



# TOWN OF FAIRFAX

## STAFF REPORT

### October 3, 2018

**TO:** Mayor and Town Council

**FROM:** Michele Gardner, Town Clerk *MG*

**SUBJECT:** Adopt a resolution establishing the regular council meeting dates for the months of January and July in 2019, and confirm 2019 meeting calendar

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#### RECOMMENDATION

Adopt the resolution, and confirm 2019 calendar of regular monthly Town Council meetings.

#### DISCUSSION

The regular monthly Town Council meetings are set on the first Wednesday of each month, 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 2019, staff is recommending the January and July meetings be held on Wednesday, January 16 and July 17. Major national and religious holidays were considered.

In January 2019, staff recommends holding the Town Council meeting on the third **Wednesday, January 16**. The first Wednesday is the day Town Hall reopens following the winter furlough. The second Wednesday would require staff to prepare the Council agenda packet in the 3 days following the furlough, which would be impractical.

In July 2019, staff recommends holding the meeting on **Wednesday, July 17**, instead of the first Wednesday, which is in the week of July 4<sup>th</sup>. The following Wednesday would require staff to prepare the Council agenda packet during the week of July 4<sup>th</sup>, which would be impractical given the shortened week. There would still be a sufficient 3-week gap between the July 17<sup>th</sup> and August 7<sup>th</sup> Council meetings.

The recommended **2019 regular Town Council meeting** schedule is as follows:

|                  |                   |
|------------------|-------------------|
| January 16, 2019 | July 17, 2019     |
| February 6, 2019 | August 7, 2019    |
| March 6, 2019    | September 4, 2019 |
| April 3, 2019    | October 2, 2019   |
| May 1, 2019      | November 6, 2019  |
| June 5, 2019     | December 4, 2019  |

#### FISCAL IMPACT

None

#### ATTACHMENT

Resolution

AGENDA ITEM # 5

RESOLUTION 18-\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
ESTABLISHING ITS REGULAR MEETING DATES IN THE MONTHS OF  
JANUARY AND JULY IN CALENDAR YEAR 2019**

**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;

**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 2019 are Wednesday, January 16, 2019, and Wednesday, July 17, 2019, respectively.

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 3<sup>rd</sup> day of October 2018 by the following vote:

AYES:  
NOES:  
ABSENT:

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PETER LACQUES, Mayor

Attest:

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Michele Gardner, Town Clerk