Resolution 15-26 re-characterized it as a Town Committee separate and autonomous from GPIC; and

**WHEREAS**, the CAC is specified to have a maximum of seven (7) members each with four-year terms, and those members currently serving who have been on the CAC since its inception have terms set to expire July 15, 2019; and

**WHEREAS**, the Town Council now desires to replace the former resolutions establishing the CAC and to expand the membership of the CAC;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Fairfax as follows:

1. The Climate Action Committee (CAC) is established to implement the Climate Action Plan (CAP); and
2. The Town Council shall be responsible for the selection, appointment, and removal of members; and
3. CAC membership is amended to number at least seven and no more than thirteen voting members, and with each appointment of an additional member the total number of committee members for purposes of a quorum shall be set as a majority of the then-current voting membership. As examples, if there are seven voting CAC members, then a quorum shall be four voting members, and if there are thirteen voting CAC members, then a quorum shall be seven voting members; and
4. The CAC may appoint up to two youth members, ages 12 or older, to serve as ex officio members with no voting rights; and
5. The members of the CAC shall each serve a term of four years; and

6. The CAC shall elect a chair and such other officers as necessary to run their meetings in accordance with local and state rules of procedure and decorum; and
7. The CAC shall hold regular monthly meetings; and
8. CAC shall provide notice of its meetings in accordance with local and state rules; it shall keep minutes of its meetings, and such minutes shall be kept on file with the Town as a public record; and
9. The Town Clerk shall publish a notice of vacancy whenever the number of voting members on the CAC is less than seven; and
10. The CAC will provide periodic updates to the Council on the activities of the CAC as well as recommend CAP revisions to the Council; and
11. Town staff will not be required to attend the CAC meetings; and
12. Any language contained in Resolutions 14-10 and 15-26 that conflicts with this Resolution is repealed and superseded.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 4th day of April 2018, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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PETER LACQUES, Mayor

Attest:

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Michele Gardner, Town Clerk