



TOWN OF FAIRFAX

STAFF REPORT

July 6, 2022

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Adopt a Resolution expanding membership of the Volunteer Board to include residents of the 94930-zip code area, limiting unexcused absences of board members, and setting terms of office three years from the date of appointment of individual members

RECOMMENDATION

Adopt a Resolution expanding membership of the Volunteer Board to include residents of the 94930-zip code area, limiting unexcused absences of board members, and setting terms of office three years from the date of appointment of individual members.

BACKGROUND

This resolution was requested by Council Members and is consistent with practice begun in 2010 for the Fairfax Open Space Committee, while other Fairfax committees and commissions are open only to residents of incorporated Town limits of Fairfax.

DISCUSSION

If the attached resolution is adopted, the candidate interviewed as a part of this meeting can be appointed to the Volunteer Board. This allows the Council to include active and energetic volunteers who live in un-incorporated Fairfax, who are not able to vote for or against Fairfax Tax Measures nor Council candidates. Inclusion of un-incorporated residents in these two Fairfax committees (FOSC and Volunteers) is recommended. Other options, should other committees lack a quorum, include: a) merging two or more similar committees, b) reducing the number of seats on a committee, or c) thanking the members for their service and closing the committee.

FISCAL IMPACT

No specific costs are associated with this action. Committees and commission require some Town staff and Town Council support and are Brown Act bodies.

ATTACHMENT

Proposed Resolution

RESOLUTION 22-___

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX EXPANDING THE MEMBERSHIP OF THE VOLUNTEER BOARD TO INCLUDE RESIDENTS OF THE 94930-ZIP CODE AREA, LIMITING UNEXCUSED ABSENCES OF BOARD MEMBERS, AND SETTING TERMS OF OFFICE THREE YEARS FROM THE DATE OF APPOINTMENT OF INDIVIDUAL MEMBERS

WHEREAS, the Town Council first established the Fairfax Volunteer Board (“Volunteers”) dedicated to volunteerism in and around Fairfax decades ago; and

WHEREAS, the Volunteers’ mission is to foster goodwill in the Town of Fairfax through implementation of a volunteer program that will meet the Town’s and community’s needs; and

WHEREAS, creating appropriate volunteer projects to support the Board’s mission enhances the quality of life in and around Fairfax; and

WHEREAS, the Volunteer Board is comprised of seven Fairfax residents with three-year terms who meet regularly on the fourth Monday of each month, and

WHEREAS, achieving a quorum at meetings has been more difficult due to vacancies and frequent absences, with the result that actions cannot be taken in a timely manner; and

WHEREAS, residents residing in the “94930” zip code outside Town limits have expressed interest in becoming members of the Volunteer Board; and

WHEREAS, the Volunteers actively solicit volunteers from the community to carry out projects and programs approved by the Town Council that will support the needs of the broader community; and

WHEREAS, the Volunteers established a trail marking project, which identifies and builds pedestrian access trails throughout Town; and

WHEREAS, the Volunteers implement a brush clearing program in hillside neighborhoods to prevent wildfires from spreading in conjunction with the Ross Valley Fire Department, FireSafe Marin and the Marin Wildfire Prevention Agency, and

WHEREAS, the Volunteers sponsor annual social events that promote a sense of goodwill in the community and beyond, such as the Town-wide picnic, which organizes neighborhood groups, and the holiday potluck-caroling-wreath making event in December; and

WHEREAS, the Volunteers maintain pet waste bag dispensers throughout Town and conduct annual creek cleaning events; and

WHEREAS, the Town Council requires that the Volunteer Board elect a chairperson and such other officers as necessary to run their meetings in accordance with local and state rules of procedure and decorum; and

WHEREAS, the Volunteer Board 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 by the Town as a public record; and

WHEREAS, the Town Council finds that to achieve a quorum the membership requirements need to be expanded to allow for a greater pool of applicants; and

WHEREAS, Volunteer Board Members are expected to attend all regular meetings of the Volunteer Board; and

WHEREAS, multiple terms expiring at the same time impact the group's ability to achieve a quorum; and

WHEREAS, as members resign and new members are appointed, the terms of members gradually and naturally become staggered if such appointments are made for full three-year terms from the date of appointment;

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

1. The Volunteer Board membership requirements shall be expanded to include individuals who reside in the 94930-zip code area;
2. The unexcused absence of a Volunteer Board Member from three consecutive regular meetings or more than four regular meetings within a calendar year shall constitute a voluntary resignation of the member and the position shall be declared vacant.
3. Volunteer Board Members appointed on or after the effective of this resolution shall all be appointed to three-year terms commencing on the date of appointment.

The foregoing resolution was adopted at a regular meeting of the Fairfax Town Council of the Town of Fairfax held in said Town on the 6th day of July 2022, by the following votes, to wit:

AYES:

NOES:

ABSENT:

Stephanie Hellman, Mayor

Attest: _____
Michele Gardner, Town Clerk