



FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

MEETING DATE September 4, 2024
PREPARED FOR Mayor and Town Council
PREPARED BY Christine Foster, Deputy Town Clerk
SUBJECT Adopt a Resolution Establishing the Regular Council Meeting Dates for the Months of January, July, and October in 2025 and Confirm the 2025 Regular Meeting Calendar

RECOMMENDATION

Adopt the resolution and confirm the 2025 calendar of regular Town Council meetings, with no meeting scheduled for July 2025.

DISCUSSION

The regular monthly Town Council meetings are set by ordinance on the first Wednesday of each month at 6:30 pm, except for January and July due to the holidays in those months. Town Code Section 2.08.010 allows the dates of the January and July regular meetings to be established by resolution of the Town Council.

For 2025, staff is recommending the January meeting be set on January 15th, and the July meeting be set on July 16th. This avoids schedule conflicts with Ross Valley Fire Board regular meetings on the second Wednesdays and allow time for agenda preparation and notices around the new year and July 4th holidays.

Staff is also recommending the October 2025 meeting be moved to the third Wednesday of the month, to avoid a conflict with the Jewish holiday of Yom Kippur which begins at sundown on the first Wednesday.

The recommended **Town Council's 2025 regular meeting calendar** is as follows:

January 15 , 2025	July 16 , 2025
February 7, 2025	August 7, 2025
March 6, 2025	September 4, 2025
April 3, 2025	October 15 , 2025
May 1, 2025	November 6, 2025
June 5, 2025	December 4, 2025

FISCAL IMPACT

N/a

ATTACHMENT

Resolution

RESOLUTION 24-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX ESTABLISHING ITS REGULAR MEETING DATES IN THE MONTHS OF JANUARY AND OCTOBER IN CALENDAR YEAR 2025

WHEREAS, Town Council regular meetings are held on the first Wednesday of every month except for January and July due to the holidays in those months; and

WHEREAS, Town Code Section 2.08.010 allows the dates of the January and July regular meetings to be established by resolution of the Town Council; and

WHEREAS, the first Wednesday in October 2025 conflicts with the Jewish holiday of Yom Kippur;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council of the Town of Fairfax regular meeting dates in the months of January and July in calendar year 2025 shall be at 6:30 p.m. on Wednesday, January 15, 2025, and on Wednesday, July 16, 2025, respectively.

AND BE IT FURTHER RESOLVED that the Town Council of the Town of Fairfax regular meeting date in the month October 2025 shall be at 6:30 p.m. on Wednesday, October 15, 2025.

The foregoing resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 4th day of September 2024 by the following vote:

AYES:

NOES:

ABSENT:

Attest

Barbara Coler, Mayor

Christine Foster, Deputy Town Clerk