



TOWN OF FAIRFAX

STAFF REPORT

April 4, 2018

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Introduce and read by title only An Ordinance of the Town Council of the Town of Fairfax Amending Section 2.08.010 ("Council Meetings") of the Town Code to set by resolution from time to time the regular meeting dates so as not to conflict with holidays in the months of January and July; Not subject to CEQA, CEQA Guidelines Sections 15060(c)(3), 15378, and 15061(b)(3)

RECOMMENDATION

Introduce, waive first reading, and read by title only An Ordinance of the Town Council of the Town of Fairfax Amending Section 2.08.010 ("Council Meetings") of the Town Code.

DISCUSSION

The Town Council's regular meetings are the first Wednesday of every month. Typically, the Town cancels the regular Council meeting in January and July due to conflicts with the New Year's Day and 4th of July holidays, respectively. In addition, staff is on furlough during the latter half of December through the first of January and does not have sufficient time to prepare an agenda packet for the first week of January. As a result, the Council usually holds a special meeting in January and July.

This amendment allows the Council to set, by resolution each year, the regular meeting dates for January and July on a day other than the first Wednesday. Some of the benefits from this change are: 1) it would avoid confusing the public with the "special" meeting nomenclature each January and July when we are just rescheduling the regular meetings for those two months and 2) it would avoid staff having to conduct a burdensome, technical process to make the special meeting a regular meeting, if needed.

FISCAL IMPACT

None

ATTACHMENT

Resolution

AGENDA ITEM # 16

ORDINANCE NO. ____

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING SECTION 2.08.010 (“COUNCIL MEETINGS”) OF THE TOWN CODE**

WHEREAS, Section 2.08.010 (“Council Meetings”) of the Town Code provides for the regular meetings of the Town Council to be held on the first Wednesday of each calendar month; and

WHEREAS, the Town Council desires the flexibility to set by resolution from time to time the regular meeting dates so as not to conflict with holidays in the months of January and July; and

NOW, THEREFORE, the Town Council of the Town of Fairfax does ordain as follows:

SECTION 1: Section 2.08.010 (“Council Meetings”) of the Town Code is hereby amended to read as follows:

“All official meetings of the Town Council shall be held at the Council Chambers, Fairfax Women’s Club Building, 46 Park Road, in the town. Regular meetings of the Town Council shall be held at 7:00 p.m. on the first Wednesday of each calendar month, with the exceptions of the months of January and July, which regular meeting dates may be changed to another day of the specified month due to the holidays, and established by resolution.”

SECTION 2: The Town Council finds that this ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15060(c)(3) because this activity is not a project as defined by Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, and pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that it will not have a significant effect or physical change to the environment because it relates to the normal conduct of the town council meetings and does not represent a change in operation of the meeting facilities.

SECTION 3: This Ordinance shall be effective 30 days following its adoption by the Town Council. Copies of this Ordinance shall, within fifteen days after its passage and adoption, be posted in three public places in the Town of Fairfax, to wit: 1. Bulletin Board, Town Hall Offices; 2. Bulletin Board, Fairfax Post Office; 3. Bulletin Board, Fairfax Women's Club building.

The foregoing Ordinance was introduced at a regular meeting of the Town Council on the 4th day of April 2018, and duly adopted at the next regular meeting of the Town Council on the __ day of _____, 2018, by the following vote, to wit:

AYES:
NOES:
ABSENT:

PETER LACQUES, Mayor

Attest: _____
Michele Gardner, Town Clerk

Date