

Fairfax Town Council Minutes
Special Meeting for the Purpose of Conducting an Annual Goal-Setting **Retreat**
Fairfax Women's Club
Wednesday, **March 17, 2017**

Call to Order/Roll Call:

COUNCILMEMBERS PRESENT: Barbara Coler
Renee Goddard
Peter Lacques
John Reed
David Weinsoff

STAFF MEMBERS PRESENT: Garrett Toy, Town Manager
Michele Gardner, Town Clerk
Janet Coleson, Town Attorney

Mayor Reed called the meeting to order at 10:00 a.m.

The Council conducted the retreat, and discussed the following topics:

- Councilmember interactions/relationships including the various roles of Councilmembers
- Staff and Town Attorney interactions with the Council and expectations
- CA Election Code update: requirement to change date of regular local elections to even years. Staff was directed to bring back all options to the next regular meeting. A special meeting was tentatively scheduled for April 25 to keep all options open.
- Use of private devices and private email accounts to conduct Town business. Staff was directed to create Town email boxes for the Town Council and Planning Commission, to be used for all Town correspondence.
- Policies and protocols regarding the expectations and roles of councilmembers on commissions, committees, JPA's, and as liaisons to different groups.
- Agenda-setting process, protocols, and related issues
- Update on storm damage
- Council meetings and administrative protocols, process, and related issues
- How to handle response to legislation that is time-sensitive
- Expectations/roles of Town-appointed committees, commissions, and boards
- Review of Town accomplishments of 2016
- Possible goals, priorities, budgetary/organizational issues, projects/programs for 2017
- Discuss and schedule future Council workshops (e.g., budget) and upcoming key agenda items (e.g., parkade design, zoning amendments). The Council budget workshop was scheduled for May 25th.
- Goals for 2017: staff was directed to add the adoption of goals to the next regular meeting agenda

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Michele Gardner, Town Clerk